Supporting Communities Fund 2019-2020

Argyll + Bute COUNCIL

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

06 February 2019 for a decision by
May 2019

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.

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.

Gaelic

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

Arabic

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.

Polish

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

Hindi

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

Urdu

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।

Punjabi

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。

Cantonese

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。

Mandarin

Argyll and Bute Council
Support to Community Organisations

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 **Wednesday 6th February 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 May 2019.

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 2020, and return an end of project monitoring report within two months of this date.

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: http://www.volunteerscotland.net/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 2019, and completed by end March 2020.

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.

☐	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).
☐	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
☐	(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)
☐	Most recent Annual Report or a Summary of the work/activities of your group over the past year
☐	Current Bank Statement(s) showing balances held in EVERY account
☐	A breakdown of any staff costs applied for

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.
☐	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 in the organisation. *(To whom correspondence will be sent)*

Title	First Name		Surname

Title / Role within Organisation	
Address for Correspondence:	

Postal Town		**Postcode:**	

Telephone No:	
Email Address	
Organisation's website / media link: (if applicable)	

Section 2: About Your Organisation	

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)

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.

Section 3: Who this Project is for

Q4	**What Area of Argyll and Bute is your application for?** (please tick)

Helensburgh and Lomond ☐	Mid Argyll, Kintyre and Islands ☐	Oban, Lorn and the Isles ☐	Bute and Cowal ☐

Is this application for an Event or Festival?   Yes ☐   No ☐
(If yes, please provide the additional information required as per the checklist on page 5)

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)

☐ Survey / Research	☐ Facebook / Website / Social Media
☐ National Policy	☐ Meeting Minutes
☐ Community-led Action Plan	☐Other

Please give details:

Q6	**Does the proposed activity specifically target any of the following?** (please tick appropriate boxes)

☐ Ethnic Minority	☐ Low Income
☐ LGBTI (Lesbian, Gay, Bisexual, Transgender, Intersex)	☐ Disability
☐ Youth	☐ Elderly
☐ General Community	

Section 4: Key Information About Your Project	
Q7	**If applicable, is your organisation compliant with the Vulnerable Groups (Scotland) Act 2007? For further information, please visit:** https://www.mygov.scot/pvg-scheme/
☐ **Yes**	☐ **No**
Q8	**Please provide the start and end date of your project (All grant funding must be spent by 31.03.2020)**
Start Date:	End Date:

Q9 Which of the Essential Criteria (explained on pages 3 and 4) does your project meet?

☐ Social Inclusion	☐ Quality of Life for Residents	☐ The Local Environment
☐ Rural Isolation	☐ Increase in Visitors to the Area	☐ Opportunity to Develop New Skills
☐ Capacity of the Community to Develop	☐ Increase in Health & Wellbeing	☐ Employment

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 below:	

Section 5: Barriers or Challenges

Q11 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
☐ Funding	☐ Other

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.		
Breakdown of staff costs: (Either expressed as £ per week or per hour x amount of working time anticipated and include any NI, Tax and / or Pension Contributions to give a total)		
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**		
		☐ Secured	☐ Pending	
		☐ Secured	☐ Pending	
		☐ Secured	☐ Pending	

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

Q18	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

Q19	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:			
Title:	First Name:		Surname:
Address:			
Post Code:	Postal town:		
Telephone No:		Email:	
Signature Date			

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 Community 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 25 February 2019 please contact us: 01436 657 647, communitydevelopment@argyll-bute.gov.uk