



#yourpart



## 2020/2021 Community Fund: Guidance Notes

Appendix 3

**PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

### What is the Scottish Borders Council Community Fund?

The Scottish Borders Council Community Fund is the Council's main provider of financial support to voluntary and community groups. The fund provides support to voluntary and community groups that are active within their communities, and assists communities or interest groups with the development of community based projects.

The scheme is provided by Scottish Borders Council and is divided up between each of the five Area Partnerships (Berwickshire, Cheviot, Eildon, Teviot & Liddesdale and Tweeddale), with an amount set aside for Borders-wide projects. The amounts provided are subject to periodic review by Scottish Borders Council.

Grants of up to £1,500, £5,000, £10,000 and in exceptional cases, £30,000 are available.

### Who can apply?

You can apply for funding if:-

- you are a voluntary or community group based in the Borders
- you are a non-Borders based voluntary or community group who can demonstrate direct benefits for identified groups in the Borders
- you have a constitution or set of rules or equivalent (if you are applying for over £5k)
- you have a bank or building society account
- you have independently approved annual accounts which are less than 15 months old (if you are applying for over £5k, new organisations must be able to provide a 12 month estimate of income and expenditure)
- your activities benefit the well-being of the Borders people
- you are committed to equality for all and equality of opportunity

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

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

### How much is available?

The amount un-constituted and constituted groups can apply for is as follows:

- Up to £1,500
- Up to £5,000
- Up to £10,00 – constituted groups only, 1 application per year + 1 from another category
- Up to £30,000 – constituted groups, 1 application per year + 1 from another category

An exceptional project could include:

- A robust and well-considered business case which addresses a special or particular need
- A very high level of skills and expertise to deliver the project are in place and can be demonstrated
- A secured funding package is in place (if appropriate)
- The project attracts significant external match funding i.e. non-Council (if appropriate)
- A high proportion of community engagement has taken place and significant community support is evidenced
- Outcomes are clearly defined including significant, sustainable community benefit

Applications of £500 and over will require a 10% organisational financial contribution. Grants of up to £499 can be funded up to 100%. The funding requested should be the minimum required to enable the project to go ahead.

## What can funding be used for?

Funding can be used for a variety of purposes including the purchase of equipment, small capital works, hire and running costs, maintenance costs and capacity building. Wages, salaries and fees can be funded on a short term basis of 1 year. Funding may also be used for local participatory budgeting. All applications must be for new, innovative community driven projects and not a like for like replacement for Council services that have been withdrawn due to efficiencies or Best Value concerns, and all applications must demonstrate sustainability.

Your project must meet one of the outcomes of the scheme (the outcomes are the changes or differences our funding will make):-

- 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 –
- More local groups or services are better supported to recover from financial difficulty

You will also be asked in the application form how you will demonstrate and measure the success and the benefits of your project against these outcomes.

The Community Fund is an application based funding scheme, based on need. It will in certain circumstances, be able to provide one-off support grants to help groups sustain themselves.

**Note: Support grants are intended to help groups that are experiencing temporary financial difficulties. They are not intended to be annual payments**

## Who cannot apply?

- Individuals
- Organisations involved in party political activities
- Companies who aim to make a profit
- Statutory bodies

## What cannot be funded?

Funding 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

## Project Planning - How to get started

- 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
- What activities do you plan to deliver and how – what difference will this make in your area and how will you measure the impact the project makes e.g. numbers of people involved and feedback from those involved
- What resources/people/venues etc. are needed to make your project work
- Who will be responsible for the different elements of your project
- If your project involves a building, lease of land or a public space, permissions / agreement from the relevant body must be gained before making an application. If your project involves any form of construction you need to have heritable ownership of the land or building, or hold a lease which cannot be brought to an end by the landlord for at least 5 years.

Applicants should demonstrate that they have checked other sources of funding before applying to the scheme. Applicants should note that they may be asked to apply to other funding sources when appropriate. For advice on other funding opportunities, please contact the Council's Grants Administrator, The Bridge or Berwickshire Council of Voluntary Service - see contact details below.

Grants Administrator, Communities & Partnerships Team, Council Headquarters, Newtown St. Boswells TD6 0SA. Tel: 0300 100 1800

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

The Bridge, 3 Roxburgh House Court, Roxburgh Street, Galashiels TD1 1NY Tel: 01896 755370  
[central@the-bridge.uk.net](mailto:central@the-bridge.uk.net)

The Bridge, 1 Veitch's Close, Castlegate, Jedburgh TD8 6AY. Tel: 01835 863554  
[roxburgh@thebridge.uk.net](mailto:roxburgh@thebridge.uk.net)

Berwickshire Association of Voluntary Service, 55 Newtown Street, Duns TD11 3AU. Tel: 01361 883137  
[www.bavs.org.uk/contact-us](http://www.bavs.org.uk/contact-us)

## How will projects be assessed?

### Assessment

Funding applications will be assessed using the following criteria:-

- If you have received a grant or funding before and if you completed the grant evaluation form
- How you have made use of previous grants and funding
- How your group is set up and managed
- Your finances and the financial need for funding (see note below)
- What need/demand has been evidenced for your project/activity
- Project success and the benefits to be gained - how well your project meets the outcomes of the scheme
- Support and involvement of wider community
- Efforts to secure other sources of funding
- Your group's commitment to promoting equality for all and equality of opportunity

**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.**

### Decisions

- Decisions on funding will be considered by the relevant Area Partnership and determined by consensus (i.e. widespread agreement). Where consensus is not possible, then SBC Elected Members will make the final decision, with the Chairman of

the Area Partnership having a casting vote if required should there be an even split amongst the SBC Elected Members.

- Funding decisions for Borders-wide projects will be made by the Executive Committee.
- Fast Track applications will be assessed by SBC officers and a decision on funding approval made by SBC Elected Members.

### What happens if I get funding?

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

Upon completion of your project or 12 months after receiving funding, whichever comes first, you will be requested to complete an evaluation for **your local Area Partnership** 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 closely monitored.

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 or affect future funding awards.**

### What is the time-scale for funding?

You must send in your completed application with supporting documents **at least one month prior** to the Area Partnership meeting at which you wish to have your application considered. Dates of Area Partnerships meetings can be found [here](#), alternatively contact the Communities and Partnerships Team.

Fast Track applications can be submitted at any time and will be assessed on a rolling basis - there are no deadlines for submission.

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.

For assistance in completing this form and all other queries please contact the Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800.

All completed forms and attachments should be submitted via email to [communitygrants@scotborders.gov.uk](mailto:communitygrants@scotborders.gov.uk) or in hard copy to Grants Administrator, Communities & Partnerships Team, Scottish Borders Council, Council Headquarters, Newtown St. Boswells, Melrose TD6 0SA

Further information can be found on the following website:  
[www.scotborders.gov.uk/communitygrants](http://www.scotborders.gov.uk/communitygrants)

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