

Dear Colleagues.

The Transparency fund has been operating for a month now. We are starting to receive applications and positive feedback.

Since the Transparency fund launched on 02 September I have had the opportunity to speak with many of you and answer a lot of questions. I would like to take this opportunity to address some of the most popular queries.

Overall, the Fund has got off to a very positive start and we are hopeful moving forward that interest in the programme across all CALC areas will be sustained; and that we will continue to see growth in the number of applications from qualifying smaller councils within England. The below information will be of interest to you all to enable this to happen.

**Should costs include VAT?**

All costs in the application should be net of VAT.

**How do the monthly costs work?**

For both internet subscription and monthly costs please indicate how many months of funding the council requires – e.g. if a council gets an internet connection in November they can claim five months of this cost - November '15 to March '16. Please indicate this on the application form.

**What is the role of CALCs?**

CALCs are taking the lead in communicating the fund to the parish councils and in coordinating, triaging, and sending the applications through to NALC. When applications are agreed by the Transparency Fund board the CALCs are then sending the money directly to the successful parish councils.

**The date boxes on the application form do not work.**

The type of formatting is incorrect. I will enter the date submitted to NALC at this end. Version two of the application form has this corrected.

**Who do I email forms to?**

Please mail forms to [transparency@nalc.gov.uk](mailto:transparency@nalc.gov.uk) – please keep the forms in Excel format.

### What are the dates for submission of forms and receipt of funds?

N.B. These dates are subject to change.

Payment Period	November	December	January	February	March
Action					
Authorities to return form to CALCs	14/10/15	13/11/15	14/12/15	14/1/16	15/2/16
CALCs to application forms to NALC.	30/10/15	27/11/15	5/1/16	28/1/16	29/2/16
Board Sign off	5/11/15	8/12/15	12/1/16	4/2/16	7/3/16
NALC to release funds for approved bids to County Associations	14/11/15	18/12/15	18/1/16	15/2/16	17/3/16
CALCs to transfer money to parish councils	30/11/15	8/1/16	1/2/16	29/2/16	31/3/16

### What happens in the 2016/17 financial year?

It is planned that the fund will be available for the years 15/16, 16/17 and 17/18. The availability of 16/17 funding will be confirmed by DCLG in 2016. As the funding has not been confirmed for 16/17 we advise that all parish councils apply in the 15/16 financial year.

### Other queries

Please consult the frequently asked questions which are available on the NALC website [here](#). If your query is not answered parish councils can consult their local County Association who will be able to assist or pass on any queries to the team at NALC.

Kind Regards

**Peter Wrigley**

**Programme Manager – Transparency Fund and Sector Led Body.**