

BORDERS RAILWAY CELEBRATION FUND

GUIDANCE NOTES AND APPLICATION FORM



PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

The Borders Railway Celebration Fund (the Fund) is funded by Scottish Borders Council. It has been set up with **the aim** of encouraging people and communities to come together to celebrate the return of the Borders Railway in September 2015.

To encourage as many people as possible to get involved in the celebrations, the Fund will be open to all non-profit making voluntary and community organisations, Community Councils, schools, public bodies and places of worship. All applicants must be based in the Scottish Borders.

Typical awards under the Fund are expected to be for a few hundred pounds but grants up to a typical maximum of £2,500 will be considered for larger projects or for projects that create a lasting legacy of the return of the Borders Railway.

We expect to make decisions on funding within 3 weeks of the receipt of a fully completed application form. Incomplete applications may take longer.

The Fund will open on 2nd April 2015. Applications can be submitted at any time up to 15th December 2015, when the fund will close.

Projects (activities) must be fully completed by 31st March 2016.

To achieve the overall aim of the Fund, we want to fund projects that meet one or both of the following **outcomes**;

- Communities have more opportunities to bring people together to celebrate the return of the Borders Railway (for example through railway themed events, concerts, trips, open days, street parties etc)
- Communities have more opportunities to bring people together to create a lasting legacy of the return of the Borders Railway (for example railway themed improvements to public spaces, playparks, gardens etc)

(Communities can either be geographical or communities of interest.)

Applications will be assessed using the following criteria:

- the need for your project and any evidence you've told us about that supports the need
- how well you have involved the wider community in the development of your project
- whether any other group in your community has already submitted an application for a similar Borders Railway project
- your commitment to equal opportunities

- your financial need for funding (see note below)

Note : If your group has more savings than the income it 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 we may not be able to give you a grant.

What we cannot fund:

- individuals
- organisations involved in party political activities
- commercial concerns
- purchase of alcohol
- gifts or prizes for individuals
- applications made by one organisation on behalf of another
- anything you start, spend money on or agree to spend money on before we confirm our funding

Who can apply:

- non-profit making voluntary and community organisations, Community Councils, schools and public bodies
- Places of Worship where the project/activity is for the benefit of the wider community

What you need to apply: (not required from schools, public bodies)

- a signed constitution or set of rules
- a bank or building society account (protected by at least two signatories)
- independently approved accounts which are less than 15 months old (new groups will require to submit an estimate of income and expenditure for the first 12 months of operation)
- all documents must be in the same name

If you are an umbrella body planning to deliver more than one project or if you require funding in excess of £2,500 please contact the Grants Co-ordinator (below) for specific advice.

Application forms for the Borders Railway Celebration Fund can be downloaded from the website listed below. Further advice and application forms also available from:-

(Please read the Guidance Notes carefully before completing this application)

YOU MUST ANSWER EACH QUESTION IN THE SPACE PROVIDED – DO NOT SAY ‘SEE ATTACHED’

Please complete in black ink

Please refer to the application notes on the right-hand side when completing

About your Group or Organisation

1. What is the name of your group or organisation?

This should be the same name that appears on your Constitution

2. Who is the main contact?

This should be the main point of contact for this application. **(In the case of schools, the main contact should be the Headteacher).**

Name	
Position in Group	
Home Address	
Post Code	
Telephone Number	
Email Address	

3. Tell us your group or organisation’s bank account details.

The name on your bank account **should be the same** as the name on your Constitution. **(for schools, a school fund account is acceptable).**

Account Name	
Bank/Building Society Name	
Address of Bank/Building Society	
Post Code	
Sort Code	
Account Number/Roll No	

4. List the names and positions of the people who are authorised to sign withdrawals/deposits from this account.

Bank accounts require a minimum of two unrelated signatories for all withdrawals/deposits.

Name	Position in your organisation

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

Please see the Guidance Notes for savings rule. **(not required from schools or public bodies)**

£

6. **Please read note at side.**

Equal opportunities and

(a) In relation to the Equality Scotland Act 2010, tell us, in detail, how

your group or organisation reduces discrimination, promotes equality of opportunity etc.

(b) Tell us also in what ways **your project** will reduce discrimination, promote equality of opportunity etc

inclusion is about involving people from different parts of the community in the development and implementation of projects. This might involve taking account of issues around the protected characteristics of age, disability, gender, race, religion, sexual orientation, poverty, health or marital status.

Tell us how your group or organisation takes account of equalities legislation in its day to day running and also in relation to the development of this particular project

About your Project

(b) What is the name of your project?

(c) **Please read note at side.** Tell us about your project and what you will spend the grant on.

(d) **Please read note at side.** Tell us fully how you have identified the need for your project.

(e) **Please read note at side.** Tell us fully how you have involved your community in the development of this project?

(f) When is your project due to take place?

(g) Tell us how much money you need for your project?

Item or Activity	Total Cost	Amount Requested from the Scheme
Totals		

12. If the total cost of your project is more than you are requesting from the Fund, tell us how you will meet the shortfall.

Funding Source	Amount	Progress

13. **Please read note at side.** If your project/activities involve work with children, young people or vulnerable adults, tell us what safeguarding policies you have in place and how often these are reviewed.

Your project is the specific activities you plan to carry out with the grant.

Be specific about what you plan to do, how you will do it, when you will do it, who will be included etc

Tell us what you will spend the grant on.

The Fund has a specific aim of bringing people and communities together.

Tell us how you know your project is needed and what benefits it will bring to your community.

Projects should have the support and involvement of your wider community.

It is important that some form of community consultation process has taken place and that this can be demonstrated.

Tell us in what ways you have consulted with your community.

The Fund cannot give grants for activities or expenditure which have already taken place.

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 send us copies of any quotes you have or other evidence of how you have worked out your costs.

If the project costs are more than you are requesting from the Fund please give details of where the other funding will come from (ie. from your own funds, national lottery, public bodies, trusts, businesses etc)

It is your responsibility to ensure you have acceptable safeguarding policies and procedures in place for projects involving children, young people and vulnerable adults. Advice on requirements can be obtained from Volunteer Centre Borders on 0845-602-3921

(not required from schools)

Declaration

We wish to apply for a grant from the Borders Railway Celebration Fund. The answers to the questions in this form accurately reflect our group/organisation, its finances, our project and our grant request. We will co-operate with the monitoring of any grant made to us and comply with the terms and conditions of the Fund.

To be signed by the main contact

Signed:

Position in group:

Date:

To be signed by an office bearer of the group (this must be a different person from the one above)

Signed:

Position in group:

Date:

IMPORTANT

Please ensure that you have completed all the questions in the form and the appropriate people have signed it. Please attach the following:

- A copy of your constitution or set of rules, dated and signed. **(not required for schools, places of worship or public bodies).**
- An **original** bank statement less than three months old, photocopies cannot be accepted. **Schools and public bodies should send a letter confirming which account the Fund should use).**
- A copy of your most recent approved annual accounts. **(not required for schools or public bodies).**
(New organisations should submit estimates of income and expenditure for the first 12 months)
- Copies of quotes/estimates or any evidence you have that shows how you worked out your costs.

Please ensure your application is accompanied by the above documentation. Your application may have to be returned to you if it is incomplete.

This completed form and attachments should be submitted to:-
**Grants Co-ordinator, Scottish Borders Council, Strategic Policy Unit,
Newtown St. Boswells, Melrose TD6 0SA. Tel: 01835-826659, Fax: 01835-
825059, Email: lcornwall@scotborders.gov.uk**

You can get this document on tape, in Braille, large print and various computer formats by contacting the address above.