

Draft

Cheviot Community Fund 2021/2022

Guidance Notes and terms and conditions

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

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 Cheviot Community Fund

The Community Fund is relatively small and the level of award allocated will reflect the amount available to meet overall demand. The success of your application will be improved by demonstrating that you have explored, and in some cases, secured other funding sources.

The Cheviot 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.

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.
- 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.

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 Cheviot
- A non-Cheviot based voluntary or community group who can demonstrate direct benefits for people in the Cheviot area.
- Is fully constituted or rules with a minimum of three members dated and signed as approved (if you are applying for over £500)
- If you don't have constitution or set of rules you must work with an umbrella organisation. Information about becoming constituted is available from your local office of The Bridge: roxburgh@the-bridge.uk.net Tel: 01835 863554 www.the-bridge.org.uk
- 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 be able to provide copies of the following documents: rules, accounts and an equality policy/statement, sustainability policy/statement. If you don't have these documents 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.

Three quotes must be provided for items of expenditure over £1,000

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.

Applications need to be submitted well in advance of project start dates as no retrospective funding is given.

How much is available?

- Constituted groups can apply for grants up to £2,500
- Non-constituted groups (groups without a formal set of rules about how they operate) can apply for up to £500
- 10% organisational financial or in kind contribution is required for requests of £500 and over. Please explain what your contribution is if it is in-kind rather than financial. In-kind contributions can include voluntary labour, donated equipment, services donated from other companies or organisations, use of premises or carer support, for example, people with disabilities.
- Grants of up to £500 can be funded up to 100%

You should include VAT in your costs unless you are registered for VAT and are able to claim it back.

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, sessional costs, maintenance costs and capacity building projects.

Outcomes of the Project

Your group's activities must make a positive 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, and should meet one of the following outcomes:

- 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
- Communities are able to impact positively on climate change or adapt to a changing climate

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.

Cheviot Community Fund Priorities

- Your application should meet at least one priority from the Cheviot Locality Plan: [Cheviot Locality Plan | Scottish Borders Council \(scotborders.gov.uk\)](https://www.scotborders.gov.uk/cheviot-locality-plan)

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
- Staff salaries
- Alterations and improvements to licensed serving areas

- Trips abroad
- Maintenance of private roadways
- Used vehicles
- Hospitality – food and drink
 - Promotion of religion

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 your local office of The Bridge: roxburgh@the-bridge.uk.net Tel: 01835 863554 www.the-bridge.org.uk

How will applications be assessed?

Micro grants, applications for up to and including £500, will be assessed by Council officers and the decision will be made by Scottish Borders Councillors for decision making.

Applications for more than £500, and all applications bids from non-constituted groups, will follow a 2-stage process. Firstly, an application will be assessed against basic eligibility criteria:

Stage 1

- 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.

Stage 2

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

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.

How are decisions made?

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

What is the difference between restricted and unrestricted funds?

Restricted/designated funds are those set aside or given to you for a particular purpose.

Unrestricted funds are those that have not been 'put to one side' for a specific purpose and can therefore be spent on anything.

How often can we apply?

Each group/organisation is permitted one successful application per year. If you apply and are unsuccessful you can submit an application for a different project.

What is the time-scale for funding?

You must send in your completed application with supporting documents by the deadline defined for it to be considered.

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

16 August 2021

18 October 2021

06 December 2021

14 February 2022

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

22 September 2021

24 November 2022

26 January 2022

23 March 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/your umbrella organisation's 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.

Terms and conditions of funding

- Canvassing of members of the Cheviot Community Fund Assessment Panel is not permitted.
- Funding can only be used for the purpose defined in the application.
- Projects receiving funding must be completed within 12 months from the date of acceptance of the funding.
- Upon completion of your project or 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 Cheviot 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.

By submitting an application, you agree to the following:

- You give us permission to publish your application and supporting documents form with appropriate redaction of confidential information.
- You will deliver the project/activity as described in this application form.
- You understand if you make misleading statements or withhold information, your application will become invalid and your group/organisation will be required to return any monies received in full.
- You will provide monitoring and evaluation for any funding awarded and comply with the terms and conditions of the fund

- You accept that if information about this application is requested under the Freedom of Information Act, we will release it in line with the requirements under the Act.
- You will have any relevant insurance cover in place in respect of the planned project for which funding has been applied.