

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

1. What is the Scottish Borders Council Community Fund?

The Eildon Community Fund provides financial 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 Community Fund operates in line with the principles of best practice and Scottish Borders Council's Code of Practice for Following the Public Pound.

Each Area Partnership operates its own Community Fund. The amounts provided are subject to periodic review by Scottish Borders Council.

Groups can apply for small grants of up to £1,500, and larger grants of up to £15,000, subject to availability of funds.

2. Who can apply?

You can apply for funding if:-

- You are a voluntary or community group based in Eildon.
- You are a non-Borders based voluntary or community group who can demonstrate direct benefits for identified groups in Eildon
- You have a constitution or set of rules or equivalent (if you are applying for over £1.500)
- 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 £1.500. New organisations must be able to provide a 12 month estimate of income and expenditure.
- Your activities benefit the well-being of communities within Eildon.
- 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 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.

3. How much is available?

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

- Up to £1,500 -- un-constituted and constituted groups
- Up to £15,000 – constituted groups only

2 applications are permitted per annum from any one group/organisation provided that they are for different projects.

What would be expected from a project application?

- If the project is less than £1,500, a well thought out plan is needed.
- A robust and well-considered business case which addresses a special or particular need if the project is over £1,500
- You have the skills to deliver the project.
- Sufficient community engagement has taken place and there is community support.
- Outcomes are clearly defined including significant, community benefit
- Capital projects need to show that they are sustainable
- Provide statements of support for your project, If possible
- Please indicate how many volunteers may be involved in your project
- Please indicate benefits to the environment, if applicable

4. 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. Wages, salaries and fees can be funded. Funding can be used to support projects that aim to support the environment and biodiversity. Funding may also be used for local participatory budgeting

All projects must benefit communities in the Eildon Area in at least one of the following ways:

- There is access to quality local activities, including arts, music, heritage, or sports activities.
- Improving public spaces
- There is access in the community to quality advice and relevant information
- There is support for local groups or services
- There is support for community interest groups.

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 objectives

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.

5. 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

6. Support

For advice on other funding opportunities, please contact the Council's Grants Administrator,

Communities & Partnerships Team

Council Headquarters, Newtown St. Boswells TD6 0SA. Tel: 0300 100 1800 - communitygrants@scotborders.gov.uk

The Bridge

3 Roxburgh House Court, Roxburgh Street, Galashiels TD1 1NY Tel: 01896 755370
central@the-bridge.uk.net

7. How will projects be assessed?

Assessment

Funding applications will be assessed by an assessment panel using the following criteria:

- How do you know that there is a need/demand for your project/activity
- Project benefits to be gained - how well your project meets the objectives of the scheme
- How will your project benefit the community and how it meets the scheme's criteria
- How the community is involved and what support there is for your project.
- If you have received a grant or funding from the Community Fund before and if you completed the grant evaluation form
- How your group is set up and managed
- Your finances and the financial need for funding (see note below)
- Your group's commitment to promoting equality for all and equality of opportunity

Note: If your group has more unrestricted funds than the value of the application, 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

- All applications will be scrutinised by council officers who will ensure that meet the requirements listed under "Who can apply" above. Qualifying applications will be sent to the assessment panel, non-qualifying applicants will be notified accordingly.
- Decisions on funding will be considered by the assessment panel and determined by consensus (i.e. widespread agreement). For grants greater than £1,500, the recommendations of the Assessment Panel will be considered at the Area Partnership meeting. If consensus is not reached at the meeting, the decision on the award of funding will be made by elected members, with the Chair having the casting vote. When recommendations for approval by the Assessment Panel are not accepted by the attendees of the Area Partnership (including Elected Members), reasons for such a decision should be clearly communicated to the Panel.
- Applications of the value of £1,500 or under will be assessed by the assessment panel and circulated to Elected Members for a decision

8. What happens if I get funding?

Projects receiving funding must commence within 12 months (unless otherwise agreed) from the date of acceptance of the funding and are expected to complete an evaluation form as per the offer letter within 3 months of completion of the project.

Any amount not used must be repaid in full.

9. Standard conditions

The grant will be used only for the purpose set out in your application form.

The grant will not be used to pay for any goods or services ordered or paid for before approval.

Acknowledgement of the grant may be given in your annual report, Chair or Secretary's reports at your AGM, the accounts which cover the period of the grant and in all publicity material produced. Any publicity material must include the Scottish Borders Council logo

The Scottish Borders Council Community Fund can use your name (and the name of your project) in its own publicity materials.

As per the offer letter, the grant will be monitored using a Grant Evaluation Form will be sent to Scottish Borders Council within one month of the date of completion of the project. Receipted invoices will be attached to the Grant Evaluation Form.

As part of the Grant Evaluation you may be asked back to the Area Partnership to share the impact of your project with the Area Partnership, either after the project has finished or after a 12 month period (whichever comes first).

The grant will not be increased

Financial records relating to the grant must be kept for at least 2 years.

The grant will be repaid to Scottish Borders Council in the following circumstances:

- If the application form is found to have been completed dishonestly or the supporting documents give false or misleading information.
- If equal opportunities practice is not followed when employing people, recruiting new members or in providing services.
- If any member of your governing body, staff or volunteers act dishonestly or negligently in their duties during the grant period.

You will not dispose of any equipment or asset without first receiving agreement, in writing, from Scottish Borders Council.

Your group shall comply with all relevant legislation that affects the way you carry out your project.

1. 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.

Small grant applications can be submitted at any time and will be assessed on a monthly basis.

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

Further information can be found on the following website: 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.