

# SCOTTISH BORDERS COUNCIL COMMUNITY GRANT SCHEME



## APPLICATION FORM

Received 6/2/14  
Completed Application received 27/2/14

**(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?

Interest Link Borders

2. Where is your group based?

Whole Scottish Borders area

3. Name of main contact

Name	Andrew Findlay
Position in Group	Project Co-ordinator
Home Address	Fawside Lodge, Gordon, Berwickshire
Post Code	TD3 6JZ
Telephone Number	01573 410760
Email Address	andrewfindlay@interestlink.org.uk

4. When did your group start?

1990

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

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

No

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?

- Interest Link Borders aims to improve the quality of life of people with learning disabilities and their carers through volunteer befriending.
- We have 320 registered service users and 220 volunteers and delivered 260 1:1 and group befriending links in 2013-14
- People with learning disabilities have a significant, lifelong condition that starts before adulthood, affects their development and means they need help to understand information, learn skills and cope independently. Cerebral Palsy, Downs Syndrome and autism are commonly involved.
- Only around 1/3rd of people with learning disabilities have a close friend and many have no social contacts outside their family, day centre or school
- Befriending helps people with learning disabilities overcome this social exclusion and gives them tailored access to community activities such as arts, music, heritage or sports activities. It also enables them to make choices, gain skills and develop independence. This improves their happiness, confidence, self-esteem, life skills and physical wellbeing.
- Family carers of people with learning disabilities often have a nearly fulltime caring role which can carry on into their own old age: Befriending provides high quality respite, making family life more sustainable.
- Volunteer involvement breaks down the barriers between communities and people with learning disabilities. Volunteers are drawn from service users' schools and communities and are the ideal agents to enable their participation and integration in those communities.

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

## 9. Tell us your bank account details

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

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

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

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

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

Name	Position
Sally Scott-Aiton	Treasurer
Lizi Irvine	Director
Andrew Findlay	Project Co-ordinator
Susan Fleming	Project Administrator

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

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

£17,429 (unrestricted reserves)

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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
01/04/2013	21,996	Adult befriending project SLA
01/04/2014	21,996	Adult befriending project SLA

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). **If you group has its own Equal Opportunities Policy please provide a copy.**

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.

Creating equality of opportunity for people with learning disabilities is the principle aim of our services.

We do no limit provision of our service or volunteering opportunities by race, gender, age, sexual orientation, religious or political beliefs.

Child and adult protection is crucial to the safety of our services: we are registered with Disclosure Scotland and check all our volunteers through them. We have child and adult protection policies.

**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

Central Borders Youth Group Overnight Trip

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

- In April 2015, for the first time, Interest Link would like to organise an overnight/residential trip for a youth group. As this would be a new development, we plan to take a small group of 3 service users, 4 peer mentors, 1 sessional worker and 1 staff member on the trip. We feel that lots of 'mainstream' generic youth groups have an annual away trip and that we would like to more accurately mirror these experiences for our learning disabled service users.
- All the group members have been actively involved in selecting and planning the trip - furthering their team involvement, organisational life skills, confidence and excitement! We believe that we will be offering access to places which are both ordinary and valued and that the chance to visit these settings with a group of peers will be beneficial for all. Our selected activities would include fun and educational aspects, including Royal Yacht Britannia, The National Museum and a ghost tour of Edinburgh.
- The group themselves feel that a night in Edinburgh would allow them the experience of a trip without long travel times. We would also like to then create a photobook to keep as a memento of our trip for each service user. All the group members are aged 16-25.
- The grant would be spent on accommodation, activity & travel expenses. We expect that service users will contribute towards the trip but would like to be offer assistance to families who are not able to afford such trips for their child/young person.

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

We would expect to see outcomes in line with those in the Impact Report attached (figures in brackets):

- For children & young people with learning disabilities, improvements in: Happiness/Mental wellbeing (95%), Confidence 95%, Self esteem (91%), Life skills (85%), Physical wellbeing (78%)
- Because the volunteers are drawn from young people's schools and communities and are similar in age, the group can function just like a mainstream youth group: we know young people with learning disabilities value this enormously.
- For family carers of young people with learning disabilities: Respite will lead to improved wellbeing (75%), more opportunities to enjoy a life outside of their caring role (83%) and a better ability to sustain that role (88%).
- Our volunteers will benefit from increased learning disabilities awareness (96%), and confidence in forming relationships with people with learning disabilities (96%).
- The higher visibility of young people with learning disabilities in the community will help to break down barriers between them and society in general.

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

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 Scottish Government learning disabilities policy, The Keys To Life, identified that only 1/3rd of people with learning disabilities have a close friend and over 30% have no contact with friends at all. They are often at risk of bullying and hate crime if they go out into the community on their own.
- Our recent Impact Report (attached) demonstrated continuing strong demand for our youth projects. It also showed a demand for overnight trips, which this project now addresses.
- We have already identified the young people and volunteers who would make the trip. They have been very enthusiastic about the opportunity and chose the destination and activities.
- We consulted with parent carers, all of whom are keen for their children to go on the trip and greatly value the respite that will be afforded to them and their children.
- There are no other local social inclusion services for children & young people with learning disabilities.

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?

April 18<sup>th</sup> 2015

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

N/A

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
Accommodation & meals	445	445
Activity Costs		
Brittania	126	126
Ghost Bus Tour	144	54
Photobooks	81	81
Travel costs (bus)	110	110
Totals	906	816

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 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
Service user contributions	90	see notes below

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?

Families have agreed to make a contribution of £30 each.

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

We have a Child Protection Policy and a Support and Protection of Adults At Risk Policy (available on our website [www.interestlink.org.uk](http://www.interestlink.org.uk) on the Publications page). All volunteers and staff are police-checked through Disclosure Scotland. All befriending links and groups are risk-assessed

**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)**

**Our Scottish Borders**  
Your community