



## **2021/2022 Teviot & Liddesdale Community Fund Pot A Guidance Notes**

***Draft***

**PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

### **What is the Teviot & Liddesdale 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.

### **Teviot & Liddesdale Community Fund Pot A**

The Pot A fund is 50% of the overall Community Fund for Teviot & Liddesdale and has been divided up between the eight Community Councils within Teviot & Liddesdale. Each Community Council has considered how the Community Fund can best meet the needs of the local area and has been responsible for forming an assessment panel to decide on any funding applications received. Applicants will apply to the Community Council operating in the ward the project will be delivered in. To check the boundaries of the Teviot & Liddesdale Community Councils please click [here](#) or visit the Scottish Borders Council website/ Your Council.

The Teviot & Liddesdale Pot A 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 must meet the following conditions:

### **Eligibility**

1. A voluntary, community group or charity that is based in Teviot & Liddesdale
2. Be fully constituted or have organisation rules with a minimum of three members (or that of an umbrella organisation)
3. Have a bank or building society account in the group's name
4. Have independently approved annual accounts (New groups must be able to provide a 12 month estimate of income and expenditure)
5. Be committed to equality for all and equality of opportunity

### **Criteria**

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

### **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
- Work normally undertaken by statutory bodies

### **Who cannot apply:**

- Individuals or 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

### **How will projects be assessed?**

Funding applications will be received by Scottish Borders Council who will assess eligibility:

- 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 be passed to the assessment panel in the Community Council ward you are applying to. Your application will be expected to evidence:

- What need/demand there is for your project/activity
- Community support for your project
- Impact your project will make within the community
- How you will measure how well your project meets your proposed outcomes/impacts
- How your group is set up, managed and where appropriate what specific skills and expertise you have to deliver the project



- Your current finances and the financial needs of the project

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.

**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
- Consider 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.

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

The Bridge, 1 Veitch's Close, Castlegate, Jedburgh TD8 6AY. Tel: 01835 863554  
[roxburgh@thebridge.uk.net](mailto:roxburgh@thebridge.uk.net)

**The following documents must be submitted in support of any application:**

1. A copy of your constitution or rules (or that of your umbrella organisation),

- dated and signed.
2. A copy of your bank statement, less than three months old
  3. A copy of your most recent annual accounts (less than 15 months old) dated and signed as approved. (New groups must be able to provide a 12 month estimate of income and expenditure)
  4. Copies of 3 quotations/estimates for items of expenditure over £1,000
  5. One quotation/estimate for items up to £1,000
  6. A copy of your Equal Opportunities Policy or Equality Statement
  7. A copy of lease agreements, written permissions, or planning permissions where appropriate

#### **How are decisions made?**

Recommendations on funding will be made by the assessment panel in the Community Council ward you are applying to. A scoring matrix will be used to determine the quality of the proposed project and how well it will benefit the local community. Completed scoring matrixes will be made available by the assessment panels for transparency. The recommendations on funding applications will be presented to the [Teviot & Liddesdale Area Partnership](#) for a final decision.

#### **What happens if funding is approved?**

SBC will notify the applicant and issue a grant offer letter detailing the terms and conditions of the grant. Grant offer letters must be signed and returned to SBC within 3 weeks. Funding will not be paid until SBC has received a signed award letter. 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 assessment panels 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?**

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 payment of the grant to be processed.

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](mailto:communitygrants@scotborders.gov.uk)

Further information can be found on the following website: [www.scotborders.gov.uk/communitygrants](http://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.