

Tweeddale Community Fund 2021/2022

Guidance Notes

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

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What is the Tweeddale 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 Tweeddale Community Fund is operated in line with the principles of best practice and Scottish Borders Council's Code of Practice for Following the Public Pound.

These guidance notes explain who can apply and what grants can be used for. There is then an explanation of the assessment and interview process which will be used to recommend which applications should be approved. Some pointers are given to assist you in planning your project and this is followed by a section taking you through the application form, with guidance to help you answer each question. Finally there is a list of the documents you must submit with your application.

If you need help in any matter concerning the Community Fund or your application to it, or information about alternative sources of funding, please contact the Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800, or by emailing communitygrants@scotborders.gov.uk

Or

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

Applications for funding

To be able to apply for funding you need to meet the following conditions:

- You must be a voluntary or community group that is based in Tweeddale, or a non-Tweeddale-based voluntary or community group which can demonstrate direct benefits for the Tweeddale community.
- If your Group is not formally constituted, you need a constituted umbrella organisation to join with you as banker.
- You should be committed to equality of opportunity for all.

Alongside your application you should also provide copies of all the documents listed at the end of this Guide.

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

We recommend that you should check other possible funding sources before applying and this is a requirement in any case for applications over £5,000. It will help if applicants can demonstrate that they have matched funding in place or can at least 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.

Applications need to be submitted 6 weeks prior to Tweeddale Area Partnership meeting

Who cannot apply?

- Individuals
- Groups that wish to pass the funding on to individuals
- Organisations involved in party political activities
- Companies which aim to make a profit for distribution to individuals/shareholders
- Statutory bodies which are not Community Councils

How much can the grant be and what can it be used for?

- All groups can apply for up to £5,000

- Constituted groups may apply for an additional £2,500 making a total of £7,500 if they can evidence that they have sought additional funding elsewhere.
- Unconstituted groups can apply up to £5k
- At least 10% of the overall cost of the project must be met by the applicant group or from users of the services provided by the project

Grants 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, feasibility studies, and pilot schemes.

However, grants 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.

The project for which you are seeking funding must be one which would make a real difference within the community. The impact it makes needs to be measurable in terms of both the number of community members benefiting and the scale of that benefit, and you need to estimate these on the application form. Below are examples of the outcomes that we would look for groups/organisations to achieve:

- 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
- 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.

How will projects be assessed?

Funding applications will follow a 2-stage process. Firstly, they will be assessed against the basic eligibility criteria and the completeness of the information provided on the application form. A check will be made that copies of all relevant supporting documents have been submitted.

If the application meets these criteria it will enter Stage 2 and be passed forward to the Tweeddale Community Fund Assessment Panel for full assessment. You may be asked to attend a meeting of the Assessment Panel, either in person or virtually, to elaborate on the information you have provided. The dates of these meetings are determined well in advance and will be notified to you at the time when receipt of your application is acknowledged. The Panel will be looking for projects which will make a real difference and represent good value for money.

If your project is not recommended for approval, the Communities and Partnerships Team at Scottish Borders Council may be able to offer you some guidance on other sources of funding.

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

All the application forms assessed by the Panel will be included in the papers for the next Tweeddale Area Partnership meeting, together with the Panel's recommendations on which applications should be approved.

What happens if a grant is awarded?

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.

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 grant, whichever comes first, you will be required to complete an evaluation report 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 Tweeddale 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.

Project Planning

Before filling in your application form, you will need to plan your project. We give some suggestions below on how to go about this, but of course the steps you actually take will depend on the nature and size of the project, and what you are hoping to achieve by it.

- 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.
- Consider what additional evidence you can obtain to demonstrate the need for your project.
- Plan the activities you intend to deliver and how; estimate what difference they will make in your area and consider how you will 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 and prepare the outline of a project implementation plan with timescales for the various steps, identifying who will be responsible for the different elements of the project.
- If your project involves a building, lease of land or a public space, make sure you have permissions / agreement from the relevant body
- If your project involves any form of construction, make sure you 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.
- Check other sources of funding and try where possible to secure some level of funding which will reduce the grant you need from the Community Fund
- Make sure you will be able to obtain copies of the documents which must accompany your application, as listed at the end of this guidance.
- Investigate whether you can get insurance if necessary

Completing your application form

The purpose of the application form is to give you the opportunity to explain your project and what it will achieve, and to demonstrate your group's ability to carry it through successfully.

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.

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.

All applications intended for approval at a particular Area Partnership Meeting must be received, with all the required supporting documents, at least 6 weeks prior to the meeting. Any applications received after that date will automatically go forward to the assessment process for the following Area Partnership Meeting.

Here is some guidance to help you answer the questions on the application form. Please try to keep your answers reasonably short but do not omit important points.

Question 1 – Organisation details

Please provide contact details for your organisation. These details should be the same as those detailed on your constitution, bank statement and annual accounts and will be used by SBC should you be successful with your application.

If you are an unconstituted group, please state this under “Organisation structure” and write the name and contact details of the umbrella organisation which has agreed to act as banker for the project.

Question 2 -Organisation Finances

Please provide figures from your signed end of year accounts including any ring-fenced funding or committed spend you may have. 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.

Question 3. Project expenditure

The first set of boxes is intended to show how the figure requested from the Community Fund will be spent. Do not include here any expenditure which will be met by funding from other sources. Any small individual items can be

swept up together in a general entry of “Other expenses” (which must not exceed £300).

The second set of boxes is to show where any required funding in excess of the grant will come from. In those cases where an application to another fund is pending, please indicate the date by which a decision is expected.

In the third set of boxes please show what grants been received by your organisation from Scottish Borders Council in the last 3 years.

Question 4 – Theme

Please tick the theme/s that best fit your project. The panel will be looking for evidence that you are addressing one or more of the 7 themes.

1. Reducing loneliness and isolation
2. Promoting access to better health and well being
3. Supporting communities to feel safer
4. Improving connectivity through transport, relationships or digital connection
5. Addressing climate change or protecting the environment
6. Improving public spaces
7. Giving people additional skills

Question 5. About your project:

Tell us about your project and the impact that you hope to have.

Please use the bullet points below as a guide:

- Indicate which one or more of these seven themes your project will address:
- Give a summary description of your project.
- Describe the impact your project will make within the community and quantify the benefits you believe will be gained, giving an estimate of both the number of people benefiting and the scale of that benefit.
- Demonstrate how you will measure how well your project meets your proposed outcomes/impacts and how you will monitor progress.

- State what specific skills and expertise you have to deliver the project, and how the project will be organised and managed. If your organisation has successfully managed similar projects recently, give brief details.

Question 6 .Please tell us how you identified the need for your project?

Provide evidence that your proposal has sufficient community support

Explain what need/demand has been evidenced for your project.

Question 7. How will you deliver your project?

Please provide information on who will deliver your project. What members of staff will be involved in the project delivery (if any).

Please provide information on where your project will be delivered from

Provide details on the timescale of the project

Question 8. What will happen to your project once the funding ends?

Please indicate here what lasting impacts (if any) your project will have for the community after it has been successfully implemented. If the project is to be continued in some form or other, please state how you think this continuation might be achieved and financed.

Accompanying Documents

Copies of the following documents should accompany your application.

Where the document is lengthy it is sufficient to provide the link to it on a web-site. If any required document is missing, your application will be delayed.

- Your group's formal Constitution and Rules
- Your group's latest bank statement
- Your group's latest annual accounts, signed to show they have been independently checked. New groups should provide instead an estimate of 12 months' income and expenditure.

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.

If your group does not have a Constitution, Rules, bank statement and annual accounts you should send us information about the umbrella group which will act as banker, and will manage the grant on your behalf. This group should supply a letter of support for your project, for you to include among your documents, together with a copy of its own authorisation Minute, Constitution, Rules, bank statements and accounts.

- Any evidence which supports the need for the project
- Quotations or estimates from suppliers to support the costs quoted on the application form. For any items which will cost £1,000 or more, at least two firm quotations are needed.
- A statement of your organisation's current finances and the financial needs of the project, explaining how you are planning to use any finances you have available and why they cannot be used for this project. Include details of any efforts you have made or are making to secure other sources of funding (including partial funding) and what success you have achieved. You must have made or be making such efforts if your application is for a grant exceeding £5,000.
- A statement of how you have made use of previous grants and funding in the last 3 years from the Scottish Borders Council. If you have completed a project supported by a grant from the Community Fund in the last 3 years, please supply a copy of the evaluation form you submitted afterwards.
- Relevant permissions from landowners etc. If your project involves any form of construction, please supply a statement signed on behalf of your organisation that it has heritable ownership of the land or building, or holds a lease that cannot be brought to an end by the landlord for at least 5 years.
- A statement of your group's Equal Opportunities policy.
- A statement of whether the project could go ahead on a reduced scale (to be specified) if only part of the grant applied for is awarded, and

whether the project could still go ahead if the application is deferred until the following Area Partnership meeting.