

# SCOTTISH BORDERS COUNCIL COMMUNITY GRANT SCHEME



## APPLICATION FORM

**(Please read the Guidance Notes carefully before completing this application)**

YOU MUST ANSWER EACH QUESTION IN THE SPACE PROVIDED – DO NOT SAY 'SEE ATTACHED'

You can continue each question on no more than one side of A4

**All groups should complete Part 1 and Part 4.** Please complete in black ink  
**Please refer to the application notes on the right-hand side when completing**

### PART 1

#### About your group

1. What is the name of your group?

2. Where is your group based?

3. Name of main contact

Name	
Position in Group	
Home Address	
Post Code	
Telephone Number	
Email Address	

4. When did your group start?

This should be the same name that appears on your Constitution (**please note your Constitution, annual accounts and bank account must all be in the same name**)

Tell us in which town/village your group is based. If your group serves the whole of the Scottish Borders please say so

This is the person who will be the main point of contact for future communication and who should have a good understanding of the work of the group and details of the application. They should be contactable throughout the duration of the application process.

5. How many committee members are involved in running your group?
6. Are any Councillors/Scottish Borders Council Officers members of your management committee? If so, give names

7. What is the legal status of your group? (Please tick relevant)

- ☐ Unincorporated club, association or community group
- ☐ Company limited by guarantee
- ☐ Company limited by shares
- ☐ Trust
- ☐ Charity recognised by OSCR (Charity Number SC0 )
- ☐ Other (give details)

8. What is the purpose of your group, its main activities and what benefits does it bring to the local community?

9. Tell us your bank account details

Account Name	
Bank/Building Society Name	
Address of Bank/Building Society	
Post Code	
Sort Code	
Account Number/Roll Number	

Describe in full what your group does, the activities it undertakes and in what way it benefits the community it serves

How many people are required to sign each cheque or withdrawal from this account?

List the names and positions of the people who are authorised to sign each cheque or withdrawal from this account

Name	Position

10. Tell us what your total savings/cash or investments are (all accounts)

£
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The name on the bank account and annual accounts **should be the same** as the name on your Constitution.

11. Is your group registered for VAT? Yes ☐ No ☒

12. Tell us what grants you have received from the Council in the last 2 years?

Date	Amount	Project Title

**Bank accounts require a minimum of two signatories.** Grants will not be paid into an individual's bank account

If any signatories are related you will require to submit a letter from your bank confirming that the related signatories are not authorised to sign off the same cheque/ withdrawal

If your group has more savings than the amount of money 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 in particular the scheme is unlikely to give a grant

13. Tell us how your group takes account of equal opportunities legislation by including all sections of your community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs).

**The Community Grant Scheme gives grants mainly for project costs. If you are applying for project costs complete Part 2 and Part 4.**

**In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (see Guidance Notes for details). If you are applying for support grant completed Part 3 and Part 4**

Equal opportunities and inclusion is about involving people from different parts of the community in the development and implementation of projects and services. This might involve taking account of issues around gender, ethnic background, disability or access.

## PART 2 (PROJECT GRANTS)

**About your project** You can continue each question on no more than one side of A4  
**Please refer to the application notes on the right-hand side when completing**

14. Tell us the name of your project

15. Tell us about your project, what it will do and how the grant will be spent

16. Please indicate which Community Grant Scheme outcome your project will achieve **(please tick only one)**

- ☐ Communities have more access to better quality local services or activities (including arts, music, heritage 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

By 'project' we mean the activities you plan to carry out with the assistance of the grant.

Be specific about what you plan to do, and how you will do it.

17. Tell us the expected results of your project and the difference it will make to your community

18. Tell us how you have identified a need for the project and how you have involved your community in the development of it

19. When is your project due to start?

Your project should meet one of the listed outcomes

20. If your project involves work to a building or land who is the owner?

Do you have the following? (please tick relevant)

☐ A lease agreement (Date of lease \_\_\_\_\_ and duration \_\_\_\_\_ years)

☐ Written permission of owner☐ Planning Permission (Reference No )

Please describe in what way the project will meet the outcome you have ticked ie. in what way will it increase access, improve quality etc.

Please also include details on how you intend to maintain or sustain your project in the future. This is particularly important for environmental projects or improvements to community facilities where ongoing physical maintenance and spending may be required

21. Tell us how much money you need for the project?

Item or Activity	Total Cost of Item	Amount Requested from CGS
Totals		

It is vital that your project has the support of the wider community and that the community has been involved in its development. Tell us about the needs of your community and how the project will meet the needs that you have identified

It is also important that some form of consultation process has taken place on the project and this can be demonstrated. This could take the form of public meetings, feasibility, questionnaires, or could also be in the form of an approval by your Community Council or other relevant body.

If the total project cost is more than you are requesting from the Community Grant Scheme, tell us where the shortfall will be met

[illegible]

The scheme cannot give grants for activities/ expenditure which have already taken place.

**Applications should be submitted at least 2 months in advance of project start dates** to allow time to go through the decision making process. **Applications for Christmas Lighting should be submitted before the end of September annually**

**If your project involves construction or refurbishment of a building you need to have heritable ownership of the land or building, or hold a lease which cannot be brought to an end by the landlord for at least 5 years.** You should also contact Scottish Borders Council Development Control Officers to discuss projects where they involve physical works. **Planning Permission needs to be in place before applying for a grant.**

Give a detailed breakdown of the main items of expenditure required for the project including VAT if relevant. Groups who are eligible to claim back VAT must not include VAT charges in their project costs. **Please note copies of quotations/ estimates must accompany the application form.**

Please refer to the guidance notes to ensure that the costs you are applying for are eligible for grant assistance.

If the project cost is more than you are requesting from Community Grant Scheme please give details of funds secured from other funding sources ie. lottery bodies, public bodies, trusts, businesses etc.

**Requests of £500 and over require a minimum of 10% match-funding.**

'In-kind' support (ie. volunteer time or local skills that are a direct input to your project) can also be used to make up the balance of funding. Applicants who wish to use 'in-kind' contribution as part of their funding package should discuss this with the Grants Co-ordinator

It is your responsibility to ensure you have acceptable safeguarding policies and procedures in place for projects involving children and vulnerable adults. Advice on requirements can be obtained from Volunteer Borders on 0845-602-3921

How much will your group contribute to the project?

22. Does your project involve work with children, young people under the age of 18 or vulnerable adults? Yes ☐ No ☐

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

**Now go to Part 4 to complete your application from project funding.**

**The Community Grant Scheme gives grants mainly for project costs. In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (See Guidance Notes for details)**

### **PART 3 (SUPPORT GRANTS)**

**Support Grants** are intended to help groups that are experiencing temporary financial difficulty. **They are not intended to be annual support payments.**

23. Tell us clearly why you need a support grant this year?

24. Based on the actual needs of your group, how much support grant do you need?

Support grants are intended to help groups that are experiencing temporary financial difficulty. **They are not intended to be annual**

**Our Scottish Borders**  
Your community



£

support payments.

25. Tell us what the support grant will actually pay for?

Item of Expenditure	Cost

This should be the minimum amount required to cover your group's temporary financial difficulty

26. Tell us what plans you intend to put in place to overcome this shortfall in the future?

**Please note the scheme cannot give grants for activities/expenditure which has already taken place.** Please refer to the guidance notes to ensure that the costs you are applying for are eligible for assistance

27. If you have received a support grant before what changes did your group put in place to address the shortfall (ie. revised fundraising plans)

28. Tell us what difference this support grant will make to your community

29. Tell us if you have applied to any other funding sources for this support (including any other Scottish Borders Council Departments) and the outcome of these applications

The scheme aims to support voluntary and community groups to become self-sustaining for the future, please detail what measures you have taken to overcome the previous temporary financial difficulty and how successful you have been in achieving this

Explain to us how this support grant will benefit the needs of your local community ie. does your group deliver a unique service in your area, provide activities which improve health or increase physical fitness, address the needs of a minority group of people etc

If your group is already in receipt of funding for running costs from another Council Department you are unlikely to receive a grant.

If your group is in the process of negotiating funding from another Council Department this must be disclosed.  
**Failure to do so will result in the application being automatically withdrawn.**

## Now go to Part 4 to complete your application for support funding

### PART 4. Completing your application

30. We wish to apply for a grant from the Scottish Borders Council Community Grants Scheme and have fully examined all other sources of external funding. The answers to the questions in this form accurately reflect our group, its finances and our grant request. We will co-operate with the monitoring of any grant made to us and comply with the terms and conditions of the scheme.

To be signed by the main contact listed in Part 1

Signed:

Position in group:

Date:

To be signed by an office bearer of the group. (this must be a different person from the one above)

Signed:

Position in group:

Date:

**IMPORTANT**

***Your application can only be considered if all the questions on this form are completed and the appropriate people have signed the form. You must also provide the documents listed in the following checklist. Failure to enclose the requested documentation will result in the application being returned.***

- ☐ A copy of your constitution or rules, dated and signed.
- ☐ An **original** bank statement less than three months old. (Photocopies will not be accepted)
- ☐ Copy of your most recent annual accounts (less than 15 months old), dated and signed as approved. (New organisations should submit estimates of income and expenditure for the first 12 months)
- ☐ Copies of quotations/estimates for the project work. **(project grants only)**

**Please Note: Constitutions, bank statements, annual accounts must all be in the same name.**

This completed form and attachments should be submitted to:–

**Grants Co-ordinator, Scottish Borders Council, Strategic Policy Unit,  
Newtown St. Boswells, Melrose TD6 0SA. Tel: 01835-826659, Fax: 01835-  
825059, Email: lcornwall@scotborders.gov.uk**

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