

Public Document Pack

**Cheviot
Area Partnership**

Our Scottish Borders
Your community

Date: Wednesday, 30 June 2021

Time: 6.30 p.m. – 8.30 p.m.

Location: Via Microsoft Teams

SUPPLEMENTRAY AGENDA	
5.	Section 3: Community Funding (Pages 3 - 32) (a) Community Fund Working Group - draft documents and process for approval Update from Working Group (Copies attached.)

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CHEVIOT COMMUNITY FUND ASSESSMENT PANEL

Report by Service Director, Customer & Communities

CHEVIOT AREA PARTNERSHIP

30 June 2021

1 PURPOSE AND SUMMARY

- 1.1 This report proposes details of how members will be appointed to the Cheviot Community Fund Assessment Panel and how that Panel will operate with regard to meetings.**
- 1.2 In terms of appointments of applicants from the Cheviot area public to the Assessment Panel, it is proposed that this decision is delegated to the Service Director Customer & Communities, in consultation with the Chair of the Cheviot Area Partnership and the Executive Member for Community Development and Localities. The names of the successful candidates will be notified to the next available meeting of the Area Partnership. Suitable training will be provided to all members of the Assessment Panel.
- 1.3 Details of the proposed constitution and procedural rules for the Assessment Panel are contained in the Appendix to this report.

2 RECOMMENDATIONS

- 2.1 **I recommend that the Committee agrees to:-**
 - (a) delegate authority to the Service Director Customer & Communities, in consultation with the Chair of the Area Partnership and the Executive Member for Community Development and Localities, to appoint members of the Cheviot community to the Cheviot Community Fund Assessment Panel, following a suitable recruitment process; and**
 - (b) approve the constitution and procedural rules for the Assessment Panel as detailed in the Appendix to this report;**
 - (c) appoint 2 SBC Elected Members, one each from Jedburgh & District and Kelso & District wards, as non-voting members of Cheviot Assessment Panel.**

3 BACKGROUND

- 3.1 At its meeting on 25 March 2021, Council agreed that Area Partnerships could set up an Assessment Panel for Community Fund applications. Thereafter the Cheviot Area Partnership considered details of the proposed Assessment Panel at its meetings on 7 April, 29 April and 1 June. The Panel would be responsible for scrutinising grant applications to ensure consistency of assessment against approved processes and criteria, value for money and the potential to achieve positive outcomes for the benefit of the community. At that time, 10 members were proposed to include 2 SBC Elected Members and 4 Community Councillors. The Chair of the Panel would chair meetings to assess applications to the Fund and then present the findings of the Panel to the Area Partnership for decision. Decisions being made in the Assessment Panel on recommendations to the Area Partnership on applications to the Fund would be reached by a simple majority, with all Panel members having an equal vote, and the Chair having a casting vote if required. A quorum of 5 is suggested for the Panel.
- 3.2 At its meeting held on 16 June 2021, the Working Group was advised that a number of matters needed further consideration:
- (a) Any SBC Elected Member on the Assessment Panel would need to be careful not to form a final view on an application to the Community Fund until the Area Partnership itself, when decisions on applications were being made. This may be best achieved by being non-voting members of the Assessment Panel. If a strong view was expressed by an SBC Elected Member at the Panel, that Member may have to declare an interest and not participate in the Area Partnership discussion/decision.
 - (b) The Area Partnership would need to agree the process for making appointments to the Assessment Panel and there were a number of options for this - an Appointment Committee set up by the Area Partnership; the appointments being delegated to officers; or the appointments being delegated to officers in consultation with some SBC Elected Members e.g. Chair of the Area Partnership (Cllr Hamilton), Executive Member for Community Development and Localities (Cllr Tatler)
 - (c) The Area Partnership would also need to agree procedural rules for meetings of the Assessment Panel.

4 ASSESSMENT PANEL - APPOINTMENTS

- 4.1 It is proposed that the recruitment process for membership of the Assessment Panel from people living in Cheviot will begin on 5 July 2021, with a closing date for applications of 26 July 2021. The aim is to have an Assessment Panel that is as inclusive as possible and which effectively represents the broad, diverse area of Cheviot. Candidates should have a genuine interest in the voluntary sector, as well as an interest in the positive development of communities across Cheviot. They should have an understanding of local need and priorities, have good communication and interpersonal skills, and be willing to work as part of a team. Members of the Assessment Panel need to be willing and able to consider information and options, and to develop their thinking before coming together as a

group to agree a joint position, whilst being respectful of the views of others and to adopt a constructive and supportive approach.

- 4.2 It is proposed that 2 SBC Elected Members are members of the Assessment Panel. However, as those Elected Members may potentially have to vote on these applications at a future Area Partnership meetings, their voting at the Assessment Panel stage could be problematic. . It is therefore proposed that 2 SBC Elected Members are members of the Assessment Panel and have no voting rights at any Panel meeting.
- 4.3 In terms of appointments of applicants from the Cheviot area public to the Assessment Panel, it is proposed that this decision is delegated to the Service Director Customer & Communities, in consultation with the Chair of the Cheviot Area Partnership and the Executive Member for Community Development and Localities. The names of the successful candidates will be notified to the next available meeting of the Area Partnership. Suitable training will be provided to all members of the Assessment Panel.

5 ASSESSEMENT PANEL – CONSTITUTION AND PROCEDURAL RULES

5.1 Details of the proposed constitution and procedural rules for the Assessment Panel are contained in the Appendix to this report. The main points are:

- (a) The Panel shall consist of one representative from each of 4 Community Councils (1 each from Jedburgh and Kelso Community Councils and 1 each from rural community councils in the Jedburgh & District and Kelso & District Council wards) and members of the public from the Cheviot area (appointed through a recruitment process) each with voting rights
- (b) Two SBC Elected Members are to be appointed to the Panel with no voting rights.
- (c) The Panel shall make recommendations on applications to the Cheviot Community Fund to the Area Partnership and it will be the Area Partnership that will make the final decision on the applications.
- (d) Meetings of the Panel shall, in the first instance, be held online, in private.
- (e) Members of the Panel shall declare if they have an interest in any application and not participate in any debate or decision on recommendations for that particular application
- (f) Appropriate support shall be provided for meetings of the Panel by SBC Officers
- (g) The final decision on applications to the Community Fund shall be made by the Area Partnership, either through consensus, or if that cannot be achieved, then by SBC Elected Members at the Area Partnership meeting.

5.2 The operation of the Assessment Panel will be reviewed after one year.

6 IMPLICATIONS

6.1 Financial

There are no costs attached to any of the recommendations contained in this report.

6.2 Risk and Mitigations

There is a risk that not enough applicants from the Cheviot community will meet the criteria for appointment to the Assessment Panel, but the recruitment campaign will be widespread and should provide sufficient applicants. By giving voting rights solely to community members on the Panel, this will ensure it is the community representatives who will be making the recommendations to the Area Partnership on grant funding. The assessment process will be sufficiently robust to ensure transparency in how recommendations have been reached.

6.3 Integrated Impact Assessment

No Integrated Impact Assessment has been carried out, although the template has been completed. Applications to be members of the Assessment Panel are open to all. It is not anticipated that the work of the Assessment Panel will have a negative impact on people who share a characteristic (age, disability, gender re-assignment, trans/transgender identity, marriage or civil partnership, pregnancy and maternity, race groups, religion or belief, sex-gender identity, and sexual orientation) and those who do not.

6.4 Sustainable Development Goals

The Assessment Panel meets indirectly 2 of the UN Sustainable Development Goals:

- (a) Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all potential – members of the Assessment Panel will receive suitable training
- (b) Achieve gender equality and empower all women and girls – it is hoped that the Assessment Panel will represent a cross-section of the Cheviot community, including women.

It should be noted that applications to the Community Fund which will be assessed by the Panel will meet many of the UN Sustainable Development Goals.

6.5 Climate Change

Meetings of the Assessment Panel will take place online, thus reducing the need for any travel. It is anticipated that many of the applications to the Community Fund which will be assessed by the Panel will have reduction of climate impact as part of their project.

6.6 Rural Proofing

Applications to be a member of the Assessment Panel are being encouraged from across the Cheviot area so that the Panel reflects a cross-section of the community.

6.7 Data Protection Impact Statement

All potential risks of non-compliance with Data Protection legislation are being identified, assessed and recorded within a Data Protection Impact Assessment. The controls to mitigate any potentially negative impacted identified within the Assessment will be implemented to ensure the proposed change to/new data processing complies with Data Protection legislation. Members of the Assessment Panel will be required to comply with Data Protection legislation.

6.8 Changes to Scheme of Administration or Scheme of Delegation

No changes are currently required to either the Scheme of Administration or the Scheme of Delegation as a result of the proposals in this report.

7 CONSULTATION

7.1 The Executive Director (Finance & Regulatory), the Monitoring Officer/Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR & Communications, the Clerk to the Council and Corporate Communications have been consulted and any comments received have been incorporated into the final report.

Approved by

Jenni Craig

Service Director, Customer & Communities

Signature

Author(s)

Name	Designation and Contact Number
Jenny Wilkinson	Clerk to the Council Tel: 01835 825004

Background Papers: Nil

Previous Minute Reference: Cheviot Area Partnership, 24 March 2021

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Jenny Wilkinson can also give information on other language translations as well as providing additional copies.

Contact us at Jenny Wilkinson, Council HQ, Newtown St Boswells, Melrose, TD6 0SA.
Tel: 01835 825004 Email: jjwilkinson@scotborders.gov.uk

Cheviot Community Fund Assessment Panel**Membership**

Four members of the Cheviot community (appointed through a recruitment process) with, in addition, four Community Council representatives (one each from Jedburgh and Kelso Community Councils and one each from rural community councils in the Jedburgh & District and Kelso & District Council wards) two non-voting SBC Elected Members (one from each of the Jedburgh & District and Kelso & District wards). The term of office for Cheviot public members of the Assessment Panel is 3 years.

Chairman

The Chairman of the Panel shall be a Community Council representative or a member of the Cheviot community and shall be elected by the Panel.

Quorum

Five members of the Panel (excluding the SBC Elected Members) shall constitute a quorum.

Meetings

Meetings of the Panel shall take place online via Microsoft Teams or some other such suitable online platform or in a pre-identified place when restrictions allow. Meetings will be held in private.

Voting

Decisions of the Panel should be reached by consensus where possible. Otherwise, each member of the Panel shall have equal voting rights, with the Chair having a casting vote if required. SBC Elected Members on the Panel have no voting rights.

Remit and powers

1. To assess applications for grants from the Cheviot Community Fund in line with current criteria.
2. To question as necessary applicants and officers on the details of specific applications.
3. To complete a scoring matrix/assessment on the suitability or otherwise of an application for grant funding.
4. To make recommendations to the Area Partnership on applications to the Cheviot Community Fund.
5. The Chair or other Member of the Panel shall present the Panel's recommendations, with appropriate, supporting paperwork to the Area Partnership meeting for decision.
6. An annual report shall be provided to the Area Partnership by the Panel with details of its work throughout the year.
7. Any such other matters, as delegated by the Area Partnership.

Procedural rules

1. All members of the Assessment Panel must behave respectfully at any meeting, and should not behave in a manner that is improper or offensive, or disruptive to the business of the meeting.
2. Meetings of the Panel shall be held online, hosted by SBC if MS Teams is the chosen platform, and likely quarterly.
3. An agenda and papers for each meeting shall be provided by SBC Officers.

4. At least 7 clear days before a meeting, the agenda and papers for the meeting will be issued by electronic means to members of the Panel.
5. Meetings of the Panel will be held in private to ensure a free and frank exchange of views.
6. A special meeting of the Panel may be called to deal with urgent business if necessary.
7. Members will be required to declare an interest in any application in which they have an interest (financial or otherwise) and may not participate in any debate or decision, whether it be by consensus or voting, around that particular application.
8. If the Chair is not present at a meeting, the meeting will be chaired by another member of the Panel appointed at the meeting.
9. No business will be carried out at a meeting unless a quorum of members is present.
10. Community Councils may provide a substitute representative but no other substitute members are allowed.
11. If a member fails to attend more than 3 meetings in any one calendar year, without suitable reason, then he/she will be deemed to have resigned from the Panel.
12. It is the duty of the Chair to ensure that meetings are held in accordance with these Procedural Rules and that a fair hearing is given to all participants.
13. The Chair shall have discretion to determine all questions of procedure where no specific provision is made under these Procedural Rules. The Chair may seek guidance from an SBC Officer. The Chair's decision in these matters shall be final.
14. Where one or more options for decision are before a meeting of the Panel, each of these options shall be proposed and seconded, and then voted on by individual members of the Panel (no SBC Elected Member shall propose or second any option). An SBC Officer will record the final decision.
15. A note of the decisions of the Panel about each application will be taken by an SBC Officer.
16. Only the Area Partnership may amend any of the above Procedural Rules.

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Cheviot Community Fund Framework

		Yes	No	Notes/output	Documents/notes
1.	Assessment Panel	X		<ul style="list-style-type: none"> • Meetings will be virtual initially Meetings to fit with CAP meetings. • Chair / lead contact to be decided by Assessment Panel • Panel name: Cheviot Community Fund Assessment Panel • Any costs incurred if meeting physically (when allowed) will be top sliced from Cheviot Community Fund. • Possibly operate first funding round with a smaller Panel, or temporary members if the recruitment hasn't been completed. • Quorum to be five to allow for panel members to abstain if they are part of an organisation that has submitted an application. • Membership changed annually. • Specific role of Chair/lead contact – convene meetings and facilitation discussion to ensure that everyone is able to have their say 	
2.	Membership considered	X		<ul style="list-style-type: none"> • Ten seats on the panel: <ul style="list-style-type: none"> ○ 2 SBC Elected Members (one each for Jedburgh and Kelso wards) Non-voting positions ○ 4 Community Council reps - Jedburgh and Kelso and 1 rural 	

				<p>CC rep from each ward; rotate members of rural CCs (frequency?)</p> <ul style="list-style-type: none"> ○ 4 from Third Sector, community groups, members of the public community ● Ring fenced youth representation (16-25) ● Deputes for all Community Council Panel members ● Chair, Vice Chair, Secretary agreed from panel membership ● Estimate that the commitment for Panel members will be approximately 30 hours/year 	
3.	Panel recruitment process	X		<ul style="list-style-type: none"> ● Recruitment to be undertaken once proposals approved and fund is launched. Time for this and training to be done prior to first round closes to applications. Will be undertaken by officers with guidance from HR and Dem Services. ● Area Partnership to approve Panel Members 	
4.	Fund open all year or phased	X		<ul style="list-style-type: none"> ● Four funding rounds phased in line with Cheviot Area Partnership (even distribution) ● Any underspend from each round will be split equally among remaining rounds ● Cut off for each round will be 5 weeks prior to an Area Partnership meeting ● 2021 CAP meetings: 	

				<ul style="list-style-type: none"> ○ 22 September 2021 ○ 24 November 2021 ○ 26 January 2022 ○ 23 March 2022 	
5.	Funding minimum/maximums	X		<ul style="list-style-type: none"> ● Fund maximums: <ul style="list-style-type: none"> ○ £2,500 main fund but can be some flexibility for projects that don't have any other options ○ £500 micro grant assessment process. Assessed by officers and circulated to EMs for decision. Panel informed of applications and outcomes. ○ £500 for non-constituted groups ● Only one successful application per year 	
6.	Outcomes	X		<p>2020/21 Community Fund outcomes:</p> <ul style="list-style-type: none"> ● Communities have more access to better quality local services or activities (including arts, music, heritage, wellness or sports activities) ● Communities have more access to a better quality environment (including the built environment) ● Communities have more pride in their community ● Communities have more access to better quality advice and information ● More local groups or services are better supported to recover from financial difficulty 	

				<ul style="list-style-type: none"> • Communities are able to impact positively on climate change or adapt to a changing climate 	
7.	Theme/priorities	X		<ul style="list-style-type: none"> • Link to Locality Plans themes and priorities 	
8.	Comms / website	X		<ul style="list-style-type: none"> • Promote through SBC and partner channels • SBC officers point of contact • SBC: Comms plan 	
9.	Eligibility: who can apply/constituted/non-constituted/faith based	X		<ul style="list-style-type: none"> • Officers to check eligibility • Exclude: <ul style="list-style-type: none"> ○ Individuals ○ Groups that wish to pass the funding on to individuals ○ Organisations involved in party political activities ○ Companies who aim to make a profit for distribution to individuals/shareholders ○ Statutory bodies 	
10	Criteria: what will/won't be funded/staffing costs	X		<ul style="list-style-type: none"> • Officers to check eligibility. • Criteria to exclude: <ul style="list-style-type: none"> ○ Ordering or spending which has taken place prior to application approval ○ Alterations and improvements to licensed serving areas ○ Trips abroad ○ Maintenance of private roadways ○ Used vehicles ○ Staffing costs 	

				<ul style="list-style-type: none"> ○ Promotion of religion ● Criteria will include: <ul style="list-style-type: none"> ○ Specialist costs including technical fees and feasibility studies ● Projects must be Cheviot based or delivered in Cheviot ● Organisation contribution of 10% required for applications over £500- this may in an in-kind contribution ● Evaluations for completed projects funded by a grant from the Cheviot Community Fund must be submitted before another application will be considered 	
11	Application form/process	X		<ul style="list-style-type: none"> ● Application to be sent to Communities & Partnerships Team who do eligibility/criteria checks. ● Completed applications to officers electronically (arrangements will be made with groups unable to do this). ● Guidance/support to applicants to be provided by officers 	
12	Assessment process	X		<ul style="list-style-type: none"> ● Applications will be sent to members of the Assessment Panel once they have been checked by officers and meet all criteria ● Members of Assessment Panel will assess applications individually prior to meeting for wider discussion and agreement ● Officers will undertake eligibility checks and ask applicant to provide/expand on 	

				<p>information if/when required. Application then passed to Assessment Panel.</p> <ul style="list-style-type: none"> • Dates of assessment meetings to be set by Chair in consultation with panel members • Recommendations will be made dependent on scoring • Micro grants will be assessed by officers and circulated to Elected Members for decision • All applications from non-constituted groups will be assessed by the assessment Panel and recommendation presented to Area Partnership for approval 	
13	Scoring mechanism	X		<ul style="list-style-type: none"> • Scoring system/assessment form developed 	
14	Guidance	X		<ul style="list-style-type: none"> • Guidance to be developed (be agreed with Officers to ensure it fits within requirement of the scheme) 	
15	Recommendation process to AP's	X		<ul style="list-style-type: none"> • Info taken to Area Partnership and presented by Chair will be: <ul style="list-style-type: none"> ○ Group name ○ Summary of application ○ Amount requested ○ Score (average) • Officers inform applicants of final funding decision 	
16	Award Letter	X		<ul style="list-style-type: none"> • SBC award payment; additional T&Cs supplied by Panel as appropriate 	

17	Evaluation & Monitoring Tool	X		<ul style="list-style-type: none"> Panel to decide what, if any, additional evaluation & monitoring is in place 	
18	Year-end reporting to AP & Council	X		<ul style="list-style-type: none"> Developed by Panel in conjunction with officers 	
19	Communications Plan	X		<ul style="list-style-type: none"> Being developed by officers 	
20	Advisory	X		<ul style="list-style-type: none"> Redacted applications and supporting information may be made public 	

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Cheviot Community Fund Assessment Criteria

Outcomes

The fund aims to support projects which empower communities and improve life outcomes for people living in Cheviot.

Applications will be considered favourably if they meet one or more of the following outcomes:

- Communities have more access to better quality local services or activities (including arts, music, heritage, wellness or sports activities)
- Communities have more access to a better-quality environment (including the built environment)
- Communities have more pride in their community
- Communities have more access to better quality advice and information
- More local groups or services are better supported to recover from financial difficulty
- Communities are able to impact positively on climate change or adapt to a changing climate

How well does the project meet one or more of these outcomes?

	Score
<p>1 Ability to deliver</p> <ul style="list-style-type: none">• What confidence to you have in the ability to deliver the project as described? Please take into account the evidence provided by the organisation on their constitution, their structure and their governance model.• Is it clear who will be in charge of the project and do you have evidence that they have the necessary skills?• What evidence to you have of the organisations track record?	Mark out of 10
<p>2 Clear evidence of need</p> <ul style="list-style-type: none">• How satisfied are you that there is a genuine issue which needs to be addressed?• What evidence has been provided by the organisation to demonstrate the need for this project?• Have they referenced published reports, surveys or statistics identifying the scale of demand?• Have they provided any evidence to discussions with groups, organisations, communities or service providers to substantiate demand?• Who have they spoken to from the community of interest?	Mark out of 20
<p>3 Potential impact</p>	Mark out of 20

<ul style="list-style-type: none"> • How satisfied are you that this project will make a difference? • Are you clear about what the organisation hopes to achieve from this intervention? • Is there a clear project plan, with targets and milestones? • What would be considered to be a good outcome and how will this be evidenced and measured? 	
<p>4 Good use of public money</p> <ul style="list-style-type: none"> • How satisfied are you that this project delivers good value for money? Value for money could be demonstrated in a number of ways. For example, how many people will benefit for the project? • Whatever the number, what scale of impact would the project have on the individuals who benefit? 	Mark out of 20
<p>5 Innovation</p> <ul style="list-style-type: none"> • What do you consider to be innovative about the project? • Is the project piloting new ways of working and if so, what safeguards are in place? • If successful, how could these innovations be more widely adopted? 	Mark out of 20
<p>6 Sustainability</p> <ul style="list-style-type: none"> • Once the funding has been used, what will be left behind? • What foundations does the project lay for future benefits post funding? • How will the learning from this project be used? • Can this project be further developed for future funding bids? • What steps are being taken to secure alternative or supplementary funding? 	Mark out of 10
total	100

7 criteria - each to be scored out of 10 - 1 poor, 10 excellent.

* Everything is scored out of the 10

But the scores for 2, 3, 4 and 5 are weighted –

The scores given for 2, 3, 4, and 5 are doubled

This gives us a score out of 100

Scoring matrix will be used as a guide to inform the assessment panel recommendations

7. How will you measure the success of your project? *What impact do you think the project will have, how will you measure it, will it create new opportunities?*

8. If the project needs ongoing support or maintenance after the grant has been spent, how will you achieve this?

9. Finance:

Tell us how much money you need for the project; the maximum we will award is £2,500 for constituted groups and £500 for non-constituted groups.

Item of Expenditure	Total Cost
	£
	£
	£
Total Project Expenditure	£
10% <i>Financial</i> Contribution for applications over £500	£
Request to the Community Fund	£

If you are providing a contribution in-kind please tell us what this contribution will be (see Guidance Notes).

--

If the total project cost is more than you are requesting from the Community Fund please tell us how the shortfall will be met and at what stage you are at with the funding (for example; it's approved, applied for, not yet applied for):

Other Funding

Sources	At what stage?	Amount £
		£
		£
		£

Has your group has received any grants from Scottish Borders Council in the last three years?

Date		Project Title	Funder	Amount
				£
				£
				£

Please detail the current financial position of your group.

Restricted Funds	Unrestricted Funds
£	£

If your group has more savings than the income your group receives in a year, please explain what you are planning to do with this money:

10. Please tick to confirm you have these policies. If you do not yet have these policies, please contact the Communities and Partnerships Team (contact details at the end of this form) for help.

Equal Opportunities Policy/Equalities Statement Yes / No

Does your idea/project involves work with children, young people under the age of 18 or vulnerable adults? Yes / No

If yes, what protection policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below:

Environmental/sustainability policy or statement Yes/No

11. If your project involves work to a building or land, see Guidance Notes (Project Planning) before you answer this question.

Do you have the following? (please tick relevant)

- A lease agreement, including date of lease and duration of years.
- Written permission of owner
- Planning permission. Reference No.:
- Building Warrant

12. Agreement

By signing and submitting this application form you are confirming the following: -

- You wish to apply for funding on behalf of your group/organisation
- The answers to the questions in this form are true and accurately reflect your group, its finances and your funding request.
- You accept the Terms and Conditions of grant listed in the Guidance Notes.

Forename(s):

Surname:

Position in group/org:

Date:

IMPORTANT Your application can only be considered once all the questions on this form are completed and all documents listed in the following checklist are provided:

- A copy of your constitution or rules (or that of your umbrella organisation), dated and signed.*
- A copy of your bank statement, less than three months old*
- A copy of your most recent annual accounts (less than 15 months old), dated and signed as approved. (New groups must be able to provide a 12 month estimate of income and expenditure)*
- Copies of 3 quotations/estimates for items of expenditure over £1,000
- One quotation/estimate for items up to £1,000
- A copy of your Equal Opportunities Policy or Equality Statement*
- A copy of lease agreements, written permissions or planning permissions where appropriate.

*These documents will belong to umbrella organisation if you are working with one. Failure to attach/enclose the requested documentation will result in the application being delayed.

Please note: Constitutions, Rules, bank statements, annual accounts must all be in the same name as the name of the applicant group/organisation given on page one of this application.

If you have difficulty or are unable to access forms on-line or submit papers by email, and would like assistance in completing this form or have any other queries, please contact the Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800.

Otherwise, all completed forms and attachments should be submitted via email to communitygrants@scotborders.gov.uk Further information can be found on the following website: www.scotborders.gov.uk/communitygrants

You can get this document on audio CD, in Braille, large print and various computer formats by contacting the above address.

Draft

Cheviot Community Fund 2021/2022

Guidance Notes and terms and conditions

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

The Scottish Borders Council Community Fund provides support and offers assistance with the development of community-based projects for voluntary and community groups that are active within their communities. The scheme is divided up between each of the five Area Partnerships (Berwickshire, Cheviot, Eildon, Teviot & Liddesdale and Tweeddale). The amounts provided are subject to periodic review by Scottish Borders Council.

Each Area Partnership may operate a different assessment process.

The Cheviot Community Fund

The Community Fund is relatively small and the level of award allocated will reflect the amount available to meet overall demand. The success of your application will be improved by demonstrating that you have explored, and in some cases, secured other funding sources.

The Cheviot Community Fund will be operated in line with the principles of best practice and Scottish Borders Council's Code of Practice for Following the Public Pound.

Project Planning

- Speak to people your project is aimed at - gather community views and responses.
- Speak to groups/organisations/services connected to your project theme to see if they can enhance your project or work with you
- Determine what will and won't work in your area
- Describe what activities you plan to deliver and how – what difference will this make in your area and how will you measure the impact the project makes e.g., numbers of people involved and feedback from those involved.
- Define what resources/people/venues etc. are needed to make your project work
- If your project involves a building, lease of land or a public space, permissions / agreement from the relevant body must be gained before making an application.
- If your project involves any form of construction you need to have heritable ownership of the land or building, or hold a lease that cannot be brought to an end by the landlord for at least 5 years.

Applications for funding:

To be able to apply for funding you need to meet the following conditions:

- A voluntary or community group that is based in Cheviot
- A non-Cheviot based voluntary or community group who can demonstrate direct benefits for people in the Cheviot area.
- Is fully constituted or rules with a minimum of three members dated and signed as approved (if you are applying for over £500)
- If you don't have constitution or set of rules you must work with an umbrella organisation. Information about becoming constituted is available from your local office of The Bridge: roxburgh@the-bridge.uk.net Tel: 01835 863554 www.the-bridge.org.uk
- Have a bank or building society account in the group's name
- Have independently approved annual accounts (New groups must be able to provide a 12 month estimate of income and expenditure)
- Be committed to equality for all and equality of opportunity

You should also be able to provide copies of the following documents: rules, accounts and an equality policy/statement, sustainability policy/statement. If you don't have these documents not please contact the Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800 or by emailing communitygrants@scotborders.gov.uk as they may be able to help.

Applications are welcome from groups working in partnership but one group must be identified as the lead applicant.

Three quotes must be provided for items of expenditure over £1,000

Note: Constitutions/Rules, bank statements and annual accounts must all be in the same name as the name of the applicant group/organisation given on page one of the application.

Applications need to be submitted well in advance of project start dates as no retrospective funding is given.

How much is available?

- Constituted groups can apply for grants up to £2,500
- Non-constituted groups (groups without a formal set of rules about how they operate) can apply for up to £500
- 10% organisational financial or in kind contribution is required for requests of £500 and over. Please explain what your contribution is if it is in-kind rather than financial. In-kind contributions can include voluntary labour, donated equipment, services donated from other companies or organisations, use of premises or carer support, for example, people with disabilities.
- Grants of up to £500 can be funded up to 100%

You should include VAT in your costs unless you are registered for VAT and are able to claim it back.

What can funding be used for?

Funding can be used for a variety of purposes including the purchase of equipment, small capital works, hire and running costs, sessional costs, maintenance costs and capacity building projects.

Outcomes of the Project

Your group's activities must make a positive difference within the community. The impact it makes needs to be measurable in terms of both number of community members benefiting and the scale of that benefit, and should meet one of the following outcomes:

- Communities have more access to better quality local services or activities (including arts, music, heritage, wellness or sports activities)
- Communities have more access to a better-quality environment (including the built environment)
- Communities have more pride in their community
- Communities have more access to better quality advice and information
- More local groups or services are better supported to recover from financial difficulty
- Communities are able to impact positively on climate change or adapt to a changing climate

You will be asked, in the application form, how you will demonstrate and measure the success and the impact of your project against your chosen outcomes.

Cheviot Community Fund Priorities

- Your application should meet at least one priority from the Cheviot Locality Plan: [Cheviot Locality Plan | Scottish Borders Council \(scotborders.gov.uk\)](https://www.scotborders.gov.uk/cheviot-locality-plan)

Who cannot apply?

- Individuals
- Groups that wish to pass the funding on to individuals
- Organisations involved in party political activities
- Companies who aim to make a profit for distribution to individuals/shareholders
- Statutory bodies

What cannot be funded? Funding cannot pay for:

- Ordering or spending which has taken place prior to application approval
- Staff salaries
- Alterations and improvements to licensed serving areas

- Trips abroad
- Maintenance of private roadways
- Used vehicles
- Hospitality – food and drink
 - Promotion of religion

For advice on other funding opportunities, please contact: Grants Administrator, Communities & Partnerships Team, Council Headquarters, Newtown St. Boswells TD6 0SA. Tel: 0300 100 1800 or your local office of The Bridge: roxburgh@the-bridge.uk.net Tel: 01835 863554 www.the-bridge.org.uk

How will applications be assessed?

Micro grants, applications for up to and including £500, will be assessed by Council officers and the decision will be made by Scottish Borders Councillors for decision making.

Applications for more than £500, and all applications bids from non-constituted groups, will follow a 2-stage process. Firstly, an application will be assessed against basic eligibility criteria:

Stage 1

- The project falls within the scope of the grant scheme
- Your group's commitment to promoting equality for all and equality of opportunity
- If you have completed a project supported by a grant from the community fund, you must have completed and submitted an evaluation form
- All relevant supporting documents are submitted with the application, including relevant permissions. If your group does not have a Constitution, Rules or a bank account you should send us information about the umbrella group who will manage the grant on your behalf if you are successful. This group will then be treated as the applicant and should submit the application and supporting papers.
- All application questions have been completed.

Stage 2

If the application meets the eligibility criteria, it will enter Stage 2 and be passed forward to the Cheviot Community Fund Assessment Panel for full assessment.

Notes:

If your group has more savings than the income your group receives in a year, you should explain what you are planning to do with this money. If you have not set aside this money for anything specific, funding is unlikely to be awarded.

How are decisions made?

Decisions on funding will be considered and determined by the Cheviot Community Fund Assessment Group who will subsequently report their decisions to the Cheviot Area Partnership for approval.

What is the difference between restricted and unrestricted funds?

Restricted/designated funds are those set aside or given to you for a particular purpose.

Unrestricted funds are those that have not been 'put to one side' for a specific purpose and can therefore be spent on anything.

How often can we apply?

Each group/organisation is permitted one successful application per year. If you apply and are unsuccessful you can submit an application for a different project.

What is the time-scale for funding?

You must send in your completed application with supporting documents by the deadline defined for it to be considered.

The cut off dates for receipt of applications so they can be fully processed at our assessment meetings are:

16 August 2021

18 October 2021

06 December 2021

14 February 2022

2021/22 applications will then be agreed at Cheviot Area Partnership meetings as follows:

22 September 2021

24 November 2022

26 January 2022

23 March 2022

If you have been successful, you will receive an award letter in duplicate specifying the terms and conditions. You must sign and return one full copy to us within 3 weeks. Funding will not be paid until we have received a signed award letter.

Following receipt of the signed award letter and acceptance of the terms and conditions, grants will be paid either directly into your/your umbrella organisation's bank or building society account or paid out by cheque.

Please note: if you are successful, it can take up to one month for us to process your payment.

If you have difficulty or are unable to access forms on-line or submit papers by email, and would like assistance in completing this form or have any other queries, please contact the Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800. Otherwise, all completed forms and attachments should be submitted via email to communitygrants@scotborders.gov.uk

Further information can be found on the following website:
www.scotborders.gov.uk/communitygrants

You can get this document on audio CD, in Braille, large print and various computer formats by contacting the above address.

Terms and conditions of funding

- Canvassing of members of the Cheviot Community Fund Assessment Panel is not permitted.
- Funding can only be used for the purpose defined in the application.
- Projects receiving funding must be completed within 12 months from the date of acceptance of the funding.
- Upon completion of your project or 12 months from receipt of the Community Funds, whichever comes first, you will be required to complete an evaluation and submit receipts to evidence that the amount given has been used for the purpose intended.
- The conditions of any offer of funding, along with the project outcomes, will be monitored by the Cheviot Community Fund Assessment Panel through your evaluation report.
- Any amount not used must be repaid in full.
- Failure to comply with any conditions attached to funding may result in the funding being repaid to Scottish Borders Council and affect future funding awards.

By submitting an application, you agree to the following:

- You give us permission to publish your application and supporting documents form with appropriate redaction of confidential information.
- You will deliver the project/activity as described in this application form.
- You understand if you make misleading statements or withhold information, your application will become invalid and your group/organisation will be required to return any monies received in full.
- You will provide monitoring and evaluation for any funding awarded and comply with the terms and conditions of the fund

- You accept that if information about this application is requested under the Freedom of Information Act, we will release it in line with the requirements under the Act.
- You will have any relevant insurance cover in place in respect of the planned project for which funding has been applied.

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