

BERWICKSHIRE COMMUNITY FUND FRAMEWORK- ACCOMPANYING NOTES

1 Operation of Assessment Panel

After Covid restrictions have been eased it is anticipated that the Panel will continue to meet online using tools such as Zoom or Teams.

The typical commitment required for this role is attendance of approximately 8 days a year. Meetings will generally be held online using Zoom or Teams. It is estimated that attendance at these meetings and preparation will involve 1-2 days every three months. Please note that for 2021/22 there will be three funding rounds, in other years it is anticipated that there will be four.

The Panel will be known as Berwickshire Assessment Panel.

The Chair/lead contact will be identified by the Assessment Panel

This is a voluntary role with no allocation of remuneration of any kind

The panel will be established as soon as is reasonable possible

2 Membership considered

The aim is for the Assessment Panel to be as inclusive as possible and represent the broad, diverse constituency of Berwickshire area therefore, we would welcome applications from the broadest spectrum of backgrounds. It is anticipated that the panel will comprise a mix of experienced and non-experienced members.

The Panel will have a maximum of 11 members including three Scottish Borders Councillors.

Panel members must live in the Berwickshire area and be willing and able to consider information and options, and to develop their thinking before coming together as a group to agree a joint position, 'whilst being respectful of the views of others, and to adopt a constructive and supportive approach to this very important role.

Any specific role of the Chair/lead contact is to be established.

3 Panel recruitment process

Recruitment to be undertaken by SBC

W/c 26 April: start advertising for the assessment panel

10 May: close recruitment

W/c 17 May: agree assessment panel membership

Area Partnership to agree Panel Members

4 Fund open all year or phased

2021/22 Fund will be available in three rounds; 2021/22 applications will be agreed at Berwickshire Area Partnership meetings as follows:

- 1st July 2021

- 2nd December 2021
- 3rd March 2022

The cut of dates for receipt of applications so they can be fully processed at Assessment Panel review meetings are:

- 24 May 2021
- 18 October 2021
- 17 January 2022

5 Funding maximums/minimums

Groups can apply for grants up to £5,000

10% organisational financial contribution is required for requests of £500 and over

Grants of up to £499 can be funded up to 100%

6 Outcomes

A group's activities must make a real difference within the community. The impact it makes needs to be measurable in terms of both number of community members benefiting and the scale of that benefit. Below are examples of the outcomes that successful past projects have achieved:

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

Applicants must state how they will demonstrate and measure the success and the impact of your project against their chosen outcomes.

7 Theme/priorities

To be confirmed

8 Communications/website

Council officers will be the point of contact for all queries

Responsibility for promoting the fund to be confirmed

9 Eligibility

To be eligible to apply to the Berwickshire Community Fund groups must meet the following conditions:

- A voluntary or community group that is based in Berwickshire
- A non-Berwickshire based voluntary or community group who can demonstrate direct benefits for Berwickshire people
- Is fully constituted or rules with a minimum of three members (or that of your umbrella organisation), dated and signed as approved
- Have a bank or building society account in the group's name
- Have independently approved annual accounts (New groups must be able to provide a 12 month estimate of income and expenditure)
- Be committed to equality for all and equality of opportunity

Groups must also have the following documents, rules, accounts and an equality policy/statement.

The following cannot apply:

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

The following documents must be submitted in support of any application:

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

*These documents will belong to umbrella organisation if you are working with one.

10 Criteria

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 projects but 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
- Planning Applications
- Hospitality – food and drink

10% organisational financial contribution is required for requests of £500 and over Grants of up to £499 can be funded up to 100%

No retrospective funding will be given.

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

11/12 Application form/assessment process

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

- 1st July 2021
- 2nd December 2021
- 3rd March 2022

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

- 24 May 2021
- 18 October 2021
- 17 January 2022

Funding applications will follow a 2-stage process. Firstly, an application will be assessed against basic eligibility criteria:

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

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

- Give details of what the organisation does. The group should describe the work they do to help with the assessment process. The aims and objectives should not be simply copied from the constitution or rules.
- This should be measurable in terms of both the number of community members benefiting and/or the scale of that benefit.

- Explain what need/demand has been evidenced for the project/activity
- Provide evidence that the proposal has wide community support
- Describe the impact the project will make within the community and quantify the benefits it is believed will be gained
- Demonstrate how the project will be measured to assess if meets the proposed outcomes/impacts and how progress will be monitored
- Say how the group is set up, managed and where appropriate what specific skills and expertise the group have to deliver the project
- Describe the plans for the sustainability of the project
- Indicate the current financial position and the financial needs of the project
- Show what efforts have made to secure other sources of funding and what success has been achieved as matched funding is seen as a strength.
- Explain how previous grants and funding have been used

Notes:

- If the group has more savings than the income the group receives in a year, it should be explained what the plans are for the money. If this money has not been set aside for anything specific funding is unlikely to be awarded.
- Canvassing of members of the Berwickshire Community Fund Assessment Panel is not permitted.

Berwickshire Assessment Panel will be supported by SBC Officers at assessment meetings (3-4 per year).

13 Scoring mechanism

| Criteria | Weighting |
|--|-----------|
| About the group and their project | 20 |
| Evidence of need | 20 |
| Clarity and justification of financial request | 10 |
| Stated impact/outcomes | 30 |
| Confidence of project delivery | 20 |

14 Guidance

See Guidance Notes

15 Recommendation process to Berwickshire Area Partnership

To be confirmed

16 Award letter

Letter and payment to be issued by SBC officers to include additional Terms & Conditions provided by Berwickshire Assessment Panel

17 Evaluation & monitoring

Evaluation form to be provided by SBC officers, Berwickshire Assessment Panel to agree on any additional requirements.

18 Year-end reporting to Berwickshire Area Partnership and Council

Berwickshire Assessment Panel to provide an annual report.

19 Communication Plan

To be developed

20 Advisory

Statement included on application form:

You give us permission to publish your application and supporting documents form with appropriate redaction of confidential information