

AREA CAPITAL RECEIPT FUND

- **ONE OFF ASSISTANCE FOR STRATEGIC EVENTS**
- **ONE OFF ASSISTANCE FOR STRATEGIC COMMUNITY ASSETS**



Argyll and Bute Council

Welcome to the Argyll and Bute Council Grant Application Pack for the Area Capital Receipt Fund. This application is available from Area Corporate Service Managers (See page 2 for contact details). This pack covers grants from the Area Capital Receipt Funds which can be made on a one off basis to strategic events and community assets which contribute to the Council's Corporate Plan, Statement of Intent or Area Strategies.

Introduction

This pack has been designed to make it as simple as possible for you to apply for a grant from Argyll and Bute Council. It will ascertain whether your organisation passes the grant criteria in order to submit an application.

It should be noted that this Fund is used primarily as a source of funding for capital spend on Council assets and as such it is likely that Council assets will take priority. The amount available through Area Capital Receipt Funds changes from year to year and there is no prescribed timescales for awards to be made. Individual Area Committees may decide to take applications at any time. Prospective applicants are asked to make contact with the Area Corporate Services Manager, **before completing this form**, to find out whether funds are still available within the annual fund and to discuss timescales and eligibility.

Criteria for grants

Please read the criteria carefully and, if appropriate, complete the form and submit it to the relevant Area Corporate Services Manager who will acknowledge its receipt and where possible give guidance on timescale for consideration. Once your completed application has been received it will be passed to the appropriate person for assessment.

Assessment of applications

All applications for financial assistance require to be assessed by the Council's officers to ensure that they meet the criteria for grant assistance. To help your application to be dealt with as quickly as possible please make sure you supply **all** information required (a checklist is provided for you on page 18).

Once the officer has assessed the application, which may involve contacting or visiting you for more details, they will either:-

1. Submit the application to the appropriate Council Committee for consideration.
Please note that Council Officers do not make decisions on the granting of funds, or
2. Write to inform you that the application does not meet the criteria, and return all your material.

PLEASE NOTE THAT ONLY FULLY COMPLETED APPLICATION FORMS CAN BE PROCESSED.

Please make sure you complete the form in black ink.

The application and guidelines can be emailed to your organisation.

LIST OF CONTACTS

Area Corporate Services Managers

Bute and Cowal	Shirley MacLeod Shirley.macleod@argyll-bute.gov.uk 22 Hill Street Dunoon PA23 7AP	01369 704374
Oban, Lorn & the Isles	Ken MacDonald Kenneth.macdonald@argyll-bute.gov.uk Lorn House Albany Street Oban PA34 4AR	01631 567901
Helensburgh & Lomond	Lynn Smillie Lynn.smillie@argyll-bute.gov.uk Scotcourt House 45 West Princes Street Helensburgh G84 8PB	01436 658822
Mid Argyll, Kintyre & the Islands	Alison Younger Alison.younger@argyll-bute.gov.uk Dalriada House Lochnell Street Lochgilphead PA31 8ST	01546 604558

CRITERIA FOR GRANT APPLICATIONS

General - The following criteria apply to all applications for financial assistance from the Council:

1. Applications must clearly demonstrate the strategic link of the event / asset to the Corporate Plan, Statement of Intent, or Area Strategy (see Pages 5, 6).
2. Only applications submitted by properly constituted organisations operating on a non-profit making basis will be considered.
3. The Council will have to be satisfied that the organisation has the necessary expertise and resources to deliver the project / event.
4. Applications should demonstrate their fund-raising activity or evidence of contribution to the delivery of the project / event in kind or in cash.
5. Applicants will normally only receive up to 50% of their total funding costs for any activities.
6. Applications will not be accepted in respect of proposals on which work has already started, or in aid of expenditure that applicants have already committed themselves to or paid, unless there are exceptional circumstances.
7. Applications will only be considered if they include a copy of an organisation's most recent audited or approved accounts, or financial projection in the case of a new organisation. Accounts can only be approved by someone independent of the organisation submitting the application. This person's name and address must be supplied.
8. Applications will only be considered if they include a statement showing how much the organisation has in **all** bank or other accounts. A Council officer will assess this statement. If an organisation has significant balances a full justification for their existence, and a statement detailing why they cannot be used for the purposes for which grant assistance is being sought, should be provided.
9. Applicants must be able to demonstrate that membership of their organisation is open to all members of the community and that it does not unfairly discriminate against anyone on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability.
10. Grants will not be provided for any activity, which is designed to promote or oppose the view on any question of political activity, which is identifiable as the view of one political party and not of another.
11. Organisations are obliged to disclose details of any sponsorship agreements that they make.
12. Applications should demonstrate that services to be provided are consistent with, and will further, stated policies and priorities of the Council.
13. Where applicable in dealing with children under 18, vulnerable individuals or groups, organisations must be registered with CRBS and have all appropriate policies in place and meet all legal obligations.
14. All organisations receiving funding must credit Argyll and Bute Council by displaying the A&B logo on all publicity material (posters, leaflets, programmes, press releases, invitations) and produce details of what form this will take on application.
15. On completion of the project / event, a report and financial statement must be submitted. Those receiving grants will be required to keep full and complete records/receipts throughout the project. Organisations should give an honest appraisal of the successes, failures and uptake of the project / event.

Community Asset - The following criteria apply to all applications for financial assistance for one off support towards a community asset:

1. Premises, land or equipment in respect of which a grant is given should either be in the ownership of the applicant or secured by lease for a period of not less than 21 years.
2. A business case must be submitted which covers:
 - Estimate of capital costs and explanation of how this has been calculated e.g. by an architect
 - Sustainability of asset including any ongoing revenue / maintenance costs
 - Statement of funding identifying that which is secured and being considered
 - How the assets will be managed during construction and in the future
3. Payment will normally be made in phases as the project progresses and copies of any statutory permissions (e.g. Planning permission, Building Warrant) must be provided prior to any release of funds.

Strategic Event - The following criteria apply to all applications for financial assistance for one off support towards a strategic event:

1. Funding for strategic events is strictly of a one-off nature.
2. The total event cost must be no less than £12,000 of which the Council can contribute no more than 50%.
3. An income / expenditure projection is required to be submitted.

Pictorial reps of Corporate plan and relevant area Strategy to be included in next 2 pages.

Argyll and Bute Council

Area Capital Receipt Fund



Application Form

Ref _____

Information Regarding your Organisation

Please make sure you refer to the guidance notes provided in the general and specific criteria of this pack while you complete this form. Please complete the form clearly in black ink or type.

Q1 Help us direct your application to the right person	
What Area Of Argyll And Bute Is Your Application For? (Please tick)	Bute and Cowal Helensburgh and Lomond Mid Argyll, Kintyre and the Islands Oban, Lorn and the Isles
Which Of The Council Grant Schemes Are You Applying To? (Please Tick)	
STRATEGIC EVENT <input type="checkbox"/>	COMMUNITY ASSET <input type="checkbox"/>

Q2 Tell us about your organisation		
Name of the organisation		
If the name on your constitution is different to the name given above please write it here.		
Name of main contact in the organisation. (To whom correspondence will be sent)		
Title	First Name	Surname
Position Within Organisation		
Address For Correspondence		
Postal Town	Full Post Code	
Daytime Telephone:	Evening Telephone:	
E-Mail Address		
Special Requirements		
Text Phone <input type="checkbox"/>	Sign Language <input type="checkbox"/>	Other Language <input type="checkbox"/>
Any Other Special Requirements		
How long has the organisation been established and providing a service:		

Q3	If you are a branch of a larger organisation or a member of an umbrella body, please tell us which one.

Q4	What type of group are you? You do not have to be a registered charity to apply for a grant. If you are we require your charity number		
Not a recognised charity	<input type="checkbox"/>	Awaiting charitable recognition	<input type="checkbox"/>
Charity recognised by OSCR in Scotland		Charity Number	
Charity recognised in England and Wales		Charity Number	
If your organisation works with children under 8 years of age, are you registered Care Commission?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>

Q5	When was your organisation established?		
Month	Year	More than 5 years ago	

Q6	What are the main activities of the organisation

Q7	How many people overall with benefit from this grant and in what way?

Q8	How many people are involved in running your organisation?						
Committee Members		Paid Staff Full Time		Paid Staff Part Time		Volunteers	

Q9	How do people join your organisation?

Q10	Does your organisation have any identified training needs?

Q11 How would you describe the people your group works with?

Please tick the appropriate box to indicate the age of your beneficiaries

- 0 - 14 years 15 - 29 years
- 30 - 44 years 45 - 59 years
- 60 - 74 years 75 and over

Please tick the appropriate box to indicate the sex of your beneficiaries

- Male Female Both

Are any of your beneficiaries disabled?

- Yes No

What are your beneficiaries ethnic group(s)?

A White

- Scottish Other British Irish
- Any other White background please specify

B Mixed

- Any Mixed background please specify

C Eastern European

D Asian, Asian Scottish or Asian British

- Indian Pakistani

- Bangladeshi Chinese

- Any other Asian background please write in

E Black, Black Scottish or Black British

- Caribbean African

- Any other Black background please write in

F Other Ethnic background

- Any other background please write in

Q 12

Please make a concise statement of why your grant is needed and the direct contribution it will make to the Council's Corporate Plan, Statement of Intent or Area Strategy.

Q18	As this funding is of a one off nature, if this project is intended to extend beyond the grant period, how do you intend funding the project after this time?
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Q19	Tell us your bank details where payment would be made to.
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Account name of group	
Bank / Building Society name	
Bank / Building Society address	
Sort code 6 digits	Account Number 8 digits
Building Society roll number (if applicable)	
Who from your group is authorised to sign cheques?	
Name	Position
Name	Position
Name	Position
If your Treasurer is not one of the authorised signatories, please give the Treasurers name	

Q20	Give information relating to your most recent annual accounts. Before completing this section make sure you have read and understood the Councils general criteria.
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Account year ending	
Name and address of auditor	
Total (gross) income	
Minus total expenditure	

Equals surplus / deficit for the year	
Savings (reserves, cash or investments)	
Are your Savings / Reserves retained for another purpose (give details)	

Q21	Your Signature. Must be the main contact as stated in question 2
I confirm that to the best of my knowledge and belief, all replies given on this application are true and accurate. I understand that the supporting information may be requested at any stage of this application.	
Signature	Date

Declaration

Q22	Additional Signatory (Your Chairperson, Vice Chair or Treasurer must sign below)	
	This must not be the main contact as mentioned in Q2 & Q26	
I confirm that I am authorised to sign this declaration on behalf of :		Insert name of group
To the best of my knowledge and belief all information provided in this application is true and accurate.		Post Held
Title	First Name	Surname
Address		
Post Code	Postal town	Argyll and Bute Area
Day time telephone		Evening telephone
Signature		Date

Assessment Contact Details.

Q23	An officer of Argyll and Bute Council may contact your organisation to arrange to make an assessment of your application. Please indicate below the person who should be contacted.	
Name	Job Title	
Visit Address	Day time Phone No.	
	Evening Phone No.	
	Email	

YOUR PERSONAL CHECKLIST

Items to Include with your application

You will need to ensure that the following items, where relevant to your organisation, are returned with your form. If you do not include them there may be a delay in dealing with your application. Please tick the boxes to show that you have included each item with your application.

- Your group's constitution or other governance papers
- Your most recent accounts signed and dated by an auditor or someone external to your organisation (**Please include their name and address**), or if you are a new organisation a financial projection in case
- A current bank certificate/statement showing balances held in EVERY account
- If applying for grant assistance towards a **community asset**, a copy of your Business Case
- If applying for grant assistance towards an **event**, a copy of your projected income / expenditure for the event.

Please send your form to the appropriate Corporate Services Manager

You should receive an acknowledgement of receipt within five working days. If you do not, contact whomever you sent the form to.



Head Office: Kilmory, Lochgilphead, Argyll PA31 8RT