

Draft

Berwickshire Community Fund 2021/2022

Guidance Notes

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

What is the Berwickshire 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 Berwickshire Community Fund

The Community Fund is relatively small (for example, between 2014-19 the allocation of monies has been between £20,000 - £30,000 per annum) and the level of award allocated will reflect the amount available to meet overall demand. Over recent years we have provided grants of between £300 - £5,000, in support of about 8 applications per annum. The success of your application will be improved by demonstrating that you have explored, and in some cases, secured other funding sources.

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.

Applications for funding:

To be able to apply for funding you need to 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

You should also have the following documents, rules, accounts and an equality policy, but if not please contact the Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800 or by emailing communitygrants@scotborders.gov.uk as they may be able to help.

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

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.

We recommend that you should check other possible funding sources before applying (for example National Lottery Community Fund). Recognition will be made to groups that have match funding in place or can 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

How much is available?

- 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%

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 projects.

Outcomes of the Project

Your 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.

You will be asked, in the application form, how you will demonstrate and measure the success and the impact of your project against your chosen outcomes.

Who cannot apply?

- Individuals
- Groups that wish to pass the funding on to individuals
- Organisations involved in party political activities
- Companies who aim to make a profit for distribution to individuals/shareholders
- 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
- Planning Applications
- Hospitality – food and drink

Project Planning

- 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
- Describe what activities 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

- Define what resources/people/venues etc. are needed to make your project work
- 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.
- Identify who will be responsible for the different elements of your project
- If your project involves any form of construction you need to 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.

Applicants should demonstrate that they have checked other sources of funding before applying to the scheme and, where possible, have secured some level of matched funding. Applicants should note that they may be asked to apply to other funding sources when appropriate. For advice on other funding opportunities, please contact:

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

or

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

How will projects be assessed?

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
- Your group's commitment to promoting equality for all and equality of opportunity
- If you have completed a project supported by a grant from the community fund, you must have completed and submitted an evaluation form
- All relevant supporting documents are submitted with the application, including relevant permissions. If your group does not have a Constitution, Rules or a bank account you should send us information about the umbrella group who will manage the grant on your behalf if

you are 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. You will be expected to:

- Give details of what your organisation does. Describe the work your group does in your own words, as this will help with the assessment process. Do not simply copy the aims and objectives from your 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 your project/activity
- Provide evidence that your proposal has wide community support
- Describe the impact your project will make within the community and quantify the benefits you believe will be gained
- Demonstrate how you will measure how well your project meets your proposed outcomes/impacts and how you will monitor progress
- Say how your group is set up, managed and where appropriate what specific skills and expertise you have to deliver the project
- Describe your plans for the sustainability of the project
- Indicate your current finances and the financial needs of the project
- Show what efforts you have made to secure other sources of funding and what success you have achieved as matched funding is seen as a strength.
- Explain how you have made use of previous grants and funding

Notes:

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

How are decisions made?

Decisions on funding will be considered and determined by the Berwickshire Community Fund Assessment Group who will subsequently report their decisions to the Berwickshire Area Partnership for approval.

What happens if funding is approved?

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 Community Funds, whichever comes first, you will be required to complete an evaluation 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 Berwickshire 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.

What is the time-scale for funding?

You must send in your completed application with supporting documents by the deadline defined.

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 our review meetings are:

- 24 May 2021

- 18 October 2021
- 17 January 2022

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.

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 on 0300 100 1800.

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

Further information can be found on the following website:

www.scotborders.gov.uk/communitygrants

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