

**SCOTTISH BORDERS COUNCIL
COMMUNITY GRANT SCHEME**



Received 30/6/15

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?

Scottish Borders Community Development Company - The Bridge

2. Where is your group based?

Galashiels

3. Name of main contact

Name	Jan Laing
Position in Group	Central Borders Area Manager -
Home Address	3 Roxburgh House Court Galashiels
Post Code	TD1 1NY
Telephone Number	01896 755370
Email Address	jan.laing@the-bridge.uk.net

4. When did your group start?

April 2007

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?

Seven

6. Are any Councillors/Scottish Borders Council Officers members of your management committee? If so, give names

Sandy Aitchison

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 SC037646)
- Other (give details)

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

The Bridge is part of a national network of Councils for Voluntary Service whose aim is to represent and support the voluntary sector and to assist local organisations to get together for common purposes. We look to enable local people to gain access to decision-making processes which affect their lives and their communities. We support Community and Voluntary Organisations by providing community development support and practical help on a range of issues. We represent the interests of Community and Voluntary Organisations through the Scottish Borders Third Sector Interface and we inform Community and Voluntary Organisations by communicating with partners in both the statutory and voluntary sector.

In addition to this supporting and enabling role there are two direct services which The Bridge provides: two Thrift Shops, located in Jedburgh and Innerleithen, and The Bridge Community Transport Initiative which is the focus of this application and which is described in more detail in Section 2 below.

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

The name on the bank account and annual accounts should be the

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	
Number	

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

3

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

Name	Position
Andrew Findlay	Treasurer
Margaret Hindmarsh	Director
David Brackenridge	Director

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

£98,309. This is our organisational reserve, at 25% of annual expenditure per our reserve policy. None of it relates to or has been set aside for the project in this funding application.

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

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
18/04/2014	4,452.00	Tweed Wheels

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 Bridge has a strong commitment to equal opportunities, both in relation to employment and delivery of services. Our Equal Opportunities and Harrassment Policy covers recruitment of staff and provision of services and ensures that nobody seeking employment with us or support from us is disadvantaged on account of sex, marital status, sexual orientation, racial or ethnic origin (which includes colour, race, nationality and national or ethnic origin), gender identity, religion or belief, age or disability.

The provision of a community transport service is a demonstration of the organisation's commitment to supporting people disadvantaged through disability or frailty. The focus of this application relates to the replacement of our accessible vehicle which specifically supports disadvantaged people with the aim of increasing their capacity to participate in the ordinary activities of life within their communities.

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.

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

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

The Bridge Community Transport Initiative - Gala Wheels

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

The Bridge - CVS - formed in 2007 - brought together two Community Transport initiatives, Tweed Wheels in Tweeddale and Teviot Wheels in Roxburgh. A third service, Gala Wheels, came under the management and control of The Bridge in **2006**. The purpose of this application is to part fund the purchase of a new accessible 8-seat vehicle to be based at Galashiels and operated by Gala Wheels as part of The Bridge community transport service. The vehicle will be adapted to take two people in wheelchairs plus five seated passengers and the driver. This vehicle will replace the oldest in a small fleet of three vehicles, one which is very quickly reaching the end of its serviceable life. Gala Wheels uses volunteer drivers to operate its vehicles. Service users may also hire an adapted vehicle to transport a relative with mobility needs.

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.

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

Your project should meet one of the listed outcomes

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

The purchase of a new disabled passenger vehicle, seats 8 passengers, up to two of whom can be in a wheelchair, and has an electric passenger lift. It will be available to any Central Borders resident unable to use public transport because of disability, frailty or isolation. The vehicle is an important lifeline for vulnerable and disadvantaged people enabling them to continue to undertake ordinary activities and to play an active part in their community. The vehicle is driven by a team of volunteer drivers who have passed the Minibus Drivers Awareness Scheme (MiDAS). The vehicle is 9 years old, has become increasingly uneconomic to maintain and needs to be replaced.

The need for the service has been well established since 2006 with records of usage and regular customer surveys.

In 2013-14 Gala Wheels made 7,410 passenger journeys covering a total of 59,020 miles. The evidence to date is that this number will be exceeded in 2014-15.

Types of journey:

Retail 8.8%, Social 57.4%, Health 32.9%, Transport(other) 0.7%.

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

The need for the service has been well established since 2006 with records of usage and regular customer surveys

The Community Car provides a vital service for the community of Tweeddale. We keep detailed statistics for the use of the vehicle and support for the service is demonstrated by the year-on-year increase in usage. For example, the number of journeys in 2006/07 was 216, increasing to 378 for the year 2011/12. There was a decrease in usage for 12/13 as a result of the vehicle having to be off the road for three months due to failure of the tail-lift and the very long lead in time for obtaining and fitting replacement parts. Feedback, which we seek from users on an annual basis through our annual Quality Assurance Survey, is consistently positive with users frequently reporting that without the transport they would be isolated and unable to participate in normal social activities or to attend appointments etc. To assist us in determining the specification for the new vehicle we consulted with a small focus group of users and drivers. This has helped us to ensure that the vehicle continues to meet the needs and requirements of users and has influenced the make and model of vehicle we intend to purchase

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

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.

19. When is your project due to start?

Date not yet confirmed. Likely to purchase vehicle in Autumn 2015 when the funding package required is complete

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**

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

N/A

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.**

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)

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

Item or Activity	Total Cost of Item	Amount Requested from CGS
Purchase of Vehicle	23,995	5,000
Totals	23,995	5,000

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

Name of Funding Body	Amount	Progress
Robertson Trust	£7,500	confirmed
Christina Mary Hendrie Trust	£2,500	confirmed
Langhope Rig Wind Farm	£2,000	confirmed

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?

The Bridge is contributing £6,995 to this initiative.

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

All volunteer drivers using our vehicles have to be registered with The Bridge and MiDAS trained. The registration includes being PVG checked. MiDAS refresher training takes place every four years.

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)