

Guidance notes for the Transparency Fund application form

These notes are designed to assist you with completing the Transparency Fund application form.

The application form contains questions which will allow you to produce a bid for funding to enable you to work towards compliance with the Transparency Code for Smaller Authorities.

If your Council has undertaken work or bought equipment after 01 April 2015 solely to comply with the Transparency Code then this spend is eligible for grant funding. Please indicate if you have already purchased the equipment / service using the column provided. Where the already undertaken spend is in excess of the suggested maximums we may be able to pay a proportion of the cost.

If you have any queries please consult the NALC Transparency Frequently Asked Questions page [here](#) or contact your local CALC.

This spreadsheet has been locked, meaning that you will only be able to change the contents of the white boxes. Please attempt to use the spreadsheet version of the form – if you are unable to use it please contact your local County Association who will be able to provide you with an alternate version.

The following table sets out some guidance on how to complete the form.

1	Enter the name of the Council
2	Enter the name of the County Association area.
3	Confirm the authority has a turnover of less than £25,000. Turnover is the greatest of either income or expenditure. Authorities with a spend of over £25,000 are not available for funding from the Smaller Authorities Transparency Fund*
4	Using the drop down list, select whether your authority has access to the internet
5	If you need to get an internet connection there may be setup costs. These might include: <ul style="list-style-type: none"> • Buying a router • Having a telephone line / cable installed or made live
6	Enter the monthly cost of the internet subscription. – You can use websites such as www.uswitch.com to find out what providers and subscriptions are available in your area.
7	Please indicate whether the council has access to a computer using the drop

	down box
8	Type in the model name and number of the computer the council expects to buy If your authority already has a computer capable of uploading documents to a website we are not able to fund the purchase of an additional machine.*
9	Enter the cost of the computer. To buy a computer capable of carrying out the necessary work should cost no more than £350.00. If you wish to purchase a machine costing more please indicate why using the text box at the bottom of the form.
10	Please indicate whether you have access to a device capable of scanning using the drop down box. (This would include both scanners and combined scanner / printer / copiers)
11	Type in the model name and number
12	Enter the cost of buying the scanner. To buy a scanner capable of carrying out the necessary work should cost no more than £100.00. If you wish to purchase a machine costing more please indicate why using the text box at the bottom of the form.
13	Please answer yes if the council will be uploading files to: <ul style="list-style-type: none"> • Your own council website • A community website • The website of a principal Authority Please answer no if you have no current mechanism to make your documents available via a website.
14	If you are working with a partner, e.g. community website or principal authority, and they charge you for either – <ul style="list-style-type: none"> • Hosting your documents • Uploading files for you enter the total yearly charges for using the partner’s website. Many community groups make no charge – if this is the case please enter 0.
15	Enter the amount it will cost to set up the website – e.g. Web design costs, hosting, charges to carryout initial uploads – Training is NOT included in this section.*
16	Enter the amount it will cost to maintain the website (excluding staffing costs) – e.g. hosting, *

17	Indicate if training is required using the drop down box on the spreadsheet
18	Type in a description of any training required e.g.” one hours basic computer training “ or “Two hours from the web developers on how to upload files to our site” the box will expand to fit your text.
19	Enter the cost of training.
20	How many hours will it take paid staff members to achieve transparency – e.g. setting up a website, uploading the initial documents.*
21	Enter the gross hourly rate including on costs.
22	How many hours will it take paid staff members per month to keep compliant with the transparency regulations – e.g. uploading documents to a website.
23	Enter the gross hourly rate including on costs.
24	If the council requires grant money for anything not included in the form above, please indicate what is required and the costs in the box below. As any form with this section completed will have to go through a separate process, the council’s application is likely to be delayed.

Please ensure this form has been approved by the Council and that this is indicated in the form returned to your local County Association. Your County Association will then undertake a first assessment of the form before either submitting to NALC for processing or returning to the Parish Council for discussion.

Grants will be run on a monthly basis as laid out in the form below.

Council Submits to County Association	Money for successful bids released to Council
14 October 2015	30 November 2015
13 November 2015	08 January 2016
14 December 2015	01 February 2016
14 January 2016	29 February 2016
14 February 2016	31 March 2016

Any unsuccessful bids will be returned to the County Association with details of which part(s) caused the bid to be unsuccessful and why. Any authority where a bid is returned is welcome to submit an updated bid.

Your local County Association will be contacting you approximately three months after the funds have been released as part of the DCLG mandated monitoring to monitor how Guidance notes for the Transparency fund application form.



the grant has been spent and if it has resulted in the authority becoming compliant with the code.

* If you have any queries please first consult the NALC Transparency Frequently Asked Questions page here or contact your local County Association.

Once you have completed the form please return it to your County Association

Peter Wrigley
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