

Make sure you read these guidance notes carefully before completing an application.

What is the Tweeddale Neighbourhood Support Fund?

Our Neighbourhood Support Fund provides support and offers assistance with the development of new and innovative 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 and Liddesdale, and Tweeddale). The amounts provided are subject to periodic review by ourselves. Each Area Partnership may operate a different assessment process.

The Tweeddale Neighbourhood Support Fund is operated in line with the principles of best practice and our Code of Practice for following the Public Pound.

These guidance notes explain who can apply and what grants can be used for. There is 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.

Support

For advice on other funding opportunities, contact:

- Grants Administrator:
 - email: communitygrants@scotborders.gov.uk
 - phone: 0300 100 1800

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 supporting documents.

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 £5k. Where there are alternative sources funding (you should apply to those sources first. 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 four weeks prior to Tweeddale Area Partnership meeting

See our **[guidance for completing an application](#)** for more information.

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 £5k
- constituted groups may apply for an additional £2.5k making a total of £7.5k 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

Two applications are permitted per annum from any one group provided that they are for different projects. The first project must be fully evaluated before a second application can be submitted. If you have previously received funding from us, an evaluation form must be submitted before an application can be made to the Neighbourhood Support Fund.

Funding can be used for a variety of purposes including:

- the purchase of equipment
- small capital works
- hire and running costs
- maintenance costs
- capacity building projects
- feasibility studies
- pilot schemes
- staff and other costs for up to 1 year for new projects.

Funding may also be used for local participatory budgeting (our Community Choices).

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, unless vital for access to the group's facilities
- planning applications
- hospitality: food and drink
- ongoing core salary costs, though consideration may be given to support in exceptional situations where the continued existence of the group is threatened and no other sources of funding can be found.
- Infrastructure, land and buildings in public ownership, unless there is no alternative source of funding such as SBC funding or charges made to the public for events, lettings etc.
- A project which does not benefit the community but is a component of a larger project, unless there is clear evidence that the larger project will be beneficial and will get funded in due course.

The project you are seeking funding must be one which would make a real difference within the Tweeddale 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. Outcomes that we would look for groups/organisations to achieve are:

- 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 older people
- involving local people in the sensitive and sustainable stewardship of the natural environment.