



Guidance for Stalled Spaces Scotland Argyll and Bute

Application Guidance Notes 2015/16

Please read these notes carefully in full before you complete your application for grant form.

The following Guidance Notes are intended to assist you in applying for grant to help your community group enhance underused, vacant and derelict land within your town centre.

Below you will find general information on Stalled Spaces Scotland – Argyll and Bute. The section entitled **Completing your Application Form** provides information and guidance on how to answer each of the questions, and is a useful reference when completing it.

Your application form should be completed electronically where possible, but this can also be emailed to you by contacting: lorna.pearce@argyll-bute.gov.uk

The boxes within the form will expand to allow you to insert information. However, please answer questions as concisely as possible.

A. Purpose of Stalled Spaces Scotland Grant

Stalled Spaces Argyll and Bute is part of Stalled Spaces Scotland, a Legacy 2014 programme inspired by Stalled Spaces Glasgow, supported by Architecture and Design Scotland, Argyll and Bute Council and the Scottish Government.

The main objectives for the project are to:

1. Support the community enhance stalled spaces within their town centres
2. Involve young people
3. Encourage people to lead healthier lifestyles
4. Encourage potential for learning and sharing of skills at each of the sites

The desired outcomes from which are:

- The wider community recognise the area is visibly improved
- Young people feel more engaged with their community
- People feel that the project has helped them to lead a healthier life
- People feel that they have learned new skills

The Stalled Spaces Scotland budget is limited (£12,500 in total) and therefore grants will be limited to a maximum award of £2,500, and it is anticipated that 5 awards will be made. Applications will be considered by a panel and both successful and unsuccessful applicants will be advised of the outcome in writing.

B. Who can apply?

Constituted community and voluntary organisations based in Campbeltown, Helensburgh, Oban, Rothesay and Dunoon can apply for funding. Organisations should:-

- be not-for-profit and should not allow anyone to profit from being associated with the organisation;
- have a Managing Body, management committee (or similar body) which meets regularly;
- have elected office bearers e.g. chairperson, secretary and treasurer;
- have a Governing Document (i.e. a constitution) that has been approved by the organisation and signed by an office bearer
- have a bank account with at least 3 unrelated signatories.

Evidence of the above must be submitted with the application e.g. copies of the governing document and recent bank statement.

C. What we cannot assist with

There are certain types of proposals that will not be assisted, they are:-

- projects which do not have prior permission from the landowner/developers;
- ongoing running costs;
- items of equipment or clothing of a personal nature;
- functions that:
 - (a) the Council or any others has a statutory responsibility to provide
 - (b) duplicate or conflict with Council policies
 - (c) would be more appropriately funded from other sources;
- proposals in respect of religious activities, festivals or events;
- purchase and/or maintenance of vehicles such as cars, vans, minibuses, etc.;
- proposals where members of the community are unnecessarily excluded, for example, on the grounds of race, religion, gender, economic /financial reasons etc;
- provision of meals and snacks,
- social events and parties;
- retrospective proposals, for example, activities that have already begun or where equipment has been bought or ordered;
- applications for schools or on school grounds;
- applications from individuals;
- applications from outwith town centres;
- and the purchase of fireworks.

If you are unsure if your proposal is eligible contact Lorna Pearce on: 01700 501 374.

D. Applying for Stalled Spaces Scotland – Argyll and Bute Grant

You may apply for up to £2,500. This may be used to realise your idea by purchasing equipment or materials or for sessional fees for work that needs to be done on a site. These are just examples.

If the idea you have for a local initiative is likely to cost less than the minimum amount you can apply for, you may consider getting together with another group or organisation to work together on a joint proposal. If you have any queries on this, please contact us.

The Community Support for Stalled Spaces has key areas it will focus on, these are:

- **Registered Vacant & Derelict Land**
- **Land earmarked for development but stalled**
- **Under utilised open space**
- **Areas within the Argyll and Bute Council's Green Network**

Applications will be considered by a panel in June 2015 and require to be submitted by the deadline date below. Completed applications can be submitted at any time prior to this date, but the success or otherwise of the application cannot be advised until the above notification date.

On decision, you will be informed of the outcome in writing. If your application is successful and funding is agreed there will be standard conditions attached to this, and in some cases there may be specific additional conditions applied to your offer of assistance. Your organisation must agree to these conditions.

E. Timescales

Applications will be assessed and awards made in June 2015.

- Submitted by **5pm Friday 29th May 2015**
- Successful applicants will be notified within 4 weeks.

Unsuccessful applicants will also be notified in writing outlining where the proposal failed to meet funding criterion.

All awards must be spent by March 31st 2016

If approved, you will also be required to complete and submit a separate monitoring form prior to and on completion of your initiative. It is important that you are familiar with its contents (i.e. what information you will be asked to record/provide on completion of your initiative) before commencing your project. The monitoring form will be provided to you on award. A monitoring visit, arranged in consultation with your group/ organisation, will then be carried out by the Stalled Spaces Project Coordinator.

F. Completing your Application Form

The application form must be completed **as fully and as accurately as possible** to avoid any delay in processing and assessing your proposal.

1. What is the name of your project?
2. What is the name of the community organisation you are representing?
3. Provide the name of the representative who can be contacted for the purposes of this project. It is vital to include details of the person, who is authorised to speak on behalf of your organisation.
4. Provide the address that your organisation is registered to.
5. Provide the contact details of the person who is leading on this project.
6. If your organisation is a registered charity and / or registered with the Care Commission, please provide details of the corresponding registration number(s).

If your proposed initiative involves either children or vulnerable adults, it is important you can demonstrate that members of staff or volunteers of your group or organisation meet the statutory requirements of the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 or other such relevant legislation. For further advice and support and to register for Disclosure checks please contact the Central Registered Body in Scotland (CRBS), Unit 55, Stirling Enterprise Park, Stirling FK7 7RP.

Tel: 01786 849777. Email: info@crbs.org.uk.

Further information at <http://www.crbs.org.uk/>

The CRBS is a service operated by Volunteer Development Scotland and provides free disclosure checks, guidance, advice and support to voluntary sector organisations working closely with children, young people and adults at risk.

7. This information will provide a clearer understanding of the type and size of your organisation.
8. Please note this information is not to penalise applicants who may have a 'healthy' bank balance, as it is recognised organisations have other financial commitments, but it is vital that you provide details of these commitments.

As part of the application, you are required to submit a recent bank statement. This is required as part of the verification process:

1. to demonstrate that your organisation has a bank account(s), and;
2. the current balance.

Other types of financial statements are also required. Please see the box headed 'Important Information on Annual Accounts' on page 7 for guidance in this respect.

9. Organisations which receive Council funding for other purposes are not precluded from applying for assistance but this information will provide a clearer understanding of the type and size of your organisation and how Stalled Spaces funding might fit with this.
10. Your initiative should provide improvement by creating or enhancing an area /site in the town centre of one of the following five towns: Champbeltown, Helensburgh, Oban, Rothesay or Dunoon. Use this space to tell us about

your project, why you think the project is needed and describe how you envisage the project enhancing the town centre. Tell us how you would deliver the project. It is important you describe your idea in as much detail as possible as this will allow those assessing and scoring applications to make a fully informed decision about your application.

11. Use this space to tell us how your project meets one of our three themes: growing, healthy living or youth activity. If you can demonstrate that your project meets more than one of the themes it will score higher. Similarly, if your project meets all three themes it will score higher still.
12. Please detail a breakdown of what will be purchased through the Stalled Spaces Scotland allocation, including the proposed suppliers, materials to be purchased with quantities and cost (£) if you are successful.
13. 'In kind' relates to contributions other than funding, e.g. involvement of volunteers, free transport provision etc. This information helps to provide an indication of:
 1. collaborative working with other groups and organisations (similar to partnership working), and;
 2. the monetary value of such (where indicated).

This information will assist with the overall evaluation of the Stalled Spaces Scotland Initiative.
14. What is the estimated total cost of your proposal? This may be more than the funding available.
15. How much grant assistance do you require from the Stalled Spaces Scotland programme (£2,500 maximum)?

We will request copies of written quotations for equipment / services you intend to purchase so please keep everything.
16. If the overall costs of your proposed project exceed that of your application to the Stalled Spaces Initiative, please provide information on how you propose to raise the balance of money required to meet the costs.

Please note that you do not need to have secured this funding before applying to the Stalled Spaces Initiative. However, we do need to know how you propose to meet the shortfall. Where additional support has been secured or you intend to part fund the initiative from your own funds, please tell us about it. This can include 'in kind' support.
17. Describe how the town will benefit from your project and detail how the project will benefit the community. Include predicted numbers if possible.
18. Volunteer time may be counted as an in-kind contribution and should be based on the following rates: £50 per day for unskilled labour; £150 per day for skilled labour; and £350 for professional services.
19. Tell us about any other contribution that you will be making to the project.
20. Identifying the exact location including the post code, as well as details of the present state of the site, is vital to the progress of the application. A location plan, from any source, can be helpful to identify the proposed site.

However, if you cannot identify the exact post code of the site, do not worry - as long as you provide sufficient detail to allow us to identify this.

Images of the site would also be useful.

21. The application should not be submitted (nor can it be progressed) without this information, however, if your organisation has identified a site it would like to improve but is unable to identify the landowner/developer, contact us and we may be able to provide assistance in this respect.
22. The application cannot be progressed without this formal agreement, however conditional approval for assistance may be agreed subject to this being finalised within a certain timeframe.
23. This is an area that your group/organisation should give careful consideration to, especially if the work involved will require the use of machinery and equipment. If required specifically for your proposal, the costs of such may be considered as part of your application. Where this is the case it should be clearly detailed in the cost breakdown.

Some useful contacts in this respect include the following which offer competitive rates:

- Scottish Allotment and Garden Society at <http://www.sags.org.uk/>
 - BTCV at <http://www2.btcv.org.uk/>
 - Royal Horticulture Society at <http://www.rhs.org.uk/>
 - Information on Insurance for Artists:- www.publicartonline.org.uk
24. The Stalled Spaces Scotland programme is looking to encourage groups and organisations to work together where possible. We want to know about any partners you will work with on your proposed initiative.
 25. If partnership working is involved in your proposal, which organisation will have overall management responsibility?
 26. If approved, what is the estimated start and finish dates for your initiative? Stalled Spaces funding must be spent by 31st March 2016.
 27. It is important you have a plan for the maintenance of the site to ensure any improvement is sustained. Please tell us how you propose to maintain the site including:
 28. who will be responsible for ensuring this is carried out, and;
 29. who will carry out the actual work.

G. Supporting Documentation and Checklist

Before submitting your form, please take a few minutes to complete the checklist to ensure that all necessary information is submitted as this will allow your application to be processed as quickly as possible. Tick the relevant boxes to indicate which documents are enclosed.

H. Declaration: Please read the declaration carefully and if your organisation agrees to be bound by its terms, it must be signed by an office bearer e.g. chairperson, secretary, treasurer etc. before its submission for consideration.

IMPORTANT INFORMATION ON ANNUAL ACCOUNTS

If the organisation is a registered charity then the following arrangements apply:

- **Where the total annual income is less than £100,000**, the organisation must prepare accounts that (as a minimum) are approved by an independent examiner who is reasonably believed by the Managing Body to have the requisite liability and practical experience to carry out a competent examination for the accounts.
- **Where the total annual income is greater than £100,000** but less than £500,000 the organisation must prepare accounts that are (as a minimum) approved by a qualified independent examiner. A qualified independent examiner is defined as someone who is a member of the Chartered Institute of Public Finance, a fellow of the Association of Charity independent examiners or who is able to act as a reporting accountant under the Companies Acts.
- **Where the total; income is greater than £500,000**, the organisation must prepare accounts that are professionally audited.

For organisations without charitable status then the following arrangements will apply:

- **Where the organisations total annual funding is £2,000 or less**, the organisation must submit a bank statement and provide appropriate evidence that the grant has been spent for the purposes intended within a set timescale.
- **Where the organisations total annual funding is greater than £2,000 but less than £10,000**, the organisation must submit accounts that are approved by an independent examiner who is reasonably believed by the Management Body to have the requisite ability and practical experience to carry out a competent examination of the accounts.
- **Where the organisations total annual funding is greater that £10,000 but less than £50,000**, the organisation must submit accounts that are approved by a qualified independent examiner. A qualified independent examiner is defined as someone who is a member of the Chartered Institute of Public Finance, a fellow of the Association of Charity independent examiners or who is able to act as a reporting accountant under the Companies Acts.

An independent examiner should not be related to any member of the organisations managing Body and should not have the responsibility for the day to day financial administration of the organisation.

If you wish to discuss the documents that you need to provide or have any queries, please email lorna.pearce@argyll-bute.gov.uk