**Supporting Communities Fund**

**2024-2025**

## ABClogo

**APPLY FOR UP TO 100% OF THE TOTAL FUNDING COSTS FOR YOUR PROJECT / ACTIVITY**

## MAXIMUM AWARD AVAILABLE PER APPLICATION IS £1,500

The closing date for receipt of application forms IS

# **18th March 2024**

**PLEASE NOTE: THERE IS ONLY ONE ROUND OF FUNDING PER YEAR**

**We recommend you allow plenty of time for submission of your application as it will only be considered if:**

* **It has been received by the above deadline**
* **It meets the eligibility criteria (pages 4 and 5)**
* **The form has been fully completed**
* **All supporting information is supplied (checklist on page 6)**

If you would like this document in another language or format, or if you require the services of an interpreter, please contact us.

**AN APPLICATION FORM IN LARGE TYPE IS AVAILABLE ON REQUEST BY CONTACTING 01436 658881 or** [**supportingcommunitiesfund@argyll-bute.gov.uk**](mailto:supportingcommunitiesfund@argyll-bute.gov.uk)

Gaelic



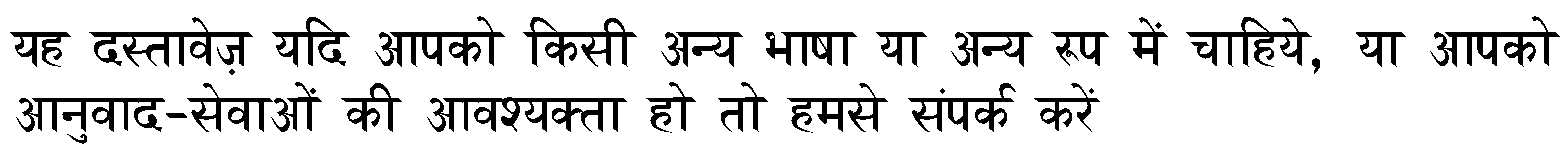
Arabic

إذا كنت ترغب هذه الوثيقة بلغة أو صيغة أخرى، أو إذا أحتجت  خدمات مترجم، ألرجاء الإتصال بنا.

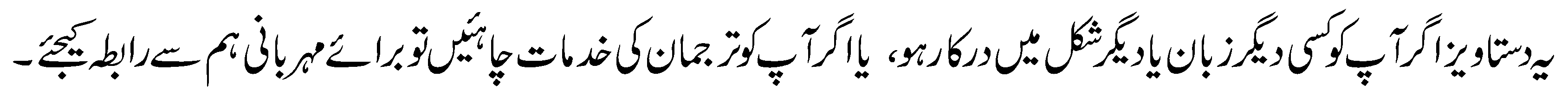
Polish

Jeżeli chcieliby Państwo otrzymać ten dokument w innym języku lub w innym formacie albo jeżeIi potrzebna jest pomoc tłumacza, to prosimy o kontakt z nami.

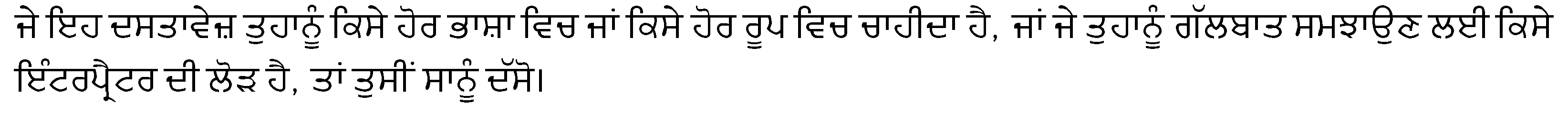
Hindi



Urdu



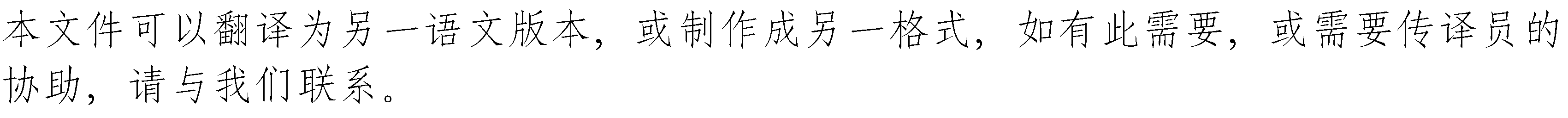
Ukrainian (Українська):  
Якщо ви бажаєте отримати цей документ іншою мовою чи форматом або якщо вам потрібна допомога перекладача, зверніться до нас

Punjabi 

Cantonese



Mandarin



Argyll and Bute Council

**Support to Community Organisations**

Welcome to the Supporting Communities Fund application pack.

Not-for-profit community organisations who have a constitution or a Scheme of Establishment are eligible to apply.

Good luck with your application.

# **Completing the application form**

For your application to be considered, you must return the completed application form, and supply all relevant items listed in the checklist on Page 6**,** by **18th March 2024.**

Support with your application is available from your local Community Development Officer at [**supportingcommunitiesfund@argyll-bute.gov.uk**](mailto:supportingcommunitiesfund@argyll-bute.gov.uk)

# **The assessment process**

After a form is submitted, a Community Development Officer will contact you for more details. Please note that Council Officers do not make decisions on funding awards. They will assess the application and give recommendations to Councillors to make a decision at a formal meeting **by** **July 2024**. Assessments and recommendations will be based on the scoring matrix which is available on our [website](https://www.argyll-bute.gov.uk/sites/default/files/2023-11/scoring_matrix_pdf.pdf).

There are four separate funds, one in [each of the administrative areas of the council](https://argyll-bute.maps.arcgis.com/apps/instant/lookup/index.html?appid=da75471ba9914859ba853bcc35c729c3&find=pa30%25208hg). These areas are Bute and Cowal, Helensburgh and Lomond, Oban, Lorn and the Isles and Mid Argyll, Kintyre and the Islands.

Successful applicants will need to sign a contract before funds are released. Funds awarded will need to be spent **within 18 months** (by 31 December 2025 at the latest). Groups funded will be required to evidence how they have spent the funds by completing an End of Project Monitoring Report.

**Data protection**

The information supplied on these forms will be used for the purpose of assessing your Supporting Communities Fund Application, and appropriate measures are in place to protect your personal data.  A full privacy notice, which provides information about your rights under current data protection legislation and details about what will happen to your personal data can be found in our [full privacy notice](https://www.argyll-bute.gov.uk/privacy/community-development).  If you need this in an alternative format, please contact Community Development on 01436 658881.

**Contact**

If you would like to discuss your application, you can contact

[supportingcommunitiesfund@argyll-bute.gov.uk](mailto:supportingcommunitiesfund@argyll-bute.gov.uk) or call 01436 658881.

#### CRITERIA FOR SUPPORTING COMMUNITIES FUND APPLICATIONS

Applicants can apply for **up to 100% of the total funding costs** for any project / activity. The maximum award available is **£1,500.**

The limit on ‘capital spend’ is £500. ‘Capital spend’ is purchase of ‘assets,’ the useful economic life of which is greater than one financial year. The term 'assets' does **not include items that** are bought, used, and replaced, such as: office stationery, small tools and equipment, clothing, and toys. These do not have a spending limit.

We are unable to fund sponsorship or marketing appeals, establishment / preservation of endowment funds, activities that collect funds for subsequent grant-making to other organisations and / or individuals and political or religious activities.

The fund does not support a project for more than 2 consecutive years and cannot contribute to projects that receive funding from other sources within Argyll and Bute Council.

Funded projects are required to use the Argyll & Bute Council logo on any promotional / advertising material. You will be sent these if your application is successful.

**Applications to the fund are** [**scored**](https://www.argyll-bute.gov.uk/sites/default/files/2023-11/scoring_matrix_pdf.pdf) **on the following and therefore should evidence:**

1. **The direct benefit to individuals and groups in the local community.**
2. **Partnership working, where relevant.**
3. **That the applicant has the necessary expertise and resources to deliver the project / activities outlined in the application.**
4. **How the project impacts any, or all, of the following:**
5. **Fairer Communities – tackling poverty by sharing opportunities**

Projects funded under this criteria will remove financial barriers for people in communities, particularly children and young people, to provide opportunities for learning, sports, activities, or employment. For example, this may include funding of transport costs, sports equipment or musical instruments.

1. **Resilient Communities – capacity building and organising a response to community demands in times of need**

This includes more general resilience in the sense of community-led inclusive economic development, the cost of Community Actions Plans and feasibility studies, as well as the many ways communities want to upskill and increase their capacity to improve their places.

1. **Greener, Cleaner Communities – environmental action to support addressing climate change**

Projects funded under this criteria could be concerned with a range of activities to improve impact on the environment including energy efficiency measures for both organisations and community members, enhancement and restoration of the natural environment, making the countryside more accessible, decarbonisation activities –walking projects, sharing of facilities and resource efficiency initiatives such as community transport.

1. **Creative Communities - creativity for health and wellbeing**

Projects funded under this criteria would deliver activities related to music, art, theatre, Gaelic, history and heritage and in particular where participation in creative projects improves health and wellbeing.

**Applications for funding of events, galas, exhibitions, concerts, sporting events and community festivals are expected to meet at least one of the 4 categories above. These projects are expected to meet statutory obligations with regard to public safety and environmental health. Please contact** [**envhealth@argyll-bute.gov.uk**](mailto:envhealth@argyll-bute.gov.uk?subject=Supporting%20Communities%20Fund) **for further advice.**

**Applications must:**

* Be for activities taking place from July 2024 and completed by end December 2025.
* Be submitted by an organisation with an eligible governing document and operating on a non-profit making basis.
* Disclose details of any sponsorship agreements.
* Be compliant with the Equalities Act 2010.

**And, all community organisations which work with children and vulnerable adults must**:

* Have a safeguarding policy in place. If you are working on a safeguarding policy, we will accept your application however any award will only be granted on submission of the policy. Safeguarding policy templates are available from [Bond](https://www.bond.org.uk/resources/safeguarding-policy-templates) and [NSPCC](https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-policy-statement). Guidance from Argyll & Bute Council for [Development of Child Protection Policy](https://www.argyll-bute.gov.uk/publications-practice-and-guidance) is also available.
* Meet the legal requirements under the Protection of Vulnerable Groups (Scotland) Act 2007 which introduced the PVG Scheme in November 2010,as amended by the Disclosure (Scotland) Act 2020.
* For further information: [Volunteer Scotland: Disclosure Services Information](https://www.volunteerscotland.net/for-organisations/disclosure-services/)

**APPLICATION CHECKLIST**

**Items to include with your application**

Please tick to show that the following items, where relevant to your organisation, are included with your application.

Scanned, photocopied or emailed copies of supporting documentation are accepted.Please note we are unable to return any documents sent.

| **Tick** | **Items Required** |
| --- | --- |
| **☐** | Constitution or Articles of Association (if you have submitted this information in the last three years only supply a copy if there have been amendments). |
| **☐** | Include a statement showing how much the organisation has in all bank or other accounts.  If an organisation has significant balances a statement detailing why they cannot be used for the purposes for which the Supporting Communities Fund is being applied for should be provided.  Bank statements should have the account number, sort code, name of group and logo of bank. **The statement should be from within the last 3 months.** |
| **☐** | Include a signed copy of the most recent audited or independently examined accounts or OSCR return. A financial projection / cash flow forecast can be accepted for new organisations. Accounts and projections must be approved and signed by someone independent of the organisation. This person’s name and address must be supplied. Note: Typed electronic signatures can be accepted.  For further information please see [OSCR accounts and finance guidance](https://www.oscr.org.uk/guidance-and-forms/accounts-and-finance-guidance). |
| **☐** | Safeguarding or child protection policy for groups who work with children and/or vulnerable adults. Safeguarding policy templates are available from [Bond](https://www.bond.org.uk/resources/safeguarding-policy-templates) and [NSPCC](https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-policy-statement). Guidance from Argyll & Bute Council for  [Development of Child Protection Policy](https://www.argyll-bute.gov.uk/publications-practice-and-guidance) is also available.  Child Protection Training information at [Child Protection Training | Argyll and Bute Council](https://www.argyll-bute.gov.uk/social-care-and-health/children-and-young-people/i-work-children-young-people-parents-and-carers-2) |
| **Additional information for community events / festivals only** | |
| **☐** | Appropriate insurance for the project/activities.  (please note that funding for events will not be released until evidence of insurance is provided).  See [Information and advice on insurance for community groups](https://scvo.org.uk/running-your-organisation/finance-business-management/insurance) from Scottish Council for Voluntary Organisations. |
| **☐** | Evidence of contact with Safety Advisory Group ([envhealth@argyll-bute.gov.uk](mailto:envhealth@argyll-bute.gov.uk?subject=Supporting%20Communities%20Fund)). |

# ABClogo

# **Supporting Communities Fund Application Form**

Please make sure you refer to the guidance in the application pack.

Your application will be assessed using the scoring matrix available on our [website](https://www.argyll-bute.gov.uk/sites/default/files/2023-11/scoring_matrix_pdf.pdf).

Please consider this when completing the form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1: Your details.** | | | |
| **Q1 Your organisation** | | | |
| **Name of organisation** |  | | |
| **Name of main contact** (to whom correspondence will be sent)  (\*this question must be completed) | **(Title, first name, surname)** | | |
| **Title / role in organisation** |  | | |
| **Address for correspondence**  (Contracts will be sent to this address) |  | | |
| **Postal town** |  | **Postcode** |  |
| **Telephone number** |  | | |
| **Email address**  (\*this question must be completed) |  | | |
| **Organisation’s website / media link (if applicable)** |  | | |
| As part of the assessment process a member of the Community Development team will contact the group to discuss the application further. This meeting will take approximately 30 minutes. | | | |
| **Please tick your preferred method of contact.**  Phone Call ☐ Microsoft Teams Video Call  **☐** | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 2: About your organisation.** | | | | | |
| **Q2** | **What are the main activities of your organisation?** These can normally be found in the governing document e.g. constitution, articles of association. You can also add a web link to your social media here. Word Limit: 50-150 Words | | | | |
|  | | | | | |
| **Q3** | **Which** [**area**](https://argyll-bute.maps.arcgis.com/apps/instant/lookup/index.html?appid=da75471ba9914859ba853bcc35c729c3&find=pa30%25208hg)**s of Argyll and Bute is your application for?** Please select as required. | | | | |
| **☐** Helensburgh and Lomond | | **☐** Mid Argyll, Kintyre and Islands | | **☐** Oban, Lorn and the Isles | **☐** Bute and Cowal |
| **Q4** | **Please provide a summary of your project / activities to be funded. Please include evidence to support your application.** Note that the limit on capital spend is £500. See page 4 for more information. Word limit: 550 words | | | | |
|  | | | | | |
| **Q5** | **Which of these categories does your project align with?** Please read the guidance notes on pages 4 and 5.  Please tick the category(ies) that apply and provide details of how your project aligns with the chosen category(ies). | | | | |
| **☐** Fairer Communities – tackling poverty by sharing opportunities Word limit: 150 | | | | | |
|  | | | | | |
| **☐** Resilient Communities – capacity building / rebuilding and repairing from a pandemic Word limit: 150 words | | | | | |
|  | | | | | |
| **☐** Greener, Cleaner Communities – environmental action Word limit: 150 words | | | | | |
|  | | | | | |
| **☐** Creative Communities – creativity for health and wellbeing Word limit: 150 words | | | | | |
|  | | | | | |
| **Q6** | **Is this application for a community event or festival?**  **☐** Yes **☐** No  If yes, please provide the additional information required listed in the checklist on page 6 | | | | |
| **Q7** | **Partnership working: are you working with any other community groups or organisation to deliver this project? ☐** Yes **☐** No | | | | |
| If yes, please provide organisation names below: | | | | | |
| **Q8** | **Please provide the start and end date of your project.**  All funding must be spent by 31 December 2025. | | | | |
| **Start date:** | | | **End date:** | | |

|  |  |  |
| --- | --- | --- |
| **Section 3: Who this project is for?** | | |
| **Q9** | **Please detail below who you feel this project/activities will benefit within the community?**  Word limit: 150 words | |
|  | Please give details: | |
| **Q10** | **Does the proposed activity specifically target any of the following?**  Please select as required. Note: You will be asked to report on this at the end of the project. | |
| **☐** Ethnic minority | | **☐** Low income |
| **☐** LGBTQ+ | | **☐** Disability |
| **☐** Young people (up to 24 years) | | **☐** Older people (over 65 years) |
| **☐** General community | | **☐** Vulnerable Adults |

**FINANCE SECTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 4: Finance – activities and costs.** | | | |
| **Q11** | **Tell us how much money you need to fund the project you are applying for.** Please provide a breakdown. | | |
| **Item / activity** | | | **Amount** |
| 1. | | |  |
| 2. | | |  |
| 3. | | |  |
| 4. | | |  |
| 5. | | |  |
| 6. | | |  |
| 7. | | |  |
| 8. | | |  |
| 9. | | |  |
| 10. | | |  |
| **A.** | | **Total amount requested in this application.** Amount requested, up to a maximum of £1,500 |  |
| **B.** | | **How much of this total are you funding from your existing group resources?** |  |
| **C.** | | **How much is coming from other Funders / Sponsors?** |  |
| **D.** | | **Total cost of project.**  D = A + B + C |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section 8: Finance – other sources of funding** | | | | | | |
| **Q12** | | **What are your unrestricted cash reserves?**  **Please detail for each bank account held.** Restricted reserves are monies given by grant or donation for a specific purpose, which cannot be used for other activities. All other funding should be classed as unrestricted reserves. | | | | |
| **1.** | | Bank A/C | | | |  |
| **2.** | | Bank A/C | | | |  |
| **3.** | | Bank A/C | | | |  |
| **Q13** | | **Does your organisation receive any funding from Argyll and Bute Council or have any pending applications with the Council?** This includes Service Level Agreements.  **☐** Yes **☐** No | | | | |
| **Q14** | | **Is your project reliant on any other funding? ☐** Yes **☐** No | | | | |
| If yes, please provide the source of other funding and the status of any applications. | | | | | | |
| **Source** | | | | **Status** | | |
|  | | | | **☐** Secured | **☐** Pending | |
|  | | | | **☐** Secured | **☐** Pending | |
|  | | | | **☐** Secured | **☐** Pending | |
| **Q15** | **Please tell us your bank details.**  Please provide details of the account any funding award would be paid to. This **must** be noted here as we cannot copy these details from your bank statement. | | | | | |
| Account name | | |  | | | |
| Sort code (6 digits) | | |  | | | |
| Account number (8 digits) | | |  | | | |
| Building society roll number (if applicable) | | |  | | | |

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Q16** | **Please name another person from your organisation that is aware of this application**  This must **not** be the main contact as mentioned in **Section 1 Ques 1**. | | |
| **Role / post held in organisation** | |  | |
| **Telephone number** | |  | |
| **Email**  (\*this question must be completed) | |  | |
| **To the best of my knowledge and belief all information provided in this application is true and accurate.** | | | **☐ Tick to confirm** |

|  |
| --- |
| **Evaluating the success of the project.**  If you are awarded the Supporting Communities Fund, you will be required to complete an End of Project Monitoring Report. You may want to evaluate your project using some of the following methods:   * Attendance numbers * Evaluation forms / surveys * Onlinefeedback (Facebook, X) * Economic impact   More evaluation information can be found at [Evaluation Support Scotland](https://evaluationsupportscotland.org.uk/ess-principles-for-good-evaluation/)  If you would like further support, please contact your local Community Development Officer. |

**Thank you for your time in applying and considering this fund for your project.**

Please e-mail your application form with allrequired documents (see checklist on page 6) to:

[**supportingcommunitiesfund@argyll-bute.gov.uk**](mailto:supportingcommunitiesfund@argyll-bute.gov.uk)

Or Post to:

**Service Standards Officer,**

**Argyll and Bute Council,**

**Community Planning and Development,**

**Helensburgh and Lomond Civic Centre,**

**38 East Clyde Street,**

**G84 7PG**

Due to the large volume of applications received, we are unable to send acknowledgement of receipt. You will be contacted by a Community Development Officer as part of the assessment process.

**If you have not heard from an officer within 3 weeks of the closing date, please contact us at** [**supportingcommunitiesfund@argyll-bute.gov.uk**](mailto:supportingcommunitiesfund@argyll-bute.gov.uk) or **01436 658881.**

If your project is successful, we may ask to share photographs of your project on our website and we will contact you regarding this. We may also ask about evidence of the success of your project from your social media. We encourage you to use the hashtag: #abplace2b and the Council logo (which will be provided).