

Supporting Communities Fund 2020-2021



APPLY FOR UP TO 100% OF THE TOTAL FUNDING COSTS FOR YOUR PROJECT / ACTIVITY

MAXIMUM AWARD AVAILABLE PER APPLICATION IS £2,500

THE CLOSING DATE FOR RECEIPT OF APPLICATION FORMS IS

6 December 2019

for a decision by March 2020

PLEASE NOTE: THERE IS ONLY ONE ROUND OF FUNDING PER YEAR

We recommend you allow plenty of time for submission of your application as it will only be considered if:

- **It has been received by the above deadline**
- **It meets the eligibility criteria**
- **It is fully complete**
- **All supporting information is supplied (please refer to the checklist on page 5)**

If you would like this document in another language or format, or if you require the services of an interpreter, please contact us.

Gaelic

Ma tha sibh ag iarraidh an sgrìobhainn seo ann an cànan no riochd eile, no ma tha sibh a' feumachdainn seirbheis eadar, feuch gun leig sibh fios thugainn.

Arabic

إذا كنت ترغب هذه الوثيقة بلغة أو صيغة أخرى، أو إذا أحتجت خدمات مترجم، أالرجاء الإتصال بنا.

Polish

Jeżeli chcieliby Państwo otrzymać ten dokument w innym języku lub w innym formacie albo jeżeli potrzebna jest pomoc tłumacza, to prosimy o kontakt z nami.

Hindi

यह दस्तावेज़ यदि आपको किसी अन्य भाषा या अन्य रूप में चाहिये, या आपको आनुवाद-सेवाओं की आवश्यकता हो तो हमसे संपर्क करें

Urdu

یہ دستاویز اگر آپ کو کسی دیگر زبان یا دیگر شکل میں درکار ہو، یا اگر آپ کو ترجمان کی خدمات چاہئیں تو برائے مہربانی ہم سے رابطہ کیجئے۔

Punjabi

ਜੇ ਇਹ ਦਸਤਾਵੇਜ਼ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦਾ ਹੈ, ਜਾਂ ਜੇ ਤੁਹਾਨੂੰ ਗੱਲਬਾਤ ਸਮਝਾਉਣ ਲਈ ਕਿਸੇ ਇੰਟਰਪ੍ਰੈਟਰ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਤੁਸੀਂ ਸਾਨੂੰ ਦੱਸੋ।

Cantonese

本文件可以翻譯為另一語文版本，或製作成另一格式，如有此需要，或需要傳譯員的協助，請與我們聯絡。

Mandarin

本文件可以翻译为另一语文版本，或制作成另一格式，如有此需要，或需要传译员的协助，请与我们联系。

Welcome to the Grant Application Pack. Good luck with your application.

The Community Sector covers a range of organisations including voluntary, community, charities and social enterprises that may be involved in Sports and Leisure, Arts and Culture, Social Welfare or Education. This includes Community Councils and Parent Councils.

Completing the application form

In order for your application to be considered, you must supply **all** information required by **Friday 6 December 2019**.

If your submission is incomplete it will not be able to be progressed.

The assessment process

The initial assessment will involve a Community Development Officer contacting or visiting you for more detail. Please note that Council Officers do not make decisions on funding awards. They will assess the application and give recommendations to the Councillors to make a decision at a formal meeting by March 2020.

There are four separate funds, one in each of the administrative areas of the council. These areas are: Bute and Cowal; Helensburgh and Lomond; Oban, Lorn and the Isles; Mid Argyll, Kintyre and the Islands.

Successful applicants must sign a contract and spend the grant award within the financial year ending 31 March 2021, and return an end of project monitoring report within two months of this date.

DATA PROTECTION

The information you supply on these forms will be used for the purpose of your Supporting Communities Fund Application, and appropriate measures are in place to protect your personal data. A full privacy notice, which provides information about your rights under current data protection legislation and details about what will happen

to your personal data can be found at <https://www.argyll-bute.gov.uk/privacy/community-development>. If you need this in an alternative format, for example by email or printed please contact Community Development on 01436 657647.

LIST OF CONTACTS

If you would like to discuss your application, you can contact the following members of the Community Development team:

Bute and Cowal	Sharon.MacDonald2@argyll-bute.gov.uk	01700 501 357
Oban, Lorn & the Isles	Laura.Macdonald@argyll-bute.gov.uk	01631 567 944
Helensburgh & Lomond	Kirsty.Moyes@argyll-bute.gov.uk	01436 657 635
Mid Argyll, Kintyre & the Islands	Antonia.Baird@argyll-bute.gov.uk	01546 604 270

In addition to providing support on the Supporting Communities Fund application and process, the Council's Community Development Team can assist Community Organisations with developing new projects, exploring income generation opportunities, identifying other sources of funding, community engagement and evaluation techniques.

CRITERIA FOR SUPPORTING COMMUNITIES FUND APPLICATIONS

Applicants are able to apply for **up to 100% of the total funding costs** for any project/activity. The maximum award available is **£2,500**.

The Supporting Communities Fund **cannot make awards for Capital costs**. Capital cost is spend on assets, the useful economic life of which is greater than one financial year and has a resale value.

The term 'assets' does **not include items classed as consumables**, these are goods which are bought, used and replaced, such as office stationery, small tools and equipment, clothing or toys, **which would all be eligible for grant funding**.

Other ineligible costs include sponsorship or marketing appeals; establishment/preservation of endowment funds; activities that collect funds for subsequent grant-making to other organisations and/or individuals; and, promotion of political or religious activities.

Grants will not be provided for any activity, which is designed to promote or oppose the view on any question of political activity, or which is identifiable as the view of one political party and not of another.

Applications to the fund must evidence:

1. The direct benefit to vulnerable individuals and groups in the local community.
2. Partnership working where relevant.
3. How the project impacts any or all of the following:

a)	Social inclusion	The process of improving the terms on which individuals and groups take part in society - improving the ability, opportunity, and dignity of those disadvantaged on the basis of their identity.
b)	Rural isolation	The feeling of powerlessness and disconnection experienced by individuals

		or groups as a consequence of living in a rural area.
c)	Capacity of the Community to develop	A process where community members come together to take collective action and generate solutions to common problems.
d)	Quality of life for residents	A good standard of health, comfort, and happiness.
e)	Increase in Visitors to the area.	
f)	Increase in Health and wellbeing	A state of complete physical, mental and social well-being.
g)	The local environment	
h)	Opportunity to develop new skills	
i)	Employment	

Applications for funding of Events and Festivals are expected to bring economic benefit to the relevant area and have a developmental aspect. This could be in the form of increased tourism, new opportunities for the local community or the development of a locally based interest. How your project will impact these should be evidenced in the application.

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

All Community Organisations applying for funding who work with children under the age of 18 years, or vulnerable adults must meet their legal requirements under the under Protection of Vulnerable Groups (Scotland) Act 2007 which introduced the PVG Scheme in November 2010. For further information: <https://www.volunteerscotland.net/for-organisations/disclosure-services/>

All Community Groups applying for events and festivals must meet their health & safety and licensing requirements. Groups should notify the Safety Advisory Group (envhealth@argyll-bute.gov.uk) that they intend to hold an event and comply with their advice.

The Council will have to be satisfied that the applicant has the necessary expertise and resources to deliver the project/activities outlined in the application.

Applications must:

- 1 Be for activities taking place after April 2020, and completed by end March 2021.
- 2 Be submitted by an organisation with an eligible governing document, and operating on a non-profit making basis.
- 3 Include a signed copy of the most recent audited or approved accounts, or financial projection in the case of a new organisation. Accounts and projections must be approved and signed by someone independent of the organisation. This person's name and address must be supplied. Note: Electronic Signatures accepted.
- 4 Disclose details of any sponsorship agreements.
- 5 Include a statement showing how much the organisation has in **all** bank or other accounts. If an organisation has significant balances, a statement detailing why they cannot be used for the purposes for which grant assistance is being sought, should be provided.
- 6 Be compliant with the Equalities Act 2010.
- 7 The Supporting Communities Fund cannot contribute to projects that receive funding from other sources within Argyll and Bute Council.

APPLICATION CHECKLIST

Items to include with your application

Please ensure that the following items, where relevant to your organisation, are returned with your form, otherwise **your application will not be assessed and will be returned**.

Your application will be stored electronically for 6 years, required for public funds auditing purposes.

Please tick to show that you have included each item with your application. **We are unable to return documents**. Scanned, photocopied or emailed copies of supporting documentation are accepted.

<input type="checkbox"/>	Constitution or Articles of Association (If you have submitted this information in the last three years it is on file - only supply a copy if there have been amendments or changes).
<input type="checkbox"/>	Most recent accounts or OSCR return signed and dated by an auditor or independent examiner. For further information please visit OSCR Website: https://www.oscr.org.uk/guidance-and-forms/accounts-and-finance-guidance
<input type="checkbox"/>	(New Groups only) A Cash flow Forecast which has been signed off by an independent examiner or someone with relevant financial experience. (Please contact your local CDO for advice)
<input type="checkbox"/>	Most recent Annual Report or a Summary of the work/activities of your group over the past year
<input type="checkbox"/>	Current Bank Statement(s) showing balances held in EVERY account

For Events and Festivals only



Evidence of appropriate insurance coverage for the event, if applicable (please note that funding for events will not be released until evidence of insurance is provided. Information and advice on insurance for community groups can be found here: <https://scvo.org.uk/running-your-organisation/finance-business-management/insurance>



Evidence of contact with Safety Advisory Group (envhealth@argyll-bute.gov.uk)

Supporting Communities Fund

Application Form



Please make sure you refer to the guidance in the application pack.
Please complete the form clearly in black ink or type.

Section 1: Your Details			
Q1	Your Organisation		
Name of Organisation			
Name of main contact (<i>To whom correspondence will be sent</i>)	(Title, First Name, Surname)		
Title / Role in Organisation			
Address for Correspondence			
Postal Town		Postcode	
Telephone Number			
Email Address			

Organisation's website / media link (if applicable)	
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Section 2: About Your Organisation	
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Q2	What are the project / activities which would be funded by this grant? (Note that we cannot fund 'Capital' projects. 'Capital' projects involve items which may last longer than 1 year and have a resale value of more than £50)
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Q3	What are the Main Activities of your Organisation? (These can normally be found in the governing document e.g. constitution, articles of association) You can also add a web link to your social media here.
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Section 3: Who this Project is for			
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Q4	What Area of Argyll and Bute is your application for? (please tick)		
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Helensburgh and Lomond <input type="checkbox"/>	Mid Argyll, Kintyre and Islands <input type="checkbox"/>	Oban, Lorn and the Isles <input type="checkbox"/>	Bute and Cowal <input type="checkbox"/>
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Is this application for an Event or Festival? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(If yes, please provide the additional information required as per the checklist on page 5)</i>

Q5	Please provide evidence of need for this project (If you would like help with demonstrating evidence of need please contact your local Community Development Officer)	
<input type="checkbox"/> Survey / Research	<input type="checkbox"/> Facebook / Website / Social Media	
<input type="checkbox"/> National Policy	<input type="checkbox"/> Meeting Minutes	
<input type="checkbox"/> Community-led Action Plan	<input type="checkbox"/> Other	
Please give details:		
Q6	Does the proposed activity specifically target any of the following? (please tick appropriate boxes)	

<input type="checkbox"/> Ethnic Minority	<input type="checkbox"/> Low Income
<input type="checkbox"/> LGBTI (Lesbian, Gay, Bisexual, Transgender, Intersex)	<input type="checkbox"/> Disability
<input type="checkbox"/> Youth	<input type="checkbox"/> Elderly
<input type="checkbox"/> General Community	

Section 4: Key Information About Your Project

Q7	<p>If applicable, is your organisation compliant with the Vulnerable Groups (Scotland) Act 2007? For further information, please visit: https://www.mygov.scot/pvg-scheme/</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Q8	<p>Please provide the start and end date of your project (All grant funding must be spent by 31.03.2021)</p>
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Start Date:	End Date:
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Q9	<p>Which of the Essential Criteria (explained on pages 3 and 4) does your project meet?</p>
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<input type="checkbox"/> Social Inclusion	<input type="checkbox"/> Quality of Life for Residents	<input type="checkbox"/> The Local Environment
<input type="checkbox"/> Rural Isolation	<input type="checkbox"/> Increase in Visitors to the Area	<input type="checkbox"/> Opportunity to Develop New Skills
<input type="checkbox"/> Capacity of the Community to Develop	<input type="checkbox"/> Increase in Health & Wellbeing	<input type="checkbox"/> Employment

Please provide detail on how the assessment criteria is being met:

Q10

Partnership Working: Are you working with any other community groups or organisation to deliver this Project?

Yes

No

If Yes, please provide further details:

Section 5: Barriers or Challenges

Q11 Other than funding, what barriers or challenges have you thought about in achieving the aims of your project and are there contingency plans in place?

Weather

Illness

Road Closure

Volunteer Recruitment

Insurance - Information and advice on insurance for community groups can be found here: <https://scvo.org.uk/running-your-organisation/finance-business-management/insurance>

Please detail any contingency plans that you have in place:

Section 6: Evaluating the Success of the Project (If you are successful, you will be required to complete an End of Project Monitoring Report within 2 months of the end of the project).

Q12 How will you know your project has been successful? Give details of methods you will use to evaluate it. Will you use:

Attendance Numbers

Evaluation Forms / Surveys

Online Feedback (Facebook, Twitter)

Economic Impact

Other

Please give details: (If you would like further information about evaluation methods please contact your local Community Development Officer)

FINANCE SECTION

Section 7: Finance – Activities and Costs	
Q13	Tell us how much money you need in order to fund the project you are applying for and give us a breakdown.
Item / Activity	Amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
A	Total cost of Project (A=B+C+D)
B	TOTAL AMOUNT REQUESTED IN THIS APPLICATION (Amount requested up to a maximum of £2,500.)
C	How much of this total are you funding from your group resources?
D	How much is coming from other Funders / Sponsors

Section 8: Finance – Other Sources of Funding

Q14 What are your unrestricted cash reserves? (Restricted reserves are monies given by grant or donation for a specific purpose, which cannot be used for other activities. All other funding should be classed as unrestricted reserves) Please detail for each account held.

1.	Bank A/C	
2.	Bank A/C	
3.	Bank A/C	

Q15 Does your organisation receive any funding from Argyll and Bute Council or have any pending applications with the Council? This includes Service Level Agreements.
 Yes No

Q16 Is your project reliant on any other funding?
 Yes No

If Yes, please provide the source of other funding and the status of any applications:

Source	Status	
	<input type="checkbox"/> Secured	<input type="checkbox"/> Pending
	<input type="checkbox"/> Secured	<input type="checkbox"/> Pending
	<input type="checkbox"/> Secured	<input type="checkbox"/> Pending

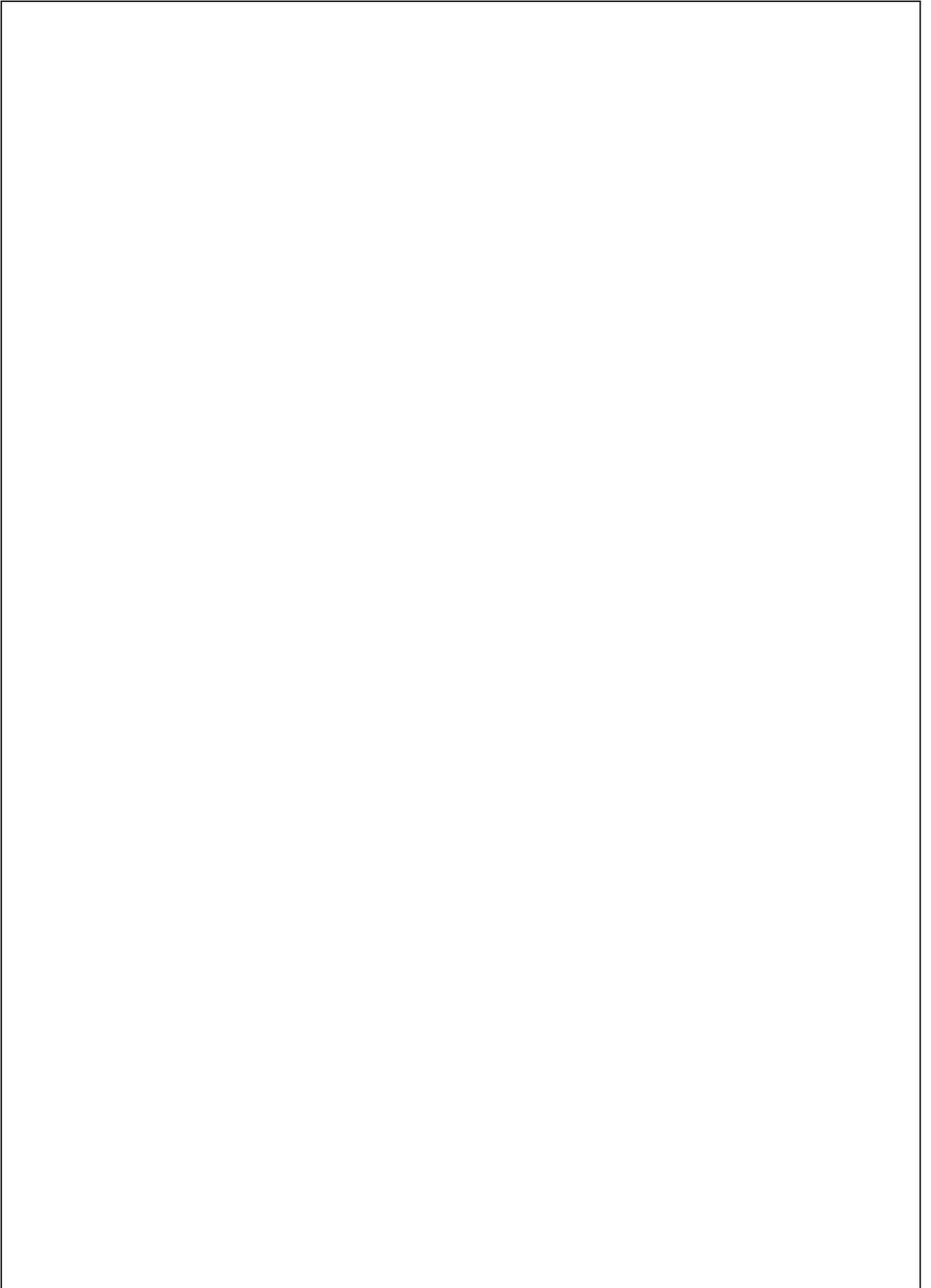
Q17 How is the project going to continue in the future?

Please provide details

Q18	Pease tell us your bank details.	
Account name		
Sort code (6 digits)		
Account Number (8 digits)		
Building Society roll number (if applicable)		
Q19	Your Signature. Must be the main contact as stated in Q1	
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

Q20	Another person from your organisation must sign below. This must not be the main contact as mentioned in Q1.	
I confirm that I am authorised to sign this declaration on behalf of the applicant. To the best of my knowledge and belief all information provided in this application is true and accurate.		
Role/ post held in organisation		
Name		
Address		
	Postal town	Post Code
Telephone Number		
Email		
Signature	Date	
Continuation Sheet		



Continuation Sheet

Please e-mail your application form with **all** required paperwork (see checklist on page 5) to:

communitydevelopment@argyll-bute.gov.uk

Or

Post to:

**Service Standards Officer,
Argyll and Bute Council
Community Planning and Development,
Helensburgh and Lomond Civic Centre,
38 East Clyde Street,
G84 7PG**

Due to the large volume of applications received, we are unable to send acknowledgement of receipt. You will be contacted by your local Community Development Officer through the process outlined on page 1.

If you have not heard from your local officer by 31 January 2020 please contact us: 01436 657 647, communitydevelopment@argyll-bute.gov.uk

Chief Executives Unit: Community Development Privacy Notice

Your Personal Data

What information do we need?

Argyll and Bute Council will act as the 'Data Controller' in regard to the personal data you provide to us. The Data Protection Officer can be contacted at the Council's headquarters at Kilmory, Lochgilphead PA31 8RT. Telephone: 01546 604188 or 01546 605522. The email address is: data.protection@argyll-bute.gov.uk,

The information we need to collect will include basic personal data such as name and contact details, however we will also need special categories of data such as health information related to dietary needs for catering at events. Other information, such as financial and ancillary information, may be required but we will only ask for data that is needed for the Community Development service we are providing.

Why we need this information?

Your information is being collected for the following purpose:

To provide you with the support you need from Community Development

We need to know your personal data in order to provide you with the services we provide. We will not collect any personal data from you that isn't needed for delivery of those services. Please see table of the services we provide and information needed.

Why we need to know this basic personal data	
Type of Community Development Service	Information Required
Meetings, events or training – attendance, information	Dietary information, name, contact details, financial details for reimbursement

before and after the particular support session, hospitality, and any reimbursement of travel	
Supporting Communities Fund – applications and enquiries to the fund including payments to successful applicants, end of project monitoring	Name, contact details, financial information related to organisation applying to fund
Distribution of community development information of interest – sending of information of interest including information on meetings, funding opportunities, training and events	Name, contact details
Community Engagement Resources Booking Form – for the lending of engagement materials	Name, contact details, details of the event requiring the resource

The legal basis for collecting your information in these circumstances are:

Legal Obligation: The Education (Scotland) Act 1980 requires each local authority in Scotland to “secure adequate and efficient provision” of Community Learning and Development (CLD) in their area. CLD includes Community Development, Adult Learning and Youth Work.

Community Learning and Development (Scotland) Regulations 2013 requires each local authority in Scotland to “maintain and facilitate a process” of assessing needs and priorities for CLD and whether these are being met, and to publish a plan every three years detailing what the council itself and other providers are doing to provide CLD.

For compliance with the ‘Code of Guidance on Funding External Bodies’ produced by the Accounts Commission, and the Operational Guidance produced by COSLA (Convention of Scottish Local Authorities) in the distribution of public funds.

Public Interest: the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

We require dietary information in the public interest so that people don’t consume something that may cause them harm.

If you do not want to provide any information about yourself you can still access support through Community Development but we may be limited on how we can help you.

What we will do with your information?

All of the information we collect from you will be processed by staff in the United Kingdom.

What we will do with your information	
Who we will share with	Reason for Sharing
PRISM (Management Information System)	For processing your data
HMIe (Inspection body)	To allow the service to be inspected

We only share information which is relevant to providing an adequate and efficient service for you

There are a limited number of exceptions where we do not have to get your permission before sharing information but we must have a strong lawful reason for doing this. For example if we believe that an adult or child is at serious risk, we must share this information with other agencies, e.g. such as an adult protection concern or allegation.

We sometimes give information to partner agencies that are not currently involved with you, but that may be involved with you in the future. For example, organisations looking to engage with local groups and individuals to help inform policy or projects. In these circumstances we would ask your permission before sharing any information with them.

You should also be aware that your data will be stored on servers located within the United Kingdom and all paper records will be held securely; the data will not be processed outside the European Union. We will take all reasonable steps to ensure that your data is kept securely and more information on how we do this is provided on the Council website (www.argyll-bute.gov.uk) or can be provided in paper format on request to Community Development: 01436 657647, communitydevelopment@argyll-bute.gov.uk

How long will we keep your information?

We will usually keep your information for a maximum of 3 years following the end of the financial year in which the service to you ends, after this period it will be destroyed under secure arrangements if it is no longer required for the lawful purposes for which it was obtained. In the case of applications for a grant we will keep your information for 6 years. More information on our retention schedule is provided on the Council website (www.argyll-bute.gov.uk) or can be provided in paper format on request to Community Development: 01369 708669, communitydevelopment@argyll-bute.gov.uk.

Automated Decision Making

We do not use any automated decision making within this service.

Your Rights

When you provide information to the Council, you will have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent
- to lodge a complaint with the Information Commissioner's Office
- to request access to your personal data
- to data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- to request rectification or erasure of your personal data, as so far as the legislation permits
- You can find out more about your rights in relation to data protection here: www.argyll-bute.gov.uk/data-protection or from the Data Protection Officer by telephone or in writing, as detailed above.

Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 Email: casework@ico.org.uk

The Information Commissioner's Office – Scotland

45 Melville Street, Edinburgh, EH3 7HL

Telephone: 0303 123 1115 Email: Scotland@ico.org.uk