

Public Document Pack

Tweeddale
Area Partnership

Our Scottish Borders
Your community

Meeting

Date: Tuesday, 15 June 2021

Time: 7.00 p.m.

Location: Via MS Teams

AGENDA

1.	Welcome and Meeting Protocols (Pages 3 - 6) Additional Information document attached.
2.	Feedback from Meeting on 30 March 2021 (Pages 7 - 12) Copy Minute from meeting on 30 March 2021. (Copy attached.) Link to evaluation of meeting Tweeddale Evaluation 30th March
	Section 1: Service & Partner Updates & Consultations
3.	Place Making - Co-Producing the future of our places - Interactive Session facilitated by Scottish Futures Trust (Pages 13 - 14) This conversation seeks to build on the energy of communities and local responses to Covid, and engaging with developing national policy on the importance of 'place' to support people to live better locally. It is an interactive, facilitated session, focused on local experience and insights, to begin the process of working out the best way to work together to shape the future of our places on shared priorities.
4.	Area Partnership Consultation - details of how to access the consultation Area Partnerships - next steps - Scottish Borders Council - Citizen Space
	Section 2: Local Priorities
5.	Tweeddale Community Assistance Hub Margaret Smail, Tweeddale Community Assistance Hub – Written update within the Additional Information document attached above.
	Section 3: Community Funding
6.	Community Fund Working Group update / proposals (Pages 15 - 48) Update from the working group/ SBC Officer on proposals for the Tweeddale Community Fund 2021/22. (Copy papers attached.)

7.	Community Fund Applications (Pages 49 - 52)						
	<p>(a) Community Fund Applications (Pages 53 - 62)</p> <p>Community Fund applications for consideration;</p> <ul style="list-style-type: none"> • Peebles Mens Shed (attached.) • Peebles Lawn Tennis Club (attached.) • Peebles CAB (to follow.) 						
	<p>(b) Community Fund Evaluations (Pages 63 - 76)</p> <p>Community Fund evaluations included within agenda pack;</p> <ul style="list-style-type: none"> • St Ronans Bowling Club • Peebles Christmas Lights • Innerleithen Community Trust <p>(Copies attached.)</p>						
8.	SBC Build Back a Better Borders Recovery Fund						
	<p>For noting - Build Back a Better Borders Recovery Fund</p>						
9.	Parking Review Group update						
10.	<p>Date of next Tweeddale Area Partnership</p> <p>Are there any items you would like to schedule for future meetings? For example:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">24 August 2021</td> <td style="padding: 2px;">Budget</td> </tr> <tr> <td style="padding: 2px;">2 November 2021</td> <td style="padding: 2px;">Winter maintenance</td> </tr> <tr> <td style="padding: 2px;">18 January 2022</td> <td style="padding: 2px;">Locality Plans</td> </tr> </table> <p>Please contact your local Elected Member or Communities and Partnership Team with your suggestions - communityengagement@scotborders.gov.uk</p>	24 August 2021	Budget	2 November 2021	Winter maintenance	18 January 2022	Locality Plans
24 August 2021	Budget						
2 November 2021	Winter maintenance						
18 January 2022	Locality Plans						
11.	Any Other Formal Business						
12.	Open Forum						
	<p>Opportunity to raise local matters.</p>						
13.	Meeting Evaluation						
	<p>Link to evaluation: Tweeddale meeting evaluation 15th June</p>						

Please direct any enquiries to Louise McGeoch Tel: 01835 825005
Email: lmgeoch@scotborders.gov.uk

Current SBC Consultations

As part of the Scottish Government/SUSTRANS Spaces for People programme Scottish Borders Council introduced a trial roll out of 20mph speed limits last October to encourage more active travel as lockdown eases and is now looking to obtain the views and experiences of pedestrians, cyclists, residents, businesses and drivers. The focus of the survey is on road safety and quality of life in relation to the introduction of the 20mph speed limits and to gather information on whether any streets should remain at 20mph and if any should revert back to 30mph.

[20mph public consultation - Scottish Borders Council - Citizen Space](#)

Closes 07 June 2021

Consultation Launched for Peebles Community Campus

A community consultation on plans for a new Community Campus in Peebles has been launched and is available online at www.scotborders.gov.uk/peeblescampus

The online consultation offers the opportunity for the wider community to provide their views on the plans for the new Campus which will replace the fire-damaged High School.

The proposals outline the plans for a transformational new campus building to be built over two-storeys on the grounds of the existing school. Members of the public will view in detail plans for the site layout of the new building and the external designs for the campus. Included in the plans are the provision of a 3G sports pitch to complement the existing 2G pitch and existing sports block built in 2013/14 as well as the creation of various multi-purpose community spaces.

Area Partnerships

Local Area Partnerships are an opportunity for you to participate in discussion and debate about the challenges and opportunities you see affecting your area.

This consultation asks for your views about the changes that are being considered, and how each of the five Area Partnerships develop.

[Area Partnerships - next steps - Scottish Borders Council - Citizen Space](#)

Community Information

Tweeddale Community Assistance Hub

The work of the Tweeddale Community Assistance Hub is continuing and weekly community partnership meetings are held every Thursday where partners can update on services and raise issues or concerns.

Once a month the meetings are focussed on an issue that has been raised during these meetings. Issues raised so far have been:

- Digital inclusion and isolation.
- Support for young people and families
- Looking at services and venues as we move into recovery mode and mapping what is currently available.

- The latest meeting focussed on anti-social behaviour of some young people in various locations across Tweeddale and looking at different approaches to dealing with this.
- There is a plan to have a series of Mental Health & Well-being workshops to be delivered to partners in response to issues raised during these meetings. NHS Borders Health Improvement will facilitate these sessions which will look at Upskilling practitioners - overview of what Mental Health and Well-being support services are available, how partners can support service users to access these support services and what the referral process

Outside the Box – Border Buddies

Thanks to generous funding from the Tweeddale Community fund, Outside the Box have now launched their Borders Buddies project. This project aims to reconnect individuals and groups post-pandemic. The presentation explains a bit more. You can also keep an eye on the website where we will be publishing a suite of resources to support people:
<https://otbds.org/projects/borders-buddies/>



Presentation Borders
Buddies.pptx

Locality Plan and Action Plans

[Tweeddale Locality Plan | Scottish Borders Council \(scotborders.gov.uk\)](#)

Community Empowerment (Scotland) Act 2015

The request for a lease on Jedderfield farm, validated on 13 January 2021, was withdrawn by the applicant on 9 April 2021. One request continues to be progressed towards validation. One group are in discussions with SBC's Estates Team to enter into a lease agreement outwith the formal asset transfer process; it is proposed to seek the views of the local community prior to formalising the lease.

[Area partnerships information pack | Area partnerships | Scottish Borders Council \(scotborders.gov.uk\)](#)

Section 4: Further Support	
20.	<p>Useful Links below</p> <p>Debt Advice:</p> <p>Citizens Advice Bureau</p> <p>Salvation Army</p> <p>NHS Money Worries App – download from Google Play or the App Store</p> <p>Business support:</p> <p>www.scotborders.gov.uk/covid19business</p>

www.findbusinesssupport.gov.scot

General Funding:

<https://fundingscotland.com/>

<https://www.tnlcommunityfund.org.uk/>

[SBC Community Fund](#)

[SBC Enhancement & Welfare Trust](#)

[Sustainable Development Fund](#)

Heating & energy:

www.scottborders.gov.uk/affordablewarmth

Covid-19:

www.scottborders.gov.uk/coronavirus

<http://www.nhsborders.scot.nhs.uk/patients-and-visitors/community-testing>

Health & Wellbeing:

<http://www.nhsborders.scot.nhs.uk/patients-and-visitors/coronavirus/>

NHS Borders Wellbeing Service:

<http://www.nhsborders.scot.nhs.uk/patients-and-visitors/our-services/general-services/wellbeing-service/>

NHS Borders Wellbeing Point:

www.nhsborders.scot.nhs.uk/wellbeingpoint

Community Empowerment:

https://www.scottborders.gov.uk/info/20062/strategies_plans_and_policies/357/community_empowerment_scotland_act_2015

Scottish Community Council Newsletter:

<http://www.communitycouncils.scot/>

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SCOTTISH BORDERS COUNCIL TWEEDDALE AREA PARTNERSHIP

MINUTE of Meeting of the TWEEDDALE AREA PARTNERSHIP held via Microsoft Team on Tuesday, 30 March 2021 at 7.00 p.m.

Present:-	Councillors R. Tatler (Chairman), H. Anderson, S. Bell, S. Haslam, E. Small together with 25 representatives from Partner Organisations, Community Councils and members of the public.
Apologies:-	Councillor K. Chapman
In Attendance:-	Communities and Partnerships Manager, Locality Development Co-ordinator (K. Harrow), Portfolio Manager (J. Lamb), Adult Learning Worker (M. Smail), Localities Transport Officer (D. Cathcart), Democratic Services Team Leader.

1. WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the third meeting of the Tweeddale Area Partnership held via Microsoft Teams and outlined how the meeting would be conducted and how those both in the meeting and watching via the Live Stream could take part.

2. FEEDBACK FROM MEETING ON 19 JANUARY 2021

The Minute of the meeting of the Tweeddale Area Partnership held on 19 January 2021 had been circulated and this was noted.

3. PLACE MAKING APPROACH

3.1 Portfolio Manager, James Lamb, gave a presentation providing an overview of the Place Making Approach. The aim of this initiative was to facilitate a more joined-up, collaborative and participative approach to services, land and buildings, across all sectors within a place. This aimed to enable better outcomes for everyone and increased opportunities for people and communities to shape their own lives. The intention was to build on learning from the operation of the Community Assistance Hubs and Resilience Teams which had worked effectively during the Covid-19 pandemic. The presentation detailed the scope of the Place Making approach in terms of links with relevant strategies, reviews, programmes and frameworks which were operating in the Scottish Borders and South of Scotland. Phase 1 of the programme, Preparation and Planning, had already started with initial awareness raising taking place in March and April through forums such as the Area Partnerships. Work would be carried out in June to shape the framework with Phase 2 taking place late summer to develop initial High Level Locality Place Briefs through workshops and identification of priorities and needs. Phase 3 in the autumn would focus on agreeing and developing Place Programme workstreams with delivery being started in Phase 4 at the end of the year and on into 2022. James Lamb outlined the role of the Area Partnership in the process and invited feedback which could be sent to him via the email address communityengagement@scotborders.gov.uk

3.2 In response to questions James Lamb confirmed that this would become part of the locality plan which needed to be refreshed. Community Councils would be involved at all stages with community council areas being the unit of geography for place planning. Unfortunately there was not sufficient resource to visit each community council individually but he encouraged them to provide feedback. Councillor Anderson suggested that as all Councillors attended Community Council meetings it would be helpful if they were provided with the presentation and some accompanying notes. James Lamb also confirmed the importance of involving the 3rd Sector and commented on discussions he

had already had with BAVS in Berwickshire. It was agreed that the presentation slides be circulated to everyone present at the meeting. James Lamb would also discuss with Councillors what they could present at Community Council meetings.

4. FIT FOR 2024: REVIEW OF AREA PARTNERSHIPS AND COMMUNITY FUNDS

The Chairman advised that reports in respect of both the Review of Area Partnerships and the future of the Community Fund had been approved at Council the previous week. Kenny Harrow advised that the public consultation on Area Partnerships would run from April to June with a report back to Council in the autumn. With regard to Community Grants there would be changes from 1 April with an Assessment Panel to be set up. The Chairman suggested that the Area Partnership establish a working group to agree how funding requests for the Tweeddale Area would be dealt with and that their recommendations would be considered at the next meeting in June. In response to a question regarding the level of budget falling short of the 1% required to be available for participatory budgeting, the Chairman advised that a paper on this had been considered at the Council's budget meeting. Community Funds were only a part of participatory budgeting with other areas including the money set aside for road improvement and the "Build a Better Borders" Fund. With regard to the working group it was agreed that it comprise Councillor Anderson, Lorna McCullough, Chris Lewin and a young person to be identified. Kenny Harrow advised that he hoped to arrange the first meeting next week. The Chairman confirmed that everyone was welcome to submit their views for consideration by the Working Group. The draft process for dealing with the Community Fund would be circulated in advance of the next meeting. While the working group would consider changes to the community fund for Tweeddale it was agreed that from 1st April the Community Fund would remain open and all applications would continue to be assessed under the current criteria.

5. AWARENESS RAISING – HINTS AND TIPS FOR POSITIVE COMMUNICATION AND MAKING VIDEO CONFERENCING ACCESSIBLE

The Chairman welcomed Clare Wildsmith, a lip reading tutor in Tweeddale and advocate of positive communication. Her aim was to reach all businesses in the area to speak to them about positive communication. Mask wearing presented communication difficulties and with the increasing prevalence of online video streaming, which would only increase in use, she felt it useful to create general best practice guidance for those embracing the technology. The Positive Communication tips applied not only to Microsoft Teams and Zoom, but also as consideration to those publishing videos on YouTube, Facebook and other platforms. She commented on the importance of good lighting, the correct camera angle, keeping hands away from your face, being eye level with the camera and not having glare behind which could all assist with those who relied on lip reading. It was agreed that the quality of captions was not sufficiently reliable and often missed words. The Chairman thanked Clare for the work she was doing in this area.

6. LOCALITY PLAN PRIORITY: IMPROVE THE ACCESSIBILITY AND RELIABILITY OF TRANSPORT SERVICES, IMPROVE CONNECTIVITY AND REDUCE RURAL ISOLATION

6.1 Dan Cathcart, Localities Transport Officer gave a presentation on the current position in Tweeddale. Services were currently operating at 80% of the pre-Covid timetable with 25-30% of the pre-Covid passenger numbers. Funding was available from the Bus Partnership Fund and he was looking at speeding up the X62 service by stopping a fewer locations within Peebles which would also have a positive impact on diesel usage and bus miles. The provision of electronic charging points for buses was also being investigated. The current free transport from the Borders General Hospital operated by Borders Buses would be given more publicity once lockdown ended. He also commented on the impact of schools returning and the impact of changed work patterns which were likely to continue post Covid. The funding application for the changes to the X62 had to be submitted within 15 days but a full consultation would be carried out if he was successful in achieving funding. If the funding was not received there would be no change to the current service. In response to a question on how people were going to be encouraged

back onto buses, Dan Cathcart outlined the various procedures Borders Buses had in place to ensure the safety of passengers. Bus operators were also increasing the availability of Wi-Fi and charging points on their buses as it was important to make bus travel attractive to young people.

- 6.2 Thurston Hodge, Development Worker with the What Wheely Matters Project gave a presentation on the work of the project. The purpose of the project was to work with communities and groups across the Scottish Borders to identify and develop solutions to rural transport needs. This could be anything from lack of bus routes, car ownership and rural migration. Some solutions were already underway and included Community Bus routes (Demand responsive transport), Safe cycleway pathfinding, growing Volunteer Car Schemes and Transport integration. The Project wanted to work with as many people and groups from as many backgrounds as possible. Meetings were all being conducted digitally at present but there was an online diary where anyone could book a meeting with the Development Worker, either 1-1 or as part of a group. He outlined the type of help that could be given and listed the groups and organisations across the Borders that he had worked with so far. He encouraged everyone to get in touch.

7. LOCALITY PLAN PRIORITY: REDUCE OUR IMPACT ON THE LOCAL (AND GLOBAL) ENVIRONMENT BY RAISING AWARENESS OF WHAT LOCAL COMMUNITIES CAN DO IN TERMS OF THEIR HOMES, THEIR BUSINESSES, THEIR SCHOOLS, THEIR TRAVEL ETC.

The Chairman introduced Ruby Finn, a 6th year pupil at Peebles High School, who was a Youth Ambassador for Sustainability. A short film was shown entitled "A Climate Emergency – our future in the Borders". The video gave examples of how the Scottish Borders was not yet equipped to deal with global warming and challenges to address such as litter damaging local green spaces, too many diesel and petrol vehicles, too few public transport links and too few electric charging points. Councillor Anderson commented on the presentation given by Ruby at the Council's Sustainable Development Committee and suggested that they should be accountable to the Youth Ambassadors and it was agreed that a Q&A would be arranged following the forthcoming Scottish Parliament Elections in May. Pam Rigby, Youth Engagement Worker highlighted the campaign named "Our promise to the planet" which asked for everyone who lived in the Borders to make one promise to the planet and she published the contact details to allow everyone in the meeting to take part.

8. LOCALITY PLAN PRIORITY: STRENGTHEN PARTNERSHIP WORKING BETWEEN LOCAL SERVICES

Margaret Smail, Tweeddale Community Hub Lead gave an update on the work of the Community Assistance Hub. It had now been in operation for 1 year to firstly help those who were shielding. They had worked closely with the voluntary sector and had received an excellent response from volunteers. Requests for assistance were now decreasing but they were working with Test and Protect, helping with cases of fuel poverty and assisting with transport to vaccine appointments. Hubs were now to be a permanent feature of local level solutions. The wanted to be useful and the model would continue to evolve. The Chairman thanked her for her good work.

9. TWEEDDALE COMMUNITY FUND

- 9.1 The Chairman asked Kenny Harrow to go through each of the applications. It was noted that the number of applications exceeded the funding left for the financial year. The Chairman pointed out that the application from the Men's Shed did not meet the criteria for the community fund as it did not specify what all of the funding would be used for and on that basis he suggested that it should not be granted. Malcolm Bruce, representing the Men's Shed advised that he would be disappointed if the application was not considered. Their current accommodation needed significant works and they were the only Borders Men's Shed who had not qualified for any of the Covid support grants. Les Turnbull, Peebles Community Council Chairman, supported the application. Following

discussion of the application the Council Members agreed that the current application be refused but they would support consideration of a new application in the 2021/2022 financial year.

9.2 The other applications were from:-

- Outside the Box
- Tweed Togs
- Peebles Lawn Tennis Club
- Go Tweed Valley
- Peeblesshire Youth Trust

Kenny Harrow outlined what each group wished to use the funding for. Both Councillors Tatler and Haslam declared an interest in the application from Peeblesshire Youth Trust and took no part in the decision on that application. Councillor Bell declared an interest in the application from Go Tweed Valley and took no part in the decision on that application

- 9.3 The applications were discussed in detail and those present representing the various group answered questions and provided more details on their applications. Given that there was insufficient funding to cover all applications it was suggested that Peebles Lawn Tennis Club could reapply in the next financial year as they still had significant funds to raise. Anne McKinnon from the Tennis Club advised that it would be helpful to their other finding applications if they already had some funding in place but accepted that they could reapply. Councillor Bell suggested that Outside the Box only be given £7k rather than the full £12k they had applied for but this was not supported by the other Councillors.
- 9.4 Following the above discussion it was agreed to deal with the applications as follows
- Outside the Box – awarded £12,903
 - Peebles Men's Shed – asked to reapply in 2021/2022
 - Tweed Togs – awarded £5934.60
 - Peebles Lawn Tennis Club – asked to reapply in 2021/2022
 - Go Tweed Valley – awarded £13,747.50
 - Peeblesshire Youth Trust – awarded £4966

10. **CURRENT CONSULTATIONS**

The Chairman highlighted the following consultations which were currently open:-

- Updated Supplementary Planning Guidance – Planning Brief – Former Borders College Galashiels: Closes 31 March 2021 -
https://scotborders.citizenspace.com/regulatory-services/updated_spg_former_borders_college_gala/
- Public opinion sought on proposed trial of one-way system on Chiefswood Road in Melrose - <https://scotborders.citizenspace.com/assets-and-infrastructure/chiefswood-road-questionnaire/>
- Public consultation on the asset transfer request made in relation to Jedderfield Farm, Peebles. Closes 11 April 2021 -
<https://scotborders.citizenspace.com/customer-communities/jedderfield-farm-asset-transfer-request/>
- Public opinion sought on trial of reduced speed limit on backroads between Peebles and Peel. Closes 31st March - <https://scotborders.citizenspace.com/assets-and-infrastructure/peebles-to-peel-backroads-questionnaire/>
- Scottish Borders Council have appointed Alan Jones Associates to work with the Peebles Skate Park project to deliver a Feasibility Study which will look at creating a

- new Skate Park \ Wheeled Sports Park at Victoria Park in Peebles. -
<https://www.surveymonkey.co.uk/r/peebleswheeledsports>
- Accessing and using Scottish Borders Council Services -
<https://scotborders.citizenspace.com/customer-communities/accessing-council-services/>
 - Draft Anti-Poverty Strategy had been published today.

11. ANY OTHER FORMAL BUSINESS

- 11.1 The Chairman advised that Alison Wilson from Clovenfords Community Council had been appointed as the substitute Tweeddale Representative to the Community Council Review Group.
- 11.2 Brian McBride from Peebles Tennis Club asked if they could receive a commitment for funding from the 2021/2022 budget. The Chairman advised that while most people were supportive no guarantee could be given.

12. OPEN FORUM

No items were raised.

13. DATE OF NEXT TWEEDDALE AREA PARTNERSHIP

The next meeting was scheduled for 15 June 2021. Councillor Anderson suggested that there be fewer items on the next agenda. Clare Wildsmith advised that she was happy to help make the meetings more accessible. The Chairman thanked everyone for attending.

The meeting concluded at 9.30 p.m.

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Scottish Borders Strategic Placemaking Workshop | Agenda

Background

Communities are at the heart of how places work in Scottish Borders. The Covid response has shown the resilience and strengths of local action. And it has generated learning about what worked and what's needed to better support communities and businesses meet their needs to live better locally.

Starting from an understanding of local need and ambition, and using Covid learning, allows for the opportunity of a different way of working between communities and public agencies. A 'place based' approach seeks to co-produce an understanding of local priorities and co-deliver action. The purpose of this session is to have a conversation, to begin the process of agreeing a way of working together to co-produce place futures with the communities of Scottish Borders.

Format

We will host an open facilitated conversation, led by Diarmaid Lawlor of [Scottish Futures Trust](#). The agenda is set out below. We will make space to listen, and make space so everyone can contribute. After the event, we will share a summary of the conversation , and a small action plan for next steps that we agree together at the conversation.

Aim of the conversation

To identify the shared ambition, criteria and principles of working in a place based way to support positive community futures across Scottish Borders

Agenda

[a] Ambition: What are the key issues and ambitions in the community?

[b] Success criteria: How will we know we are winning?

[c] Principles: How can we work better together?

Outcome

An early sense of how we could work differently together around local needs and a sense of the issues to focus on to strengthen this way of working moving forward

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Tweeddale Community Fund: report on administration going forward

Prepared by TAP sub-group: Heather Anderson, Esther Daborn, Chris Lewin, Lorna McCullough, Margaret Smail, Kenny Harrow

After the Tweeddale Area Partnership meeting on 30th March we came together as a working group to discuss and plan the function and administration of Tweeddale Community Fund. We have developed a new process that will involve representatives from local communities in decisions on the grants from the Fund in future.

We recommend that the aim of the Fund should be to improve the quality of life for people living in Tweeddale. Applications would be looked on favourably which represent good value for money and satisfy criteria such as:

- Reducing loneliness and isolation
- Promoting access to better health and well being
- Supporting communities to feel safer
- Improving connectivity through transport or digital connections
- Addressing climate change and/or protecting the environment
- Improving public spaces
- Giving people additional skills

It is proposed that recommendations on the award of grants will be delegated to an Assessment Panel of up to 6 members, which will meet 4 weeks in advance of each Area Partnership meeting and will be able to interview applicants in private. The Panel will aim to be representative of the community on a rotating basis and will be drawn from the general public, organisations such as Community Councils, groups concerned with older or disabled people, and groups focussing on the environment or the needs of young people. The Panel's recommendations will be submitted to the Area Partnership meeting for approval.

The Tweeddale Draft Framework sets out the proposals in further detail.

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Tweeddale Area Partnership - Draft Framework for Community Fund administration
(For consideration by Tweeddale Area Partnership members)

1) Role and recruitment of Assessment Panel

1.1 Assessment Panel

An assessment panel would be formed of up to 6 members with a quorum of 4 - appointed for a term of up to 2 years. The panel would nominate a Chair. This position can be rotated or changed each year. There would be an additional 2 advisors as part of this group. This role would be advisory only and would hold no voting rights.

1.2 Membership

Aim for broad community representation and draw on the experience of 'knowledgeable others'. Possible individuals /organisations represented on an assessment panel could include:

- Young person – or representative such as TYA/PYT
- Older person representative
- Tweeddale access panel
- Environmental organisations
- Social enterprise sector
- 2 community councillors (one from East and one from West)

Note: There should not be more than one person from an organisation on an assessment panel at any time

Advisory role members could include

- The Bridge

Notes

- Membership of the panel would be reviewed each year.
- At least 50% of members must remain on the panel after year 1 to provide continuity
- The chair will be selected by the panel members, once formed

1.3 Panel recruitment process

- An open recruitment process to go 'live' after approval at the Area Partnership meeting in June.
- Applications will be open for min. 2 week period
- SBC would run the initial recruitment process with approval for panel members approved by Area Partnership (AP)
- Organisations/community councils can nominate individuals for assessment panel

2) Assessment, scoring and recommendation process

2.1 Assessment and scoring process

- Panel would meet quarterly, prior to the agenda being circulated so that recommendations can be provided with the agenda papers (details below).
- Virtual meetings permitted
- **Following submission deadline for that quarter** SBC officers would undertake initial sense check of applications for eligibility and meeting the criteria.
- **6 weeks** before the AP meeting, applications would be passed on to individual panel members to score the application following criteria on the applications form.

- **5 weeks before AP meeting**, the individual panel member would share the scores and comments so that the Chair could identify questions for the applicant before the group meeting. Scoring mechanism implemented but also recognition that scoring will only form one element of the process and that further dialogue is important.
- **4 weeks before** the AP meeting applicants may be invited to attend an ‘Interview’ type process. The panel would seek to ask questions, clarifying thoughts. They would re-score application and make recommendation for funding or not.
- **2 weeks before the AP meeting**, the Chair of the panel should co-ordinate results and pass papers to Officer for circulation with agenda papers.

Note

- The assessment panel would require to be available 4 days per year (half a day for individual consideration of applications and scoring/commenting, half a day for participating in presentations from applicants and subsequent panel scoring discussions to reach recommendations.)
- It would be beneficial if the Chair of the assessment panel were to attend Area Partnership meetings. It would also be beneficial for other members to attend.

2.2 Recommendation process to APs

The recommendations of the Assessment Panel will be considered at the Area Partnership meeting. If consensus is not reached at the meeting, the decision on the award of funding will be made by elected members, with the Chair having the casting vote. When recommendations for approval by the Assessment Panel are not accepted by the attendees of the Area Partnership (including Elected Members), reasons for such a decision should be clearly communicated to the Panel.

3) Award letter, monitoring, evaluation and reporting of successful fund bid

3.1 Award Letter – TBD– this would come from SBC

3.2 Evaluation & Monitoring Tool – TBD

3.3 Year-end reporting to AP & Council - TBD

4) Application process

4.1 Fund timescales

- Look to split the overall amount into amounts available per quarter
- A flexible way to spread approvals out over the year might be as follows. Suppose that there is a fund of £40,000 for Tweeddale for the whole year. Then the allocation each quarter could be as follows:
 - ✓ Quarter 1 - Target 25%, i.e. £10,000. Maximum 30%, i.e. £12,000
 - ✓ Quarter 2 - Target 33% of what is left, maximum 40%
 - ✓ Quarter 3 - Target 50% of what is left, maximum 55%
 - ✓ Quarter 4 - Target: 100% of what is left.
- If the maximum were allocated in each of the first 3 quarters, the allocations would be £12,000, £11,200, £9240, leaving £7560 for the final quarter. This, however, is the extreme case and in practice there would almost certainly be more left for the final quarter.

4.2 Communications/ website

- Plans/ responsibility for promoting fund details - SBC
- Information provided on SBC website with additional information around support groups can receive.
- Application and feedback from assessment panel can be viewed on SBC website

4.3 Application Form – TBD

4.4 Funding minimum/maximuns

- All groups can apply for up to £5,000
- Constituted groups may apply for an additional £2,500 making a total of £7,500 if they can evidence that they have sought additional funding elsewhere.
- Unconstituted groups can apply for up to £5k
- Organisation/users contribution 10%

4.5 Guidance – TBD

4.6 Aim of the community fund:

The Community Fund will provide support to voluntary and community groups that are active within their communities and assist communities or interest groups with the development of community based projects. The aim of the community fund in Tweeddale is to empower communities and to improve life outcomes for those living in Tweeddale.

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

1. Reducing loneliness and isolation
2. Promoting access to better health and well being
3. Supporting communities to feel safer
4. Improving connectivity through transport or digital connection
5. Addressing climate change and/or protecting the environment
6. Improving public spaces
7. Giving people additional skills

Further requirements;

- If applying for staffing costs please provide in detail what the role of the staff will be; is the role new or existing?
- Provide rates of pay and specify what difference staffing costs would make to the project
- Provide in detail a breakdown as to what the funding will cover
- What need/demand has been evidenced for your project/activity
- If you are an unconstituted group, please provide details of banking/support arrangements
- Information on your finances and the financial need for funding
- Your group's commitment to promoting equality for all and equality of opportunity
- How you have made use of previous grants and funding

Note: 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.

4.7 Who cannot currently apply?

- Individuals
- If you have received a grant or funding before and have yet to complete a grant evaluation form
- If you have already been successful with 2 community fund applications within this financial year
- Organisations involved in party political activities
- Companies who aim to make a profit
- Statutory bodies – except community councils

4.8 Funding cannot currently pay for:-

- Ordering or spending which has taken place prior to application approval
- Alterations and improvements to licensed serving areas
- Trips abroad
- Maintenance of private roadways and properties

4.9 Completed Application

- Sent to SBC officer for initial eligibility check before being passed on to panel with dates for individual scoring and applicant interviews.
- To be returned to applicant for further work if needed – possibly refer to a ‘knowledgeable other’ for mentoring advice/guidance

Tweeddale Community fund - Application Form

Before you start to complete this form, please ensure that you have read the Guidance Notes which can be found [here](#)

1. Organisation Details

Project name	
Funding request (£)	
Project Start Date & End Date	
Organisation name and named contact	
Organisation email address	
Contact number	
Organisation address	
Organisation structure (i.e. constituted group, social enterprise, community trust)	
If you are an unconstituted group, who is acting as your umbrella organisation?	

2. Organisation finances

Tell us about your organisation's income and expenditure for this last year

End of year balance	£
Current bank balance	£
Estimated unrestricted reserves available?	£

3. Project Expenditure

Total Project Cost	£
10% organisation/user contribution	£
Request to Community fund	£

Items of expenditure	Cost
	£
	£
	£
	£
	£
	£

If your total project cost is more than the amount you are applying for, please tell us about any other funding that you are applying for:

Funder	Funding Requested	Status of the application
	£	
	£	
	£	

Please tell us what grants your group has received from Scottish Borders Council within the last three years

Date	Project Title	Amount
		£

4. Which theme does your application relate to? (tick all that apply)

- Reducing loneliness and isolation
- Promoting access to better health and well being
- Supporting communities to feel safer
- Improving connectivity through transport or digital connection
- Addressing climate change and/or protecting the environment
- Improving public spaces
- Giving people additional skills

5. About your project:

Tell us about your project and the impact that you hope to make

6. Please tell us how you identified the need for your project?

7. How are you going to deliver your project?

8. What will happen to your project once the funding ends?

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 give us permission to make public this application 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 require 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

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, dated & 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 & signed as approved. (New organisations should submit estimates of income and expenditure for the first 12 months)
- Copies of 3 quotations/estimates for items of expenditure over £1,000
- Copy of one quotation / estimate for items of expenditure under £1,000
- A copy of your Equal Opportunities Policy or Equality Statement if you have one
- A copy of lease agreements, written permissions or planning permissions where appropriate

Failure to attach/enclose the requested documentation with your application will result in the application being returned to you for completion, and therefore delayed.

Please note: Constitutions, 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 requested, your application will be made public with appropriate information redacted.

For assistance in completing this form and all other queries please contact the Communities and Partnerships Team at Scottish Borders Council at communitygrants@scotborders.gov.uk, or on 0300 100 1800.

All completed forms and attachments should be submitted via email to communitygrants@scotborders.gov.uk

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

Assessment Criteria

Outcomes

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

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

1. Reducing loneliness and isolation
2. Promoting access to better health and well being
3. Supporting communities to feel safer
4. Improving connectivity through transport or digital connections
5. Addressing climate change and/or protecting the environment
6. Improving public spaces
7. Giving people additional skills

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

	weighting
1 Ability to deliver What confidence do 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 do you have of the organisation's track record?	
2 Clear evidence of need 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?	
3 Potential impact 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?	
4 Good use of public money 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?	
5 Innovation 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?	
6 Sustainability 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?	
7 Giving people additional skills Why are these skills likely to be useful? Are these skills likely to help recipient contribute more to their community?	
	total 100

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

1 - 10

2 - 10

3 - $10 \times 2 = 20$

4 - $10 \times 2 = 20$

5 - $10 \times 2 = 20$

6 - 10

7 -10

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

Tweeddale Community Fund 2021/2022

Guidance Notes

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

CONTENTS

What is the Tweeddale Community Fund?

Applications for funding

Who cannot apply?

How much can the grant be and what can it be used for?

How will projects be assessed?

What happens if a grant is awarded?

Project Planning

Completing your application form

Accompanying Documents

What is the Tweeddale Community Fund?

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

These guidance notes explain who can apply and what grants can be used for. There is then an explanation of the assessment and interview process which will be used to recommend which applications should be approved. Some pointers are given to assist you in planning your project and this is followed by a section taking you through the application form, with guidance to help you answer each question. Finally there is a list of the documents you must submit with your application.

If you need help in any matter concerning the Community Fund or your application to it, or information about alternative sources of funding, please contact the Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800, or by emailing communitygrants@scottishborders.gov.uk

Or

The Bridge, Volunteer Resource Centre, School Brae, Peebles EH45 8AL. Tel: 01721 723123 tweeddale@the-bridge.uk.net

Applications for funding

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

- You must be a voluntary or community group that is based in Tweeddale, or a non-Tweeddale-based voluntary or community group which can demonstrate direct benefits for the Tweeddale community.
- If your Group is not formally constituted, you need a constituted umbrella organisation to join with you as banker.
- You should be committed to equality of opportunity for all.

Alongside your application you should also provide copies of all the documents listed at the end of this Guide.

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

We recommend that you should check other possible funding sources before applying and this is a requirement in any case for applications over £5,000. It will help if applicants can demonstrate that they have matched funding in place or can at least demonstrate that they have attempted to secure funding from elsewhere.

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

Applications need to be submitted 6 weeks prior to Tweeddale Area Partnership meeting

Who cannot apply?

- Individuals
- Groups that wish to pass the funding on to individuals
- Organisations involved in party political activities
- Companies which aim to make a profit for distribution to individuals/shareholders
- Statutory bodies which are not Community Councils

How much can the grant be and what can it be used for?

- All groups can apply for up to £5,000

- Constituted groups may apply for an additional £2,500 making a total of £7,500 if they can evidence that they have sought additional funding elsewhere.
- Unconstituted groups can apply up to £5k
- At least 10% of the overall cost of the project must be met by the applicant group or from users of the services provided by the project

Grants can be used for a variety of purposes including the purchase of equipment, small capital works, hire and running costs, maintenance costs and capacity building projects, feasibility studies, and pilot schemes.

However, grants cannot pay for:

- 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
- Planning Applications
- Hospitality – food and drink.

The project for which you are seeking funding must be one which would make a real difference within the community. The impact it makes needs to be measurable in terms of both the number of community members benefiting and the scale of that benefit, and you need to estimate these on the application form. Below are examples of the outcomes that we would look for groups/organisations to achieve:

- 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
- Building community capacity and fostering the sustainability of local initiatives.

- Increasing community involvement in local regeneration and development.
- Supporting the acquisition, development and use of community assets.
- Supporting skill development and not-for-profit initiatives that will help lead to job creation and a diverse local economy.
- Fostering social networks and increasing community engagement with local organisations, activities and initiatives.
- Overcoming the barriers that can prevent disadvantaged or excluded members of the community from enjoying a high quality of life, particularly young people and the elderly.
- Involving local people in the sensitive and sustainable stewardship of the natural environment.

How will projects be assessed?

Funding applications will follow a 2-stage process. Firstly, they will be assessed against the basic eligibility criteria and the completeness of the information provided on the application form. A check will be made that copies of all relevant supporting documents have been submitted.

If the application meets these criteria it will enter Stage 2 and be passed forward to the Tweeddale Community Fund Assessment Panel for full assessment. You may be asked to attend a meeting of the Assessment Panel, either in person or virtually, to elaborate on the information you have provided. The dates of these meetings are determined well in advance and will be notified to you at the time when receipt of your application is acknowledged. The Panel will be looking for projects which will make a real difference and represent good value for money.

If your project is not recommended for approval, the Communities and Partnerships Team at Scottish Borders Council may be able to offer you some guidance on other sources of funding.

Canvassing of members of the Tweeddale Community Fund Assessment Panel is not permitted.

All the application forms assessed by the Panel will be included in the papers for the next Tweeddale Area Partnership meeting, together with the Panel's recommendations on which applications should be approved.

What happens if a grant is awarded?

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 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.

Funding can only be used for the purpose defined in the application. Projects receiving funding must commence within 12 months from the date of acceptance of the funding.

Upon completion of your project and 12 months from receipt of the grant, whichever comes first, you will be required to complete an evaluation report 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 Tweeddale 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.

Project Planning

Before filling in your application form, you will need to plan your project. We give some suggestions below on how to go about this, but of course the steps you actually take will depend on the nature and size of the project, and what you are hoping to achieve by it.

- 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.
- Consider what additional evidence you can obtain to demonstrate the need for your project.
- Plan the activities you intend to deliver and how; estimate what difference they will make in your area and consider how you will 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 and prepare the outline of a project implementation plan with timescales for the various steps, identifying who will be responsible for the different elements of the project.
- If your project involves a building, lease of land or a public space, make sure you have permissions / agreement from the relevant body
- If your project involves any form of construction, make sure you 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.
- Check other sources of funding and try where possible to secure some level of funding which will reduce the grant you need from the Community Fund
- Make sure you will be able to obtain copies of the documents which must accompany your application, as listed at the end of this guidance.
- Investigate whether you can get insurance if necessary

Completing your application form

The purpose of the application form is to give you the opportunity to explain your project and what it will achieve, and to demonstrate your group's ability to carry it through successfully.

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.

Otherwise, all completed forms and attachments should be submitted via email to communitygrants@scottishborders.gov.uk

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

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

All applications intended for approval at a particular Area Partnership Meeting must be received, with all the required supporting documents, at least 6 weeks prior to the meeting. Any applications received after that date will automatically go forward to the assessment process for the following Area Partnership Meeting.

Here is some guidance to help you answer the questions on the application form. Please try to keep your answers reasonably short but do not omit important points.

Question 1 – Organisation details

Please provide contact details for your organisation. These details should be the same as those detailed on your constitution, bank statement and annual accounts and will be used by SBC should you be successful with your application.

If you are an unconstituted group, please state this under “Organisation structure” and write the name and contact details of the umbrella organisation which has agreed to act as banker for the project.

Question 2 -Organisation Finances

Please provide figures from your signed end of year accounts including any ring-fenced funding or committed spend you may have. 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.

Question 3. Project expenditure

The first set of boxes is intended to show how the figure requested from the Community Fund will be spent. Do not include here any expenditure which will be met by funding from other sources. Any small individual items can be

swept up together in a general entry of “Other expenses” (which must not exceed £300).

The second set of boxes is to show where any required funding in excess of the grant will come from. In those cases where an application to another fund is pending, please indicate the date by which a decision is expected.

In the third set of boxes please show what grants been received by your organisation from Scottish Borders Council in the last 3 years.

Question 4 – Theme

Please tick the theme/s that best fit your project. The panel will be looking for evidence that you are addressing one or more of the 7 themes.

1. Reducing loneliness and isolation
2. Promoting access to better health and well being
3. Supporting communities to feel safer
4. Improving connectivity through transport, relationships or digital connection
5. Addressing climate change or protecting the environment
6. Improving public spaces
7. Giving people additional skills

Question 5. About your project:

Tell us about your project and the impact that you hope to have.

Please use the bullet points below as a guide:

- Indicate which one or more of these seven themes your project will address:
- Give a summary description of your project.
- Describe the impact your project will make within the community and quantify the benefits you believe will be gained, giving an estimate of both the number of people benefiting and the scale of that benefit.
- Demonstrate how you will measure how well your project meets your proposed outcomes/impacts and how you will monitor progress.

- State what specific skills and expertise you have to deliver the project, and how the project will be organised and managed. If your organisation has successfully managed similar projects recently, give brief details.

Question 6 .Please tell us how you identified the need for your project?

Provide evidence that your proposal has sufficient community support

Explain what need/demand has been evidenced for your project.

Question 7. How will you deliver your project?

Please provide information on who will deliver your project. What members of staff will be involved in the project delivery (if any).

Please provide information on where your project will be delivered from

Provide details on the timescale of the project

Question 8. What will happen to your project once the funding ends?

Please indicate here what lasting impacts (if any) your project will have for the community after it has been successfully implemented. If the project is to be continued in some form or other, please state how you think this continuation might be achieved and financed.

Accompanying Documents

Copies of the following documents should accompany your application.

Where the document is lengthy it is sufficient to provide the link to it on a web-site. If any required document is missing, your application will be delayed.

- Your group's formal Constitution and Rules
- Your group's latest bank statement
- Your group's latest annual accounts, signed to show they have been independently checked. New groups should provide instead an estimate of 12 months' income and expenditure.

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.

If your group does not have a Constitution, Rules, bank statement and annual accounts you should send us information about the umbrella group which will act as banker, and will manage the grant on your behalf. This group should supply a letter of support for your project, for you to include among your documents, together with a copy of its own authorisation Minute, Constitution, Rules, bank statements and accounts.

- Any evidence which supports the need for the project
- Quotations or estimates from suppliers to support the costs quoted on the application form. For any items which will cost £1,000 or more, at least two firm quotations are needed.
- A statement of your organisation's current finances and the financial needs of the project, explaining how you are planning to use any finances you have available and why they cannot be used for this project. Include details of any efforts you have made or are making to secure other sources of funding (including partial funding) and what success you have achieved. You must have made or be making such efforts if your application is for a grant exceeding £5,000.
- A statement of how you have made use of previous grants and funding in the last 3 years from the Scottish Borders Council. If you have completed a project supported by a grant from the Community Fund in the last 3 years, please supply a copy of the evaluation form you submitted afterwards.
- Relevant permissions from landowners etc. If your project involves any form of construction, please supply a statement signed on behalf of your organisation that it has heritable ownership of the land or building, or holds a lease that cannot be brought to an end by the landlord for at least 5 years.
- A statement of your group's Equal Opportunities policy.
- A statement of whether the project could go ahead on a reduced scale (to be specified) if only part of the grant applied for is awarded, and

whether the project could still go ahead if the application is deferred until the following Area Partnership meeting.

Draft TCF text for recruitment of Assessment Panel member

Are you interested in supporting the positive development of communities across Tweeddale?

Are you aware of the Community Fund - a pot of public money available to community groups to empower communities to improve the lives of people living in Tweeddale?

The Tweeddale Area Partnership is looking for members of the public to serve on a Panel of Assessors to consider Community Fund applications and recommend awards, for approval at Area Partnership meetings. The time commitment is approximately 4 days a year (half a day every 3 months). Appointments are for a minimum of 1 year and maximum of 2 years. Re-appointment may take place after a break of 2 years. This is a voluntary role, but any reasonable expenses incurred will be met.

The Assessment Panel is set up to ensure consistency of assessment using approved processes and criteria, value for money and the potential to achieve positive outcomes for the benefit of the community. Panel members will be a mixed group of committed and energetic people. As a team player, you will contribute to achieving an open, accountable and transparent process for the Tweeddale Community Fund.

For more information about the Tweeddale Community Fund [and the role of the Assessment Panel](#) please see www.scotborders.gov.uk/communitygrants. There you will also find a detailed role description and an application form. To apply, please complete the application form explaining how your skills, abilities and experience equip you for the role as set out in the detailed role description. Email to communitygrants@scotborders.gov.uk. A CV may be included if you wish

For any informal enquiries about the role please contact Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800 or email communitygrants@scotborders.gov.uk.

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TCF draft Assessment Panel member detailed role description

The Tweeddale Community Fund is a pot of public money available to community groups to enable them to deliver community based projects. The aim of the fund is to empower communities to improve the lives of people in the Tweeddale area.

The role of the Community Fund Assessment Panel is to assess applications and recommend awards for approval to Tweeddale Area Partnership meetings. The set up the Assessment Panel, Tweeddale Area Partnership is looking for interested members of the public.

The Assessment Panel is set up to ensure consistency of assessment using approved processes and criteria, value for money and the potential to achieve positive outcomes for the benefit of the community. Panel members will be a mixed group of committed and energetic people. As a team player, you will contribute to achieving an open, accountable and transparent process for the Tweeddale Community Fund. This is an important and challenging role for someone interested in supporting the positive development of communities across Tweeddale.

The **Roles and Responsibilities** are to:

- Scrutinise funding applications submitted to the Tweeddale Community Fund using a provided scoring matrix and within a structured timeline.
- Apply any skills, experience, specialist knowledge, and expertise that may add to the scrutiny work of the Panel.
- Attend and constructively participate in quarterly assessment meetings of the Panel. (Approximately 4 days per year).
- Attend additional meetings e.g. working groups or evidence gathering sessions as required.
- Prepare for each meeting by reading the agenda, papers and additional information to familiarise yourself with the issues to be covered during the meeting.
- Prepare suitable questions to put to the applicants and SBC Officials, listen carefully, ask questions in a way which is non-judgmental, respects confidentiality and helps the Panel to make practical suggestions.
- Contribute to achieving an open, accountable and transparent decision-making process.

Terms of Appointment

- Appointments are for a minimum of 1 year. Each year 50% of the committee will stand down. Membership of the panel will be for no longer than a 2 year period without a break.
- The typical commitment required for this role is attendance of approximately 4 days a year. Meetings will generally be held online using Zoom or Teams. We estimate attendance at these meetings and preparation will involve 1-2 days every three months
- This is a voluntary role. Any expenses likely to be incurred by a volunteer, whilst carrying out their agreed duties, will be discussed with the volunteer manager and approved

procedures for claiming back expenses will be agreed. A travel claim form specifically for volunteers should be used.

Please note that an individual Panel Member will not be eligible to assess any applications from groups/organisations that he/she may be involved in

Still interested?

Please complete the application form below as fully as possible and return to us on or before the deadline **date xxxxxx**

Please submit applications via email: communitygrants@scotborders.gov.uk

TCF draft Assessment Panel member Application Form

Vacancy	Assessor/Panel Member (Tweeddale Community Fund)
Surname	
First Name(s)	

The following information will be treated in strict confidence

Section One

Personal Details	
Address:	
Postcode:	
Daytime telephone:	Evening telephone:
Mobile telephone:	Email:

Section Two

What does your community mean to you and what would you bring to this role?

Section Three

Please provide us with some specific information on why you would be an appropriate individual to sit on an assessment panel.

What skills do you bring that are relevant to an assessment panel?

What experience do you have within the community that would make you suitable for this role? Including any volunteering experiences that you may have had.

Section Four

If you are nominating an individual to be part of the assessment panel, please state your organisation and provide a supporting statement; If you are applying on your own behalf, please nominate 2 persons who will provide a supporting statement

Section Five

Declaration

I declare that the information given in this form is complete and accurate. I understand that the information recorded on this form will be retained by Creative Scotland purely for the purpose of selection for the post I am applying for and will not be passed to any third party without my permission.

Please note that if applying by email, this email will also be taken as your consent to the above declaration. In addition, if invited for interview, you will be required to sign this form on the interview date.

Signature

Date

Tweeddale Funding 2021/22

15 June 2021

Tweeddale Community Fund 2021/2022		£
Opening balance as of 01/04/2021 (£276k split per head of population)	£ 51,131.00	
Plus 50% of available Local Festival Grant budget	£ 6,712.50	
Total available	£ 57,843.50	

Less:	
Community Fund & Community Fund Fast Track applications awarded since 01/04/2021	£ -
Community Fund & Community Fund Fast Track applications that are assessed and await decision	£ 4,000.00
Sub-total	£ 4,000.00
Funds remaining if assessed applications are successful	£ 53,843.50

Community Fund & Community Fund Fast Track applications still to be assessed	£ -
Potential Overall Position	£ 53,843.50

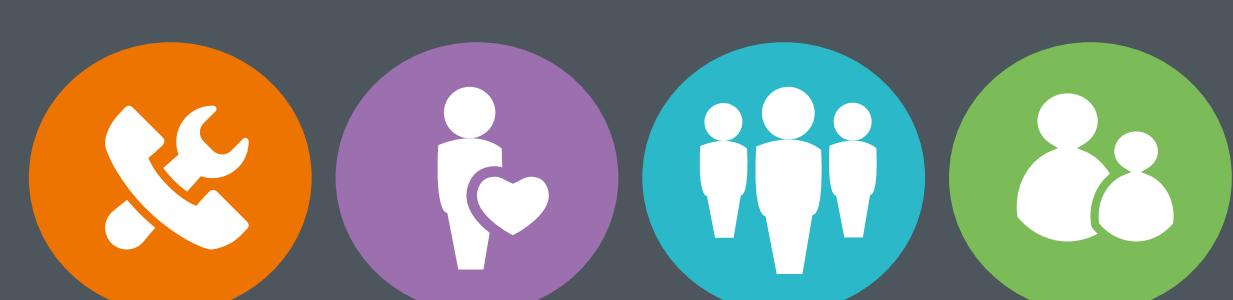
Summary of Applications					
No.	Date	Organisation Name	Amount	Project	Status
1	15/03/21	Peebles Citizen Advice Bureau	£ 4,000.00	Installation of new phone system	Assessed
2					
3					
4					
5					
		Total	£ 4,000.00		

To be assessed:					
1					
		Total Pending	£ -		

Withdrawn					
1					

Other sources of Grant Funding - Tweeddale				
Grant Type	Available	Awarded	Remaining	
Local Festival Grants	£ 6,712.50	£ -	£ 6,712.50	
Annual Support Grants (Community Councils)	£ 8,655.00	£ -	£ 8,655.00	
SBC Small Schemes	£ 34,702.00	£ -	£ 34,702.00	
Common Good - Peebles	£ 27,000.00	£ -	£ 27,000.00	
SBC Enhancement Grant	£ 146.24	£ -	£ 146.24	
SBC Welfare Grant	£ 2,096.01	£ -	£ 2,096.01	

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COMMUNITY FUND 2020/2021

TWEEDDALE SUMMARY

99%

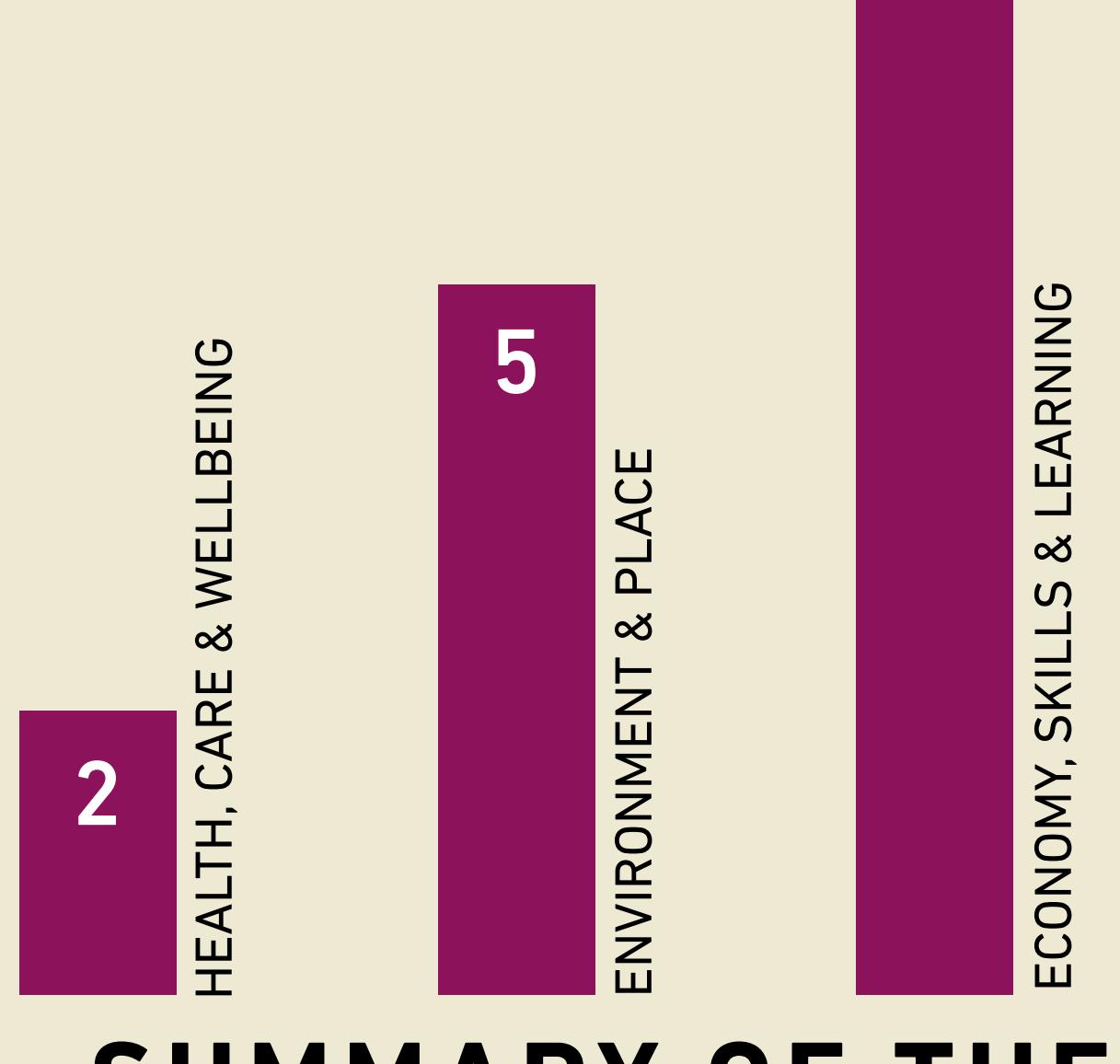
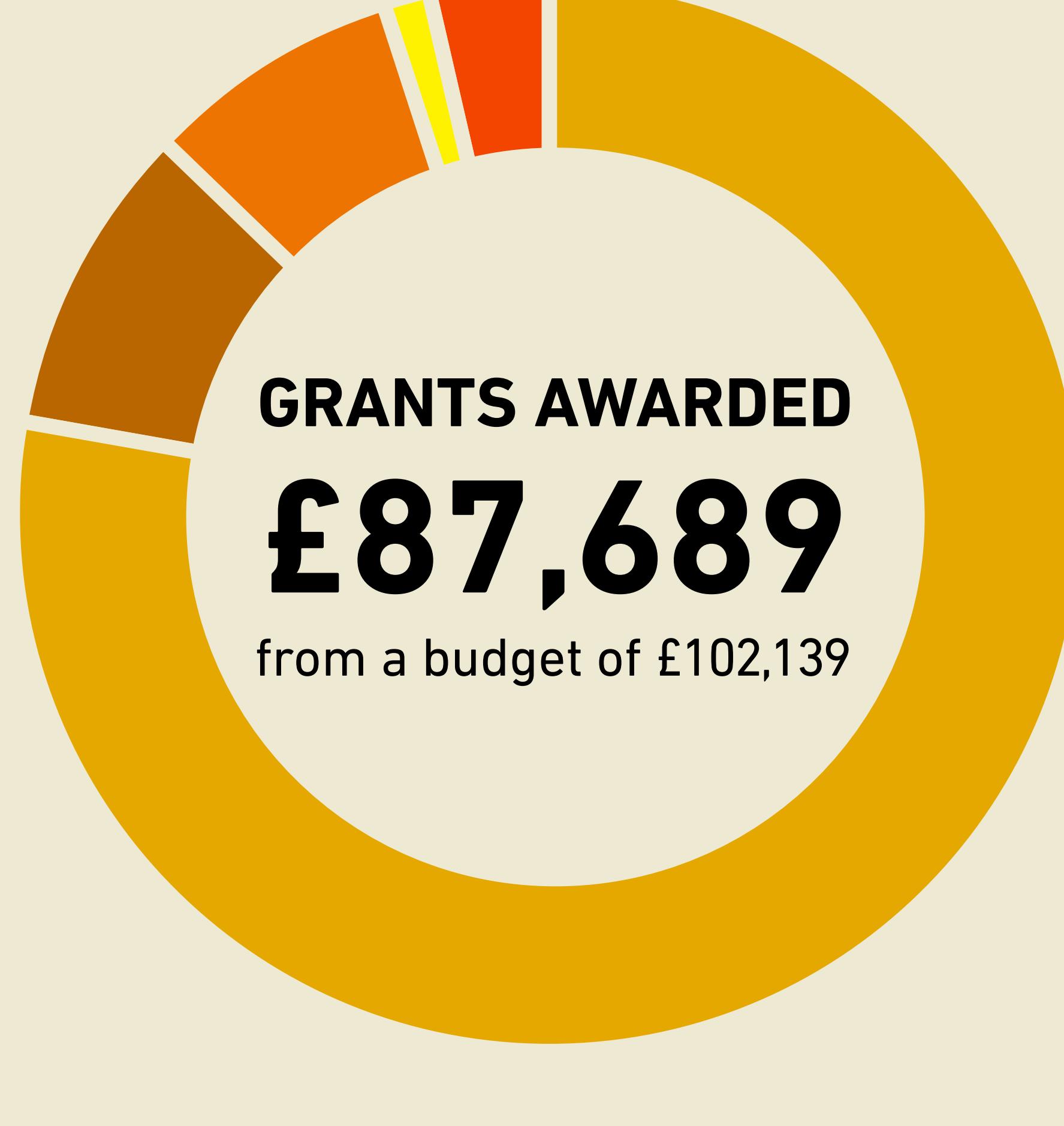
of the Interim Community Fund had been awarded to 20 organisations in Tweeddale when the fund closed

81%

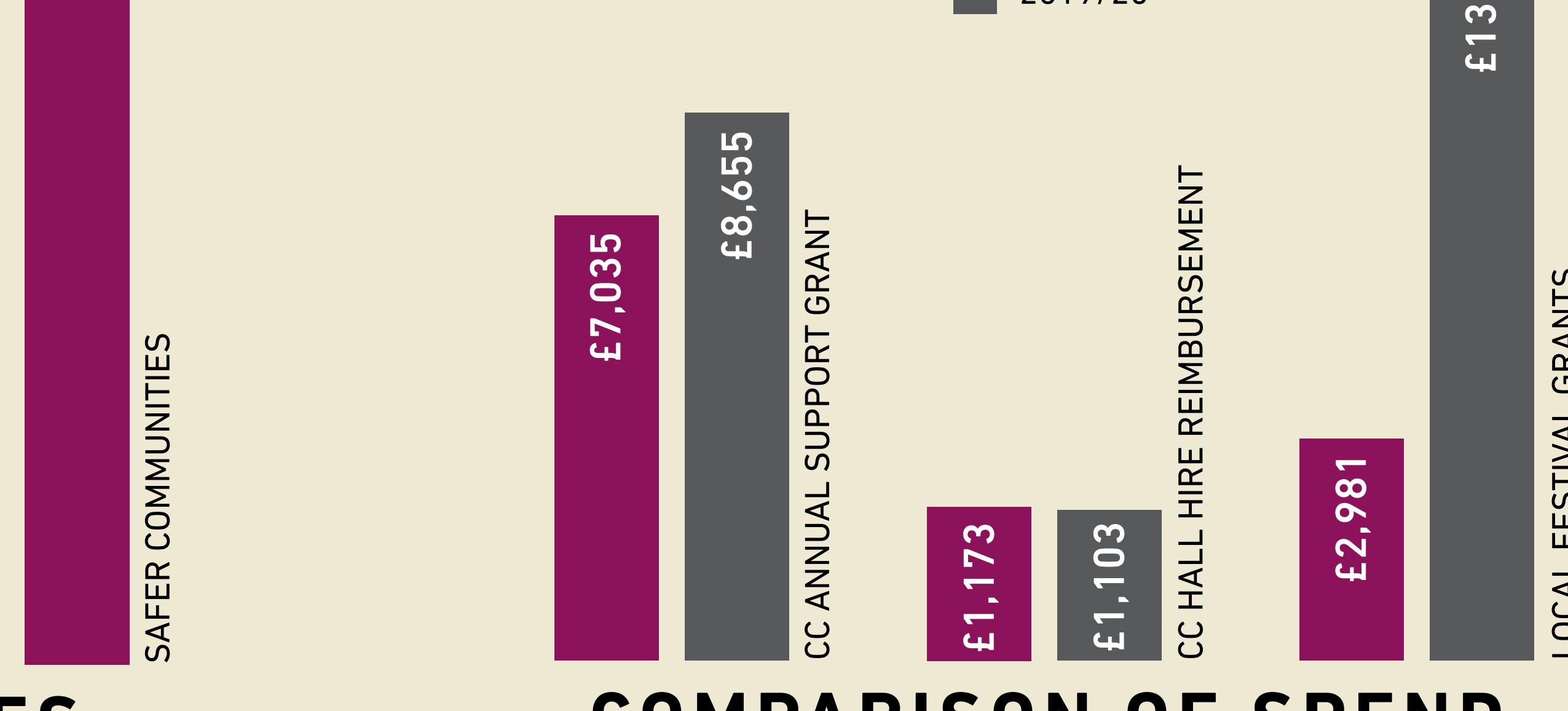
of Community Councils have claimed their Annual Support Grants

17%

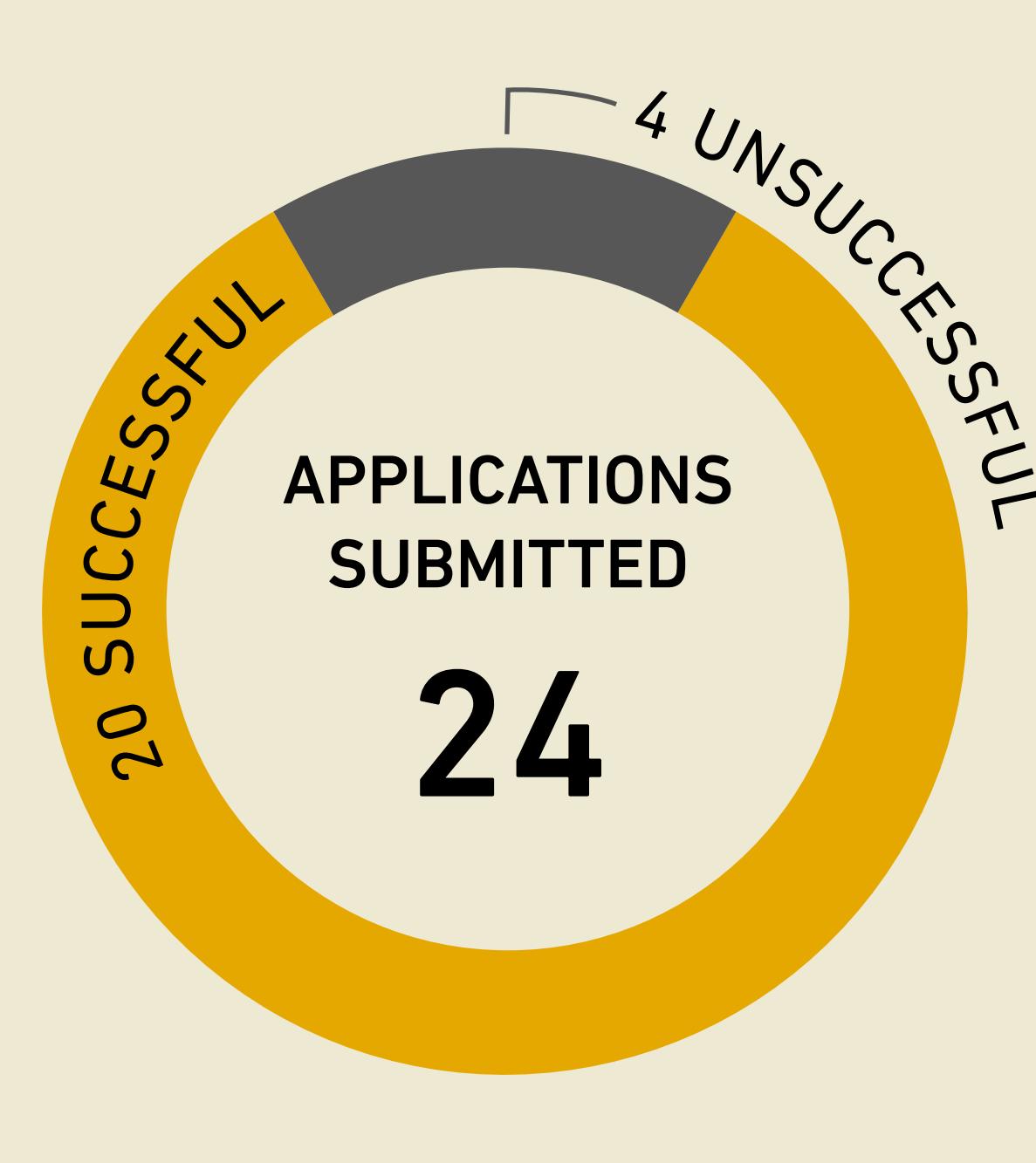
of all available Community funding was allocated to Tweeddale on a 'per head of population' basis



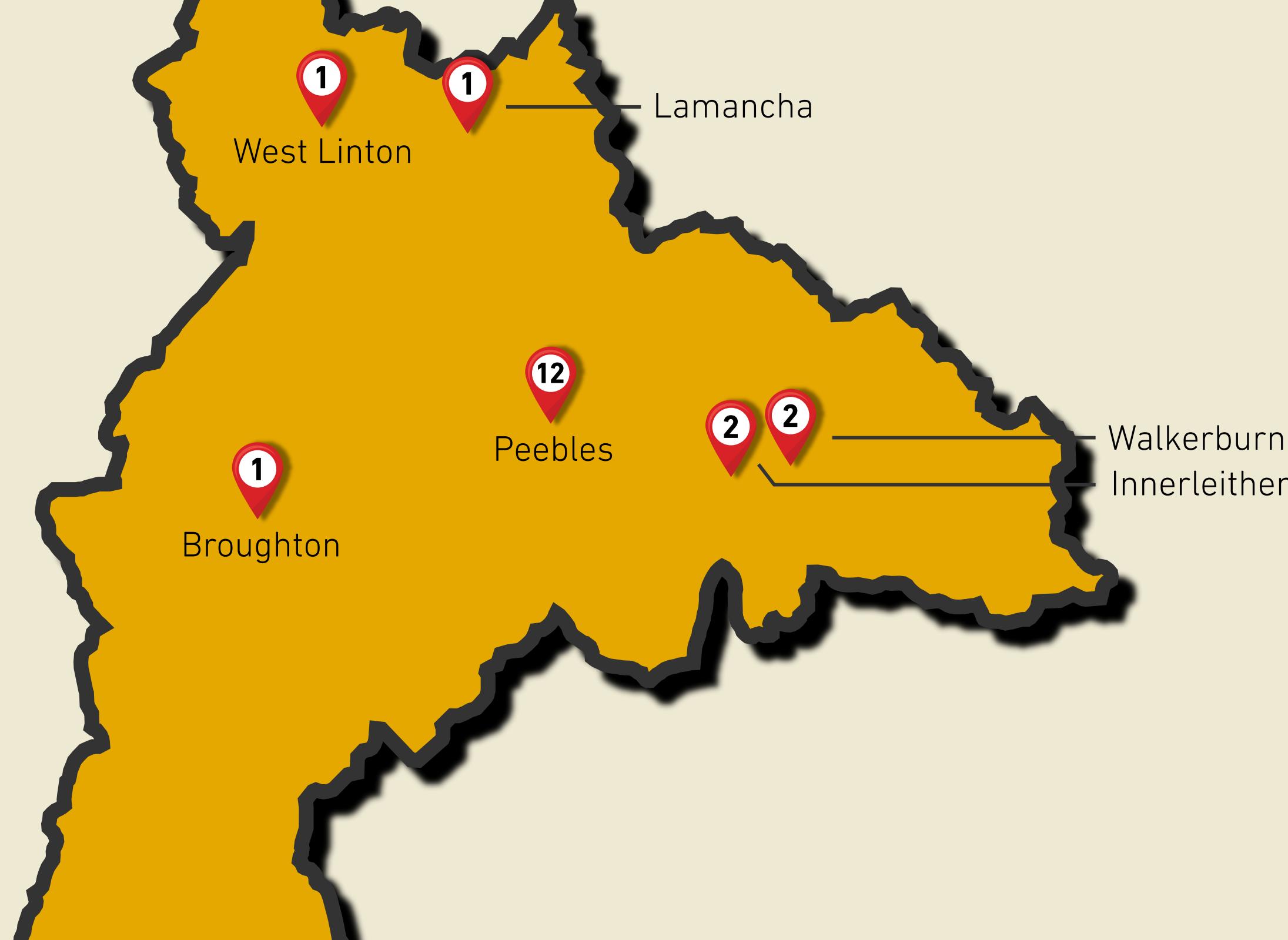
During assessment, two applications were found to meet two or more of the Community Fund outcomes



*COVID-19 restrictions halted the majority of local festivals in 2020/2021. Grants were available to festival committees to cover the costs of mandatory insurance payments



Applications to the Community Fund in 2020/2021 were only accepted between 01 September 2020 and 31 March 2021 due to the redeployment of Council resources during COVID-19



£13,748

Awarded to Go Tweed Valley to cover the cost of a feasibility study in Innerleithen

£855

Awarded to Walkerburn News Group for the purchase of a new photocopier

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2021/2022 Community Fund: Interim Assessment Form

Locality: Tweeddale

Ref. No.: CF2022- TW-3

Organisation Name: Peebles Lawn Tennis Club

Funding Requested: £10,000

ABOUT THE GROUP			
Organisation Structure	Scottish Charitable Incorporated Organisation (SCIO)		
Annual Accounts Balance	£16,791.83		
Are any funds ring-fenced, if so why & how much?			
Sinking fund for the courts of £14600 is ring fenced in order to be able to fund the replacement of the courts in around 13 years time			
Has the applicant successfully applied for SBC funding within the last three years?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
SBC Funds received	Financial Year	Amount (£)	What used for?
Quality of life	2018	5,000	Court Surface Upgrade
Have they recently applied to the Common Good Fund?			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

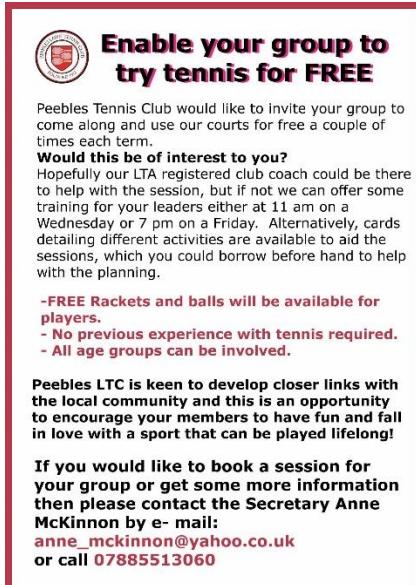
ABOUT THE PROJECT	
Project brief	<p>Peebles Lawn Tennis Club are looking to replace their existing clubhouse, which is 60 years old, with a building that is fit for purpose and includes wheelchair access, welfare facilities and easier access to the Tennis courts.</p> <p>The club are looking for SBC community funding to help with the overall costs of the project. It would be difficult to split the project's construction into different elements in order to attribute a meaningful cost.</p>
Project Start Date: DD/MM/YY	Once funding is secured Page 53

Total Expenditure (£)	171,800	
Community Fund Request (£)	10,000	
10% organisation contribution		
Any Other Contribution?	13,061.23 (from club funds)	
Other Funding Sources	Amount (£)	At what stage?
Robert Barr Charitable Trust	14,000	To be discussed at their AGM in May.
Misses Barrie Charitable trust	2,000	Successful – cheque received 2021
Fife Environmental Trust	43,188.77	Initial application amount changed –indicated that group might want to increase funding amount. Board meeting 27.05.2021
People's Postcode Trust	5,000	Decision around 8 weeks after application – notification by end of June
Peter Harrison Foundation Stage 1	7,000	Applied – decision mid-july
Riada Trust	4,000	Applied
Club Funds	13,061.23	In Club Bank Account
Sport Scotland	42,950	Applied - Decision panel meeting 14/15 June
Community Fund Outcomes	<input checked="" type="checkbox"/> Communities have more access to better quality local services or activities <input type="checkbox"/> Communities have more access to a better quality environment <input type="checkbox"/> Communities have more pride in their community <input type="checkbox"/> Communities have more access to better quality advice and information <input type="checkbox"/> More local groups or services are better supported to recover from financial difficulty	
Action Plan priorities	The project meets the following priorities:	

ASSESSMENT

What need/demand has been evidenced for this project/activity?	The existing courts and clubhouse are on a sloping site which makes access difficult for players with mobility issues. Currently the clubhouse is accessed by 2 sets of steep steps. Scottish Borders Council Sports Facilities & Pitches Strategy 2.1.5 states that "public facilities (should) comply
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	<p>with Disability Discrimination Act & encourage access for people with disabilities.”</p> <p>Currently Peebles Lawn Tennis club do not meet this requirement.</p> <p>Research from Tennis Scotland show that approximately 19% of the Scottish population are registered with a disability. This is not reflected in the number of participants in Learning Disability tennis programmes across the Borders.</p> <p>Peebles (LTC) currently have no disabled members. The nearest accessible facility to Peebles is in Kelso.</p> <p>The Lawn Tennis Club have 260 members currently. A social media survey, of which 142 individuals responded, showed 88% of respondents were in favour of installing disability access to the clubhouse with suitable welfare facilities and 86% supported improved access to the courts.</p> <p>The club are currently unable to provide existing members, players, visiting teams, visitors, tournament participants or guests with acceptable welfare, changing rooms or hospitality facilities. The internal walls and ceiling of the building are coated with black spores that are associated with damp. There is dry rot in the walls and flooring and additionally there is asbestos in the walls.</p> <p>Peebles has a higher proportion of older and retired individuals compared to the national average, these facilities will help promote the game to this demographic of the community.</p> <p>The Club also aim to be open to all. They feel that enhanced clubhouse facilities would encourage further usage.</p>
What benefits will be gained from the project/activity and how well does the project/activity meet the outcomes of the scheme?	<p>The new facilities would allow disability groups from across the Borders to access the sport and the Club aim to work with the Sports Development Officer for LIVE Borders with a specific remit for Tennis and Disability Sport.</p> <p>The club wish for the Clubhouse to have wider usage. The clubhouse could be used by small community groups for regular meetings or one off events. There are very few spaces on the South side of the River Tweed for groups to meet.</p>

	<p>Peebles Lawn Tennis club are enthusiastic to increase the number of people, who are able to access their new facilities and allow all abilities to play tennis.</p> <p>There are 3 feeder primary schools in the town of Peebles, and each have pupils in their Learning Support Departments who could make use of the new facilities.</p>
What support and involvement of the wider community is there for this project/activity?	<p>Local business have previously shown support by donating raffle prizes.</p> <p>The clubhouse project is supported by Tennis Scotland, Tennis Foundation, local MSP and MP, local schools and Live Borders.</p> <p>The club will aim to hold open days, tennis and chat events and social events such as barbecues. The club will work with Live Borders and Tennis Foundation in Edinburgh to promote their facilities through existing social media channels.</p> <p>Pre Covid Peebles High School used to use the courts free of charge on a weekly basis. 172 pupils were playing weekly during PE lessons.</p> <p>The courts and clubhouse were also used by other community groups such as; Brownies, Guides and the Eddleston Out of School group during a summer camp.</p>
What efforts have been made by the applicant to secure	 <p>Enable your group to try tennis for FREE</p> <p>Peebles Tennis Club would like to invite your group to come along and use our courts for free a couple of times each term.</p> <p>Would this be of interest to you?</p> <p>Hopefully our LTA registered club coach could be there to help with the session, but if not we can offer some training for your leaders either at 11 am on a Wednesday or 7 pm on a Friday. Alternatively, cards detailing different activities are available to aid the sessions, which you could borrow before hand to help with the planning.</p> <p>-FREE Rackets and balls will be available for players. - No previous experience with tennis required. - All age groups can be involved.</p> <p>Peebles LTC is keen to develop closer links with the local community and this is an opportunity to encourage your members to have fun and fall in love with a sport that can be played lifelong!</p> <p>If you would like to book a session for your group or get some more information then please contact the Secretary Anne McKinnon by e-mail: anne_mckinnon@yahoo.co.uk or call 07885513060</p>

other sources of funding for the project/activity?	<p>The group are looking to apply to; Live Borders Inchrye Trust</p> <p>The group have so far not secured any funding. Applications have been submitted with a decision made in June. .The group have secured funding from the Misses Barrie Trust with other funding decisions expected early summer.</p> <p>The group fully expect to be unsuccessful with some of the applications and will continue to apply to appropriate funds. The group may also consider a small interest free loan from the Lawn Tennis Association.</p> <p>The committee members have fund raising experience and previously raised £200k for a previous project.</p>
How will the impact and success of the project be measured? What happens at the end of the project/activity or when the funding is spent?	<p>Currently the club have no disability players either as members, school pupils or regular pay and play participants</p> <p>The club will gather data on new members and visitors through their online membership packages aswell as their pay & play booking system. This information will be collated by the secretary every 6 months.</p> <p>The group will introduce coaching programmes to cater for the needs of disability groups and feed into the existing programmes run by Live Borders and Edinburgh Leisure</p> <p>In improving facilities the Club wish to host Tennis Foundation tournaments.</p>
Quotes received for items of expenditure	yes
Have appropriate permissions been sought/granted?	Plans have been approved by Scottish Borders Council (20/00328/FUL) and a Building Warrant is granted (May 2021). The clubhouse and courts are leased from SBC on a 25-year lease. SBC have confirmed that replacement of the clubhouse will be the responsibility of the Club (similar to the courts).

SBC OFFICER ASSESSMENT

The application meets the criteria of the Community Fund.

Additional Terms and Conditions:

Scottish Government coronavirus (COVID-19) guidance must be adhered to with a protocol for safe participation in the programme and use of resources developed, and all participants agreeing to adhere to this protocol.

- *We would seek the group to particularly report on:*
- *Number of members with a disability who are playing Tennis*
- *Number of new members*
- *Wider use of facility by other community groups*



2021/2022 Community Fund: Interim Assessment Form

Locality: Tweeddale

Ref. No.: CF2121-TW-2

Organisation Name: Peebles Mens Shed

Funding Requested: £10,000

ABOUT THE GROUP			
Organisation Structure	Constituted group		
Annual Accounts Balance	£34,925		
Are any funds ring-fenced, if so why & how much?			
Current ongoing costs £450 per month rent. Insurance; £200			
Ring fenced for tools (Localities Bid grant) £10,821 largely still to be spent			
Ring fenced for refurbishment of social area (Common Good Grant) £6,486 largely still to be spent			
Ring fenced as contribution towards refurbishment of toilets (Awards for All grant) £10,000			
Unrestricted fund - £7,618, this is a result of funding via Robertson Trust			
Has the applicant successfully applied for SBC funding within the last three years?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
SBC Funds received	Financial Year	Amount (£)	What used for?
Localities Bid Fund	2018/19	£10,821	Tools
Small Grants Scheme	2018/19	£2,000	
Community Grant Scheme	2018/19	£5,000	Support start up and initial rental costs
Common Good	2020	£6,486	Conversion of premises
Have they recently applied to the Common Good Fund?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

ABOUT THE PROJECT

<p>Project brief</p> <p>Peebles Mens shed are looking for funding to cover additional cost of their toilet refurbishment programme. The group received a £10k grant from National Lottery for the completion of this project. Costs have now increased and they require additional funding to complete the project.</p> <p>PMS aim to create 3 disabled unisex toilets and create a workshop wet area.</p> <p>Any funds left over from this project will be held in reserve</p>														
Project Start Date: DD/MM/YY														
Total Expenditure (£) 13,500														
Community Fund Request (£) 10,000														
10% organisation contribution 1,000														
Any Other Contribution? 2,500 – Own funds														
<table border="1"> <thead> <tr> <th>Other Funding Sources</th> <th>Amount (£)</th> <th>At what stage?</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>			Other Funding Sources	Amount (£)	At what stage?									
Other Funding Sources	Amount (£)	At what stage?												
Community Fund Outcomes	<input type="checkbox"/> Communities have more access to better quality local services or activities <input checked="" type="checkbox"/> Communities have more access to a better quality environment <input type="checkbox"/> Communities have more pride in their community <input type="checkbox"/> Communities have more access to better quality advice and information <input type="checkbox"/> More local groups or services are better supported to recover from financial difficulty													
Action Plan priorities	The project meets the following priorities:													

ASSESSMENT

What need/demand has been evidenced for this project/activity?	<p>The Mens shed aims to provide a place where men and women over the age of 18 can gather, engage in worthwhile and meaningful activities or simply enjoy the company of one another.</p> <p>The Peebles men's shed had applied for a Small Business Grant that was administered by Scottish Borders. The group were unsuccessful in their application as the scheme was based on the lettable value of the premises that you occupy</p>
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	<p>and that applicants were liable for business rates on those premises. As tenants the group did not meet this criteria.</p> <p>PMS would like to use this funding to cover any shortfall as part of their toilet refurbishments. The current toilets are 50 years old and in their present state would be difficult to achieve the standard of cleanliness that is necessary in the current climate.</p> <p>The group successfully received £10k from the National Lottery in August 2020 to undertake toilet refurbishments. The group anticipate that they require an additional £5 to 7,000 to complete this project.</p>
What benefits will be gained from the project/activity and how well does the project/activity meet the outcomes of the scheme?	<p>With the increase in cleaning being likely for future reopening of buildings and group work PMS plan to create a ‘wet’ area just outside the renovated toilets. This will allow the group the ability to prepare cleaning solutions, away from hand washing and food preparation areas aswell as allowing a safe place to store cleaning materials and equipment.</p> <p>The toilets are within the area occupied by PMS. Currently only those that are members of the shed would have access to these facilities.</p> <p>Any leftover in funding will initially be held in reserve.</p> <p>In achieving this funding PMS wish to hold on to their current reserves. Which currently would cover rental costs for the next 5 years.</p>
What support and involvement of the wider community is there for this project/activity?	<p>PMS are part of the Scottish Mens Shed Association and are also part of the Scottish Borders association.</p> <p>The current membership stands at 135 members with weekday sessions attracting between 30 and 40 members over the course of the day. PMS are hopeful that their numbers will increase once groups can return.</p> <p>PMS is linked in with Peebles Community Trust and Community Council.</p>
What efforts have been made by the applicant to secure other sources of funding for the project/activity?	Peebles Mens Shed were unsuccessful in their application to the Small Business Grant Scheme.
How will the impact and success of the project be measured? What happens at	PMS are looking to develop their own income streams from the sale of craft items made in their workshops. Covid has currently slowed these plans

the end of the project/activity or when the funding is spent?	
Quotes received for items of expenditure	Supplied
Have appropriate permissions been sought/granted?	<p>Yes</p> <p>PMS have a 10 year lease to use the facility within the Peebles Community Trust building. PCT are being kept fully informed about the proposals.</p> <p>Building improvements elsewhere in the Hub are part of PCT's wider improvement plans. Primarily in public areas. The lease provided to PMS allows the group to improve their accommodation any way that they deem suitable.</p>

SBC OFFICER ASSESSMENT

This application does not meet the criteria. Please note that under the current guidance it states that;

'If you have not set aside this money for anything specific funding is unlikely to be awarded.'

Additional Terms and Conditions:

Scottish Government coronavirus (COVID-19) guidance must be adhered to with a protocol for safe participation in the programme and use of resources developed, and all participants agreeing to adhere to this protocol.

We would seek the group to particularly report on:

The completion of the new toilet facilities and anecdotal feedback as to the benefits that these have for group users

Number of members attributed to Peebles Mens Shed

Number of attendees at their weekly sessions

Interim Community Fund Evaluation Form

Group name:	St Ronans Bowling Club
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CF Reference No.	CF1920/TWE/18
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Following your successful application to the Interim Communities Fund we would like to hear what impact your funded project / activity has had in your area. Remember that failure to report will impact on your eligibility to secure future funding. Community Fund funded projects will also be invited to share their story with the wider community at local Area Partnership meetings.

Your project had the identified outcomes of:

- Communities have more access to better quality local services or activities*
- Communities have more access to a better quality 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*

Section 1: Tell us about your project / activity and what difference it has made

To tell us what you did and what difference your project / activity made to your community. You can submit photographs, short films or audio as well as feedback from people who were involved. Alternatively you can write about your experiences here. Remember to refer back to the description of your idea / project in your application and include information on the number of people who were involved, how they benefited and what the impact of the project / activity was. If your project has achieved a different outcome or additional outcomes, please select the different / additional outcomes above and explain why.

As a club with a mainly senior membership the purchase of bowls gatherers will now allow members to easily move bowls about the playing surface without the need to physically kick bowls back into position. During the season we welcome an average of 500 visitors to the club who will also have the benefit of use of our equipment.

The purchase of new double-sided scoreboards is an additional asset to the club due to the old ones being broken & easily blown over. The purchase of double-sided score boards will enable spectators to view the current scores from all sides of the green. On average we hold 14 club competitions, 3 friendlies with visiting clubs & 4 open competitions annually. As a “wee club” we are delighted to have been selected to host the area district finals in 2021.

Our delivery mats were old offering little foot grip during delivery, some had even perished which raised a health & safety issue. The purchase of new mats will insure players of a smooth secure delivery of bowls.

Interim Community Fund Evaluation Form

Our Scottish Borders
Your community



Members of St Ronans Bowling Club with the new equipment that has been purchased with the support of the Community Fund

Interim Community Fund Evaluation Form

Our Scottish Borders
Your community

Section 2: How you spent the money

Please give details below of the items funded by the award. Please note that **original receipts must be submitted** with this evaluation form. All receipts submitted will be returned to you. This table can be copied if more space is required.

Item/activity	Reference Number (please number your receipts)	Cost (corresponding evidence of spending attached)
Bowls Gatherers x 2	1	93.90
Bowls Gatherers x 6 – Club Offer	1	269.99
Bowls Competition Scoreboards	1	545.95
Total amount spent by your group		£909.84

If the items detailed above are **different in any way** from the expenditure listed in your original application form, use the space below to explain the change(s).

Due to the amount of expenditure we managed to receive a club discount. The committee agreed with the remaining balance of £32.16, that the club would make up the balance of £93.24 which enabled us to purchase a set of 12 delivery mats at a cost of £125.40.

Interim Community Fund Evaluation Form

Our Scottish Borders
Your community

Section 3: Future work

If your project is continuing, let us know what you have planned for the next stage or, if your project has inspired you to start a new community project, please tell us about it.

As a committee our aim is to look at ways to improve the bowling club, facilities & surrounding areas for future generations & to provide the required equipment for playing the sport of lawn bowls.

Section 4: Signed declaration

I confirm that the details contained in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the award, for at least two years from payment of the grant. We understand that this does not release us from our statutory obligations to keep records for longer periods. We are aware that we may be visited to inspect our records.

Name: Jane Brown	Date: 12.10.2020
Position: Treasurer	Tel: No: 01896 830803

For Office Use Only

- Expenditure satisfactory Receipts seen & satisfactory
Benefits consistent Attending Area Partnership
Further monitoring requirements: Reason for monitoring?

Evaluation measures:

Interim Community Fund Evaluation Form

Our Scottish Borders
Your community

Group name:	Peebles Christmas Lights Association
ICF Reference No.	CF1920/TW/16
Amount Awarded	£1,125

Following your successful application to the Interim Communities Fund we would like to hear what impact your funded project / activity has had in your area. Remember that failure to report will impact on your eligibility to secure future funding. Community Fund funded projects will also be invited to share their story with the wider community at local Area Partnership meetings.

Your project had the identified outcomes of:

- Communities have more access to better quality local services or activities*
- Communities have more access to a better quality 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*

Section 1: Tell us about your project / activity and what difference it has made

To tell us what you did and what difference your project / activity made to your community. You can submit photographs, short films or audio as well as feedback from people who were involved. Alternatively you can write about your experiences here. Remember to refer back to the description of your idea project in your application and include information on the number of people who were involved, how they benefited and what the impact of the project / activity was. If your project has achieved a different outcome or additional outcomes please let us know / additio... ou... s a...

This grant was sought to enable our Association to become better equipped to deal with the Health and Safety of our volunteer workforce when installing our Christmas Lights. We asked for assistance towards the purchase of hand held radios, high visibility vests and rigger safety helmets for working at height or below those at height. The equipment was all used for the first time this year, despite the fact that only a limited display was erected due to Covid. The radios in particular were an enormous benefit allowing two teams, one at the top of the Parish Church tower and one at the bottom, to effectively communicate whilst hoisting a display from street level on ropes. The grant part funded the purchase of the radios, with the balance coming from our own resources. The helmets and high viz were supplied as a gesture from Waverly Housing Association following an introduction arranged by Kenny Harrow. The value of the items supplied by them was in excess of £1000.

Interim Community Fund Evaluation Form

Our Scottish Borders
Your community

Section 2: How you spent the money

Please give details below of the items funded by the award. Please note that original receipts must be submitted with this evaluation form. All receipts submitted will be returned to you. This table can be copied if more space is required.

Item/activity	Reference Number (please number your receipts)	Cost (corresponding evidence of spending attached)
8 two way radios and accessories		1552.69
Robust carry cases		100.78
Ofcom user licence		75.00
Total amount spent by your group		£1728.47

If the items detailed above are different in any way from the expenditure listed in your original application form, use the space below to explain the change(s).

Interim Community Fund Evaluation Form

Our Scottish Borders
Your community

Section 3: Future work

If your project is continuing, let us know what you have planned for the next stage or, if your project has inspired you to start a new community project, please tell us about it.

The equipment will now be used every year during our installation work and will be made available to any other community group who may have a need for it.

Section 4: Signed declaration

I confirm that the details contained in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the award, for at least two years from payment of the grant. We understand that this does not release us from our statutory obligations to keep records for longer periods. We are aware that we may be visited to inspect our records.

Name: Malcolm Bruce	Date: 14/4/2021
Position: Committee member	Tel: No: 07854 294350

For Office Use Only

- Expenditure satisfactory Receipts seen & satisfactory
Benefits consistent Attending Area Partnership
Further monitoring requirements: Reason for monitoring?

INVOICE

E

Shipped to
DAVID ELDER

5 HORSBRUGH FORD

PEEBLES EH45 8NE
United Kingdom

Invoiced to

PEEBLES CHRISTMAS LIGHTS ASSOCIATION
5 HORSBRUGH FORD

PEEBLES EH45 8NE
United Kingdom

Invoice No.

FG20015314

Date

15/10/2020

Customer

UK7894949414

Order no.

CG20100283

Delivery no.

L201008825

Reference

949703 / SPLIT CG20100280

Ordered by

Mr. DAVID ELDER

Supplier Ref.

Ref. Item	Description	Quantity	Gr Pr Ex Tax			Your price	Total Ex Tax
MALLETT2	MALLETT TRANSPORT MODULABLE	2	41,99£			41,99£	83,98£

Payment method	Open item	Amount	Remaining to be paid
		100,78 £	

Tax base	Rate	Tax amount
83,98£	20,00 %	16,80£

Payment condition Internet Credit Card

Ex-tax lines total 83,98£

Shipping 0,00

Total Ex Tax 83,98£

Tax amount 16,80£

TOTAL INC TAX 100,78£

Bank	HSBC
Sort code	402023
IBAN	GB31 HBUK 4020 2332 0486 71
BIC/SWIFT	HBUKGB4104E

Terms and conditions available on www.onedirect.co.uk

VAT to be paid on total

01DIRECT Ltd - Co. Reg 8294893 England - VAT Reg. No: GB 157 1052 30 - EORI: GB 157105230000 - Wilberforce House, Station Road - LONDON NW4 4QE - UK - Phone : 0333 123 3050 - Fax : 0844 850 3049 - www.onedirect.co.uk

one Direct £100.78
one Direct 1552.69
ofcom 75.00
£ 1728.47

Part cheqno 10424 13/10/20
Balance £13.47 - Part cheqno 10426 26/10/20
cheqno 10424 £1650.00
10426 78.47
£ 1,728.47

INVOICE

Shipped to

DAVID ELDER

5 HORSBRUGH FORD

PEEBLES EH45 8NE
United Kingdom

Invoiced to

PEEBLES CHRISTMAS LIGHTS ASSOCIATION
5 HORSBRUGH FORD
PEEBLES EH45 8NE
United Kingdom

Invoice No.

FG20015306

Date

15/10/2020

Customer

UK7894949414

Order no.

CG20100280

Delivery no.

L201008809

Reference

949703

Ordered by

Mr. DAVID ELDER

Supplier Ref.

Ref. Item	Description	Quantity	Gr Pr Ex Tax			Your price	Total Ex Tax
MODP1400UHF	MOTOROLA DP1400 UHF ANALOGUE (NR)	8	134,99£			134,99£	1 079,92£
AOPROG	MOTOROLA PROGRAMMING	8	10,00£			10,00£	80,00£
TX319MX	KIT EAR LOOP POUR XTN446	8	15,50£			15,50£	124,00£

(NR)= Product on request, no return or exchange

Part chiffré 10424
12/10/20

Payment method	Open item	Amount	Remaining to be paid
		1 552,69£	

Tax base	Rate	Tax amount
1 293,91£	20,00 %	258,78£

Payment condition Internet Credit Card

Bank	HSBC
Sort code	402023
IBAN	GB31 HBUK 4020 2332 0486 71
BIC/SWIFT	HBUKGB4104E

Ex-tax lines total	1 283,92£
Shipping	9,99
Total Ex Tax	1 293,91£
Tax amount	258,78£
TOTAL INC TAX	1 552,69£

Terms and conditions available on www.onedirect.co.uk

VAT to be paid on total

01DIRECT Ltd - Co. Reg 8294893 England - VAT Reg. No: GB 157 1052 30 - EORI: GB 157105230000 - Wilberforce House, Station Road - LONDON NW4 4QE - UK - Phone : 0333 123 3050 - Fax : 0844 850 3049 - www.onedirect.co.uk

Invoice for Ofcom Radio Licence Fees



Mr David Elder
5 horsbrugh ford
peebles
EH45 8HR

Licensee:
David N Elder
5 horsbrugh ford
peebles
United Kingdom
EH45 8HR

Customer Ref No:	2-826685
Invoice No:	72034085

Invoice Date:	12 October 2020
Payment Due Date:	11 November 2020

Your licence fees are now due. Ofcom must receive your payment by the payment due date. The fees relate to a new licence application recently made by you. Details are provided below and in the Schedule to the invoice. Guidance on the consequences of non-payment and how to arrange payment are set out in the guidance on page 2.

Product:	Number of licences	Fee (£)
Business Radio Suppliers Light Licence	1	75.00
Total fees due		75.00

This licence is outside the scope of VAT, so no VAT is included in the licence fee

-----Please tear here-----

PAY ONLINE

<https://ofcom.force.com/licensingcomlogin>

You will need your customer reference number and invoice number (quoted above). Please note that payments in excess of £5000 cannot be made using the online payment service.

If you are not paying online, please detach and return this remittance advice slip to:

Accounting Services, Ofcom, Riverside House, 2a Southwark Bridge Road, London, SE1 9HA

Alternatively, please email your remittance details to ofcom.remittances@ofcom.org.uk

Customer Ref No:	2-826685	Invoice Date:	12 October 2020
Invoice No:	72034085	Fee due £:	75.00

Please indicate the method of payment and amount remitted:

<input type="checkbox"/> CHAPS/BACS	<input type="checkbox"/> Cheque	Cheque No:	
<input type="checkbox"/> BACS		Value	£

ALWAYS QUOTE YOUR INVOICE NUMBER WITH ALL PAYMENTS MADE TO OFCOM

Part Cheque
10426 26/10/20

Interim Community Fund Evaluation Form

Our Scottish Borders
Your community

Group name:	Innerleithen Community Trust
CF Reference No.	CF1920/TW/8
Amount Awarded	£5,427

Following your successful application to the Interim Communities Fund we would like to hear what impact your funded project / activity has had in your area. Remember that failure to report will impact on your eligibility to secure future funding. Community Fund funded projects will also be invited to share their story with the wider community at local Area Partnership meetings.

Your project had the identified outcomes of:

- Communities have more access to better quality local services or activities*
- Communities have more access to a better quality 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*

Section 1: Tell us about your project / activity and what difference it has made

To tell us what you did and what difference your project / activity made to your community. You can submit photographs, short films or audio as well as feedback from people who were involved. Alternatively you can write about your experiences here. Remember to refer back to the description of your idea / project in your application and include information on the number of people who were involved, how they benefited and what the impact of the project / activity was. If your project has achieved a different outcome or additional outcomes, please select the different / additional outcomes above and explain why.

New modern, easily moveable seating was purchased and will mean that the Memorial Hall is more attractive to regular and potential new users and will help increase use of this important facility at the heart of the community.

The new stacking system will mean that seating is easier to move safely and more versatile and accessible to all users.

Replacement seating in the recently refurbished Hall will benefit thousands of the varied users across the year. It will mean that the current users, particularly large audiences, have an improved experience.

Interim Community Fund Evaluation Form

Our Scottish Borders
Your community



Section 2: How you spent the money

Please give details below of the items funded by the award. Please note that **original receipts must be submitted** with this evaluation form. All receipts submitted will be returned to you. This table can be copied if more space is required.

Item/activity	Reference Number (please number your receipts)	Cost (corresponding evidence of spending attached)

Interim Community Fund Evaluation Form



Purchase of seating and racks		£6360.00
Total amount spent by your group		£6360.00

If the items detailed above are **different in any way** from the expenditure listed in your original application form, use the space below to explain the change(s).

Due to Covid-19 delays with the supplier the purchase price of the seating had increased from the original cost of £6030. The additional cost has been met by Innerleithen Community Trust to enable the project to complete.

Section 3: Future work

If your project is continuing, let us know what you have planned for the next stage or, if your project has inspired you to start a new community project, please tell us about it.

The replacement seating project is now complete. Innerleithen Community Trust is now looking other areas where use of the Memorial Hall can be improved.

Interim Community Fund Evaluation Form

Our Scottish Borders
Your community

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Section 4: Signed declaration

I confirm that the details contained in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the award, for at least two years from payment of the grant. We understand that this does not release us from our statutory obligations to keep records for longer periods. We are aware that we may be visited to inspect our records.

Name: Ross McGinn	Date: 14 October 2020
Position: Chairman and Trustee	Tel: No: 01896 830853

For Office Use Only

- | | | | |
|----------------------------------|--------------------------|------------------------------|--------------------------|
| Expenditure satisfactory: | <input type="checkbox"/> | Receipts seen & satisfactory | <input type="checkbox"/> |
| Benefits consistent | <input type="checkbox"/> | Attending Area Partnership | <input type="checkbox"/> |
| Further monitoring requirements: | <input type="checkbox"/> | Reason for monitoring? | |

Evaluation measures: