

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	
Which Of The Council Grant Schemes Are You Applying To? (Please Tick)		
STRATEGIC EVENT <input type="checkbox"/>	COMMUNITY ASSET <input checked="" type="checkbox"/>	

Q2	Tell us about your organisation	
Name of the organisation	Fyne Homes Ltd.	
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
Mr	Alan	MacDougal
Position Within Organisation	Director	
Address For Correspondence	Fyne Homes Ltd. 81 Victoria Street	
Postal Town Rothesay	Full Post Code PA20 0AP	
Daytime Telephone: 01700 504668	Evening Telephone:	
E-Mail Address amacdoug@fynehomes.co.uk		
Special Requirements		
Text Phone <input type="checkbox"/>	Sign Language <input type="checkbox"/>	Other Language <input type="checkbox"/>
Any Other Special Requirements	None	
How long has the organisation been established and providing a service:	29 years	

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

N/A

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 SC009152
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
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Q6 What are the main activities of the organisation

Fyne Homes provide affordable housing for rent or shared equity through a programme of new build or rehabilitation agreed with Argyll and Bute Council through the Local Housing Strategy. These houses are then managed and maintained by the RSL. The RSL provides houses to those in housing need identified in the Common Housing Register (CHR). The RSL is also involved with the Council in Area Regeneration assisting in improving the living environment.

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

[All of the population of Bute](#)

Q8 How many people are involved in running your organisation?

Members	194	Paid Staff Full Time	49	Paid Staff Part Time		Volunteers	15
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Q9 How do people join your organisation?

Membership is open to anyone over 18 (or if a tenant of the RSL ,16) who supports the aims of the organisation. Membership is by purchasing a £1 share which limits the members liability.

Q10 Does your organisation have any identified training needs?

No

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.

To acquire the Rothesay Town Bell which is being removed from the former Council Chambers as part of the ongoing relocation work. The community will be asked how they want the bell to be displayed to maximise its accessibility and benefit to the town of this important piece of Rothesay's heritage.

This links directly to the Bute and Cowal Area Priority to restore and maintain Civic Pride in our population centres as detailed in the Bute and Cowal Area Plan.

POLICY AND PROTECTION SECTION

(This section should be completed by all organisations applying for a grant)

Q13	Do you work with children under 18 years of age or vulnerable adults Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If no go to Question 17)
Q14	Are you registered with the Central Registration Bureau for Scotland (CRBS) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Please supply the Registration No:

FINANCE SECTION


Q15	Tell us how much money you need in order to fund the project you are applying for and give us a breakdown. Please provide evidence of the need for this service / project / activity. (Include staffing costs.)			
	Item / Activity	Amount		
	Purchase of bell, removal from former Council Chambers Tower Transport To storage yard.	£3,000		
A	Total	£3,000		
B	How much of this total are you funding from your group resources?			
C	How much is coming from other agencies			
TOTAL AMOUNT REQUESTED IN THIS APPLICATION (This Equals A-B+C and should be no more than 50% of the total (A) and no less than £6000)		£3,000		
Q16	Tell us about any other grant or current applications you have made to Argyll and Bute Council within the past 5 years			
	Grant Scheme	Description / Amount	Year	Successful
	Strategic Housing Fund	£400k	2008	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>

Q17	Are you applying to any other funders for what you have described in this application?		
Grant Scheme	Description / Amount	Successful	
		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>


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?
N/A	

Q19	Tell us your bank details where payment would be made to.	
Account name of group	Fyne Homes Limited	
Bank / Building Society name	Bank of Scotland	
Bank / Building Society address	36/42 Montague Street Rothesay Isle of Bute PA20 0BT	
Sort code <small>6 digits</small> 80-18-53	Account Number <small>8 digits</small>	06002513
Building Society roll number (if applicable)		
Who from your group is authorised to sign cheques?		
Name Alan McDougall	Position Director	
Name Colin Renfrew	Position Depute Director	
Name Sharon Cole	Position Finance Manager	
If your Treasurer is not one of the authorised signatories, please give the Treasurers name		
n/a		

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.
Account year ending	31 st March
Name and address of auditor	Scott-Moncreiff 25 Bothwell Street GLASGOW G2 6NL
Total (gross) income	4,539,791
Minus total expenditure	4,449,128
Equals surplus / deficit for the year	90,663
Savings (reserves, cash or investments)	3,588,214
Are your Savings / Reserves retained for another purpose (give details)	£2,105,675 designated repairs reserve. £22,000 pension reserve

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 8 th December 2008

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 Fyne Homes Ltd	
To the best of my knowledge and belief all information provided in this application is true and accurate.	Post Held Chair	
Title Mr	First Name John	Surname Pemble
Address 37 Hillside Road Campbeltown		
Post Code PA28 6NE	Postal town Campbeltown	Argyll and Bute Area
Day time telephone 01586 553228	Evening telephone 01586 553228	
Chairman , Fyne Homes Ltd		
Signature	 Date 8 th December 2008	

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 Alan McDougall	Job Title Director	
Visit Address 81 Victoria Street Rothesay PA20 0AP	Day time Phone No. 0845 6077117 Evening Phone No. Email amcdougall@fynehomes.co.uk	

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