

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.

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. It should be noted that this Fund is used as a source of funding for capital spend on Council assets and as such it is likely that these may well have 'first draw' on the funding available. 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 Dnoon PA23 7AP	01369 704374
Oban, Lorn & the Isles	Ken MacDonald Kenneth.macdonald@argyll-bute.gov.uk	01631
Helensburgh & Lomond	Lynn Smillie Lynn.smillie@argyll-bute.gov.uk	01436
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:
 - Cost / benefit – value for money
 - Sustainability of asset including any ongoing revenue / maintenance costs
3. Where applicable, applications must demonstrate that all necessary planning and building control approvals have been obtained. For the purposes of grant applications, a letter of comfort from the Development Control Department will suffice, to be followed by full permission before release of grant.
4. Payment will normally be made in phases as the project progresses.

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 <input checked="" type="checkbox"/>	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 checked="" type="checkbox"/>	

Q2	Tell us about your organisation	
Name of the organisation	Dunoon Youth Football League	
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	Jim	Strapp
Position Within Organisation	Chairman	
Address For Correspondence	91 Argyll Road, Dunoon	
Postal Town Dunoon	Full Post Code	PA23 8EJ
Daytime Telephone: 07816 656409	Evening Telephone: 01369 703522	
E-Mail Address	jim.strapp@scottishwatersolutions.co.uk	
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:	28 years	

Q3	If you are a branch of a larger organisation or a member of an umbrella body, please tell us which one.
Affiliated to Scottish Youth Football Association – SFA Quality Mark accredited	

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 checked="" 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 checked="" type="checkbox"/> Don't Know <input type="checkbox"/>
*Care Commission registration not required as children under eight are accompanied by parents/carers and participate for short periods of time.		

Q5	When was your organisation established?		
Month	Year	More than 5 years ago	<input checked="" type="checkbox"/>

Q6	What are the main activities of the organisation
<p>Dunoon Youth Football League is a voluntary organisation established 28 years ago to provide all young people from the Cowal peninsula with the opportunity to participate in structured football and coaching.</p> <p>The main objective of DYFL is to give young people between 3-17 years of age the chance to enjoy football and improve their skills regardless of what standard they play at. We currently have a membership of approximately 200 young people.</p> <p>Through football development the organisation encourages healthy lifestyles, team work, skills development and community cohesion.</p> <p>This year teams will be participating in tournaments throughout Scotland and Europe.</p>	

Q7	How many people overall with benefit from this grant and in what way?
<p>All outdoor players, both girls and boys, are organised into small-sided teams and play on Saturday mornings during the season. These games are normally played as seven a-side non-competitive matches. Approximately 200 young people aged 5 to 15 are involved on a Saturday morning. Coaching sessions (open to all abilities) are available to the different age groups Monday-Friday evenings. Well over 100 young people (in total) attend these coaching sessions.</p> <p>The club also enter seven a-side teams at under 10 & 11s in the Greenock and District League and eleven a-side teams at under 12, 13, 14,15 and 17 years in the Paisley & District Youth Football League and Glasgow & District Youth Football League. These games are played on Saturdays and Sundays with both home and away fixtures. Each team has a squad of approximately 20 players.</p> <p>All the DYFL players (particularly girls) and visiting teams will benefit from the grant. Other organisations stand to benefit from the provision of new changing facilities including Cowal Rugby Club and Cowal Highland Gathering.</p>	

Q8	How many people are involved in running your organisation?						
Committee Members	12	Paid Staff Full Time	0	Paid Staff Part Time	1	Volunteers	25

Q9 **How do people join your organisation?**

Boys and girls can join the DYFL at any time of the year by registering at our clubhouse. They pay an annual fee and weekly subscriptions which covers the cost of playing on a Saturday and weekly coaching sessions.

The school holiday camps (Easter, Summer & October) which take place Monday to Friday of the school holidays are open to non members. No pre booking is necessary.

Q10 **Does your organisation have any identified training needs?**

All DYFL volunteer coaches are expected to take the SFA Early Touches Coaching Certificate and those that continue to coach are given the opportunity to take the SFA Level 2 Coaching Certificate.

Volunteer Coaches also take their First Aid in Sport Certificate and participate in regular Child Protection Training sessions run by Community Learning and Regeneration.

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

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.

The grant is needed as a contribution towards the cost of constructing a new changing room complex. DYFL has successfully accessed grant funding from Cashback for Sports Facilities grant of £100,000 towards the project which we estimate will cost £140,000.

Dunoon Stadium is the main outdoor sporting venue in the area and hosts football, rugby, shinty and athletics as well as the Cowal Highland Gathering. Existing facilities for changing at the Dunoon Stadium Complex are dated, past their best and in need of extensive upgrading.

There are insufficient shower facilities, no lockers or secured areas, no dedicated changing facilities for girls and if there is more than two matches/activities on at the same time changing facilities cannot accommodate the participants.

The new facility will significantly increase the stadium capacity to host matches, organise tournaments, properly accommodate girls and young women's teams, provide coaching sessions and develop football as a physical activity amongst young people. The provision of secure, safe and hygienic changing facilities will in itself encourage children and young people to participate in the sport.

Despite having reasonable grass and astro pitches in place, access has been severely limited by the availability of changing facilities. By providing this additional capacity, for football activities, there can be greater use of the existing playing fields and facilities by other sports such as the junior sections of Cowal Rugby Club and Dunoon Shinty Club. We also feel that the new facility would encourage people to restart a Dunoon athletics club.

There are currently no dedicated changing facilities for girls and young women within the stadium complex. Girl's rugby and shinty teams face the same unsatisfactory arrangement of having to change in women's toilets. New purpose built changing facilities would undoubtedly have a very positive impact on the participation of girls and young women.

We believe that this project is entirely consistent with Argyll and Bute Council's vision of a "Leading Rural Area" and can make an impact in ensuring that Cowal is a "Vibrant Community." The facility will meet the following aims in particular -

- ✓ *safe supportive communities with positive culture and sense of pride in the area*
- ✓ *well balanced demographically with young people choosing to stay or move to the area*
- ✓ *well connected economically and socially*
- ✓ *a sense of history with a view to the future*
- ✓ *high quality public services and leisure/community facilities that attract people to settle in Argyll and Bute*

DYFL has worked hard to identify funding opportunities and as an organisation continues to be "Forward Looking." This initiative comes from a "proactive community where local people look for and create opportunities." It clearly has the potential to be seen as a working example of good practice in "partnership working across sectors to coordinate developments, promote Argyll and Bute and remove constraints." We would also anticipate the outcomes of this project to positively influence Argyll and Bute Council policies on Sport and Leisure and Work with Young People.

From a national perspective the project clearly meets a number of National Outcomes in the National Performance Framework especially –

4. Our young people are successful learners, confident individuals, effective contributors and responsible citizens.

6. We live longer, healthier lives.

10. We live in well-designed sustainable places where we are able to access the amenities and services we need

POLICY AND PROTECTION SECTION

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

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

FINANCE SECTION

Q15	<p>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.)</p>		
	Item / Activity	Amount	
	New changing facilities at Dunoon Stadium		
	Sportscotland – grant approved	£100,000	
	A&B Council	£35,000	
	DYFL	£5,000	
A	Total	£140,000	
B	How much of this total are you funding from your group resources?	£5,000	
C	How much is coming from other agencies	£100,000	
	TOTAL AMOUNT REQUESTED IN THIS APPLICATION (This Equals A-B+C and should be no more that 50% of the total (A) and no less than £6000)	£35,000	
Q16	<p>Tell us about any other grant or current applications you have made to Argyll and Bute Council within the past 5 years</p>		
	Grant Scheme	Description / Amount	Year
	n/a		Successful
			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"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
Q17	<p>Are you applying to any other funders for what you have described in this application?</p>		
	Grant Scheme	Description / Amount	Successful
			Yes <input type="checkbox"/> No <input type="checkbox"/>
	SportScotland	£100,000	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"/>
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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?

Funding for the building is of a one off nature.

Maintenance and servicing of the building will come from DYFL memberships, fundraising and voluntary services.

Q19 Tell us your bank details where payment would be made to.

Account name of group	DYFL New Clubhouse A/C
Bank / Building Society name	Bank of Scotland
Bank / Building Society address	78 Argyll St. Dunoon
Sort code 6 digits 80-13-46	Account Number 8 digits 00312442
Building Society roll number (if applicable)	

Who from your group is authorised to sign cheques?

Name Jim Strapp	Position Chairman
Name Gordon Henderson	Position Treasurer
Name	Position

If your Treasurer is not one of the authorised signatories, please give the Treasurers name

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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	18/11/08
Name and address of auditor	n/a
Total (gross) income	£23,857
Minus total expenditure	£23,376
Equals surplus / deficit for the year	£483
Savings (reserves, cash or investments)	£15,396
Are your Savings / Reserves retained for another purpose (give details)	Savings retained to pay Football Development Officers wages + guarantee of wages for one year.

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	<i>James B Strapp</i>	Date 25/3/09

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 Dunoon Youth Football League	
To the best of my knowledge and belief all information provided in this application is true and accurate.		Post Held Treasurer	
Title	Mr	First Name	Gordon
		Surname	Henderson
Address 23C Hunter St Dunoon			
Post Code	PA23 8ST	Postal town	Dunoon
		Argyll and Bute Area	
Day time telephone 01369 706525		Evening telephone 01369 706525	
Signature	<i>C Henderson</i>	Date	25/3/09

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	Jim Strapp	Job Title	Chairman
Visit Address	91 Argyll Rd Dunoon Argyll PA23 8EJ	Day time Phone No.	07816 656409
		Evening Phone No.	01369 703522
		Email	jim.strapp@scottishwatersolutions.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**, Copies of Statutory Permissions/Letter of Comfort.
- 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