

Community Grant Scheme application form

Would your community project benefit from some funding? Do you have an idea that will change communities in around the Falkirk area for the better? If so, then apply for funding through our community grant scheme.

What is the community grant scheme?

Falkirk Council's Community Grant Scheme aims to support community groups and voluntary organisations to deliver projects that will make a difference to people living in the Falkirk council area.

Our priorities for community grant funding are **People, Place and Partnership**.

People

We will fund projects that foster good community relationships between people. Projects working with people who are disadvantaged or with protected characteristics are more likely to be successful particularly if the application can provide evidence of how people are coming together to improve relationships between people and communities. For example a sports or arts club encouraging the participation of minority ethnic people, or a community group organising an event or activity that is specifically targeted at reducing the impact of discrimination and disadvantage.

Place

We will fund projects that encourage people to take pride in their community. Projects that clearly set out the history or culture of the community they are celebrating are more likely to be successful. For example, community walks or notice boards celebrating the history or the cultural heritage of a community, Galadays and other community events could be supported under this heading.

Partnership

Projects that support the Council's approach to early intervention by providing services so that people can live full, independent and positive lives. For example – groups that work with older people to prevent social isolation and loneliness are likely to be successful under this heading.

How much can we apply for?

The community grant Scheme can offer support up to a maximum of £5,000, within any single financial year, towards community-based group projects that can usually be completed within one year.

How will my application be assessed?

Applications will be assessed on the following areas:

- The Project meets one of our three priorities listed overleaf.
- What difference your project will make to people
- Who your project is targeting and how many people will benefit
- Previous funding awards have been appropriately used.
- The project is inventive

Tips for Success

Projects that support the Council's approach to early intervention by providing services so that people can live full, independent and positive lives. For example – groups that work with older people to prevent social isolation and loneliness are likely to be successful under this heading.

- We are more likely to fund your project if you focus on providing facts and evidence on one priority rather than across all three priorities.
- Demonstrate as clearly as possible how your project involves and/or benefits local communities living in the Falkirk Area.
- We're more likely to fund your project if you can show that it could benefit a lot of people, or could benefit a small group of people in a big way.
- Please ensure that you read all the information available on the website, and your submission follows the guidance we have provided.
- We welcome ambitious and creative applications, but please make sure that your application demonstrates feasibility – be realistic in what you can achieve.
- Include as much detail as possible about your costs and how they will allow you to deliver your project.

What you'll need to know and have ready

- The organisation/groups Bank/Building Society account details.
- If you are a new organisation or group, we will need of copy of your constitution or set of rules.

About the Organisation

Organisation name *

Are you a new organisation? *

Yes No

If you selected yes,

We will need a copy of your organisations constitution or set of rules. You may email a copy to funding@falkirk.gov.uk or post this to us.

Do we have an up to date copy of your organisations constitution or set of rules? *

Yes No

If you selected no,

You will need to supply us with a copy of your organisations up to date constitution or set of rule within 6 months of this application. You may email a copy to funding@falkirk.gov.uk or post this to us.

Contact Details

This should be someone who will be able to answer any questions we may have about this application. It must be a current member of your organisation.

First name *

Last name *

What is your position in the organisation? *

Position	Tick
Assistant Treasurer	
CEO	
Chair	
Committee Member	
Community Councillor	
Company Secretary	
Convenor	
Joint Chief Executive	
Office Manager	
President	
Secretary	
Treasurer	
Trustee	
Vice Chair	
Vice President	
Other	

Please enter at least one telephone number in case we need to contact you

Telephone Number

Mobile Number

Email address *

We will send an acknowledgment email to this email address

Your Address

Address *

Town *

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County *

--

Postcode *

--

Organisation details

Organisation website (optional)

--

In what year did the organisation start? *

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Is the organisation a charity registered with the Office of the Scottish charity Regulator (OSCR)? *

Yes No

If yes what is your organisations charity number *

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How many Committee Members are involved in the running the organisation? *

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You need to have a minimum of 5 people

Are there any restrictions on who can join the organisation? *

Yes No

If you selected 'yes' please list the restrictions and why you have them?

Project details and priorities

What is the title of your project? *

Project priorities

Please select the projects priorities *

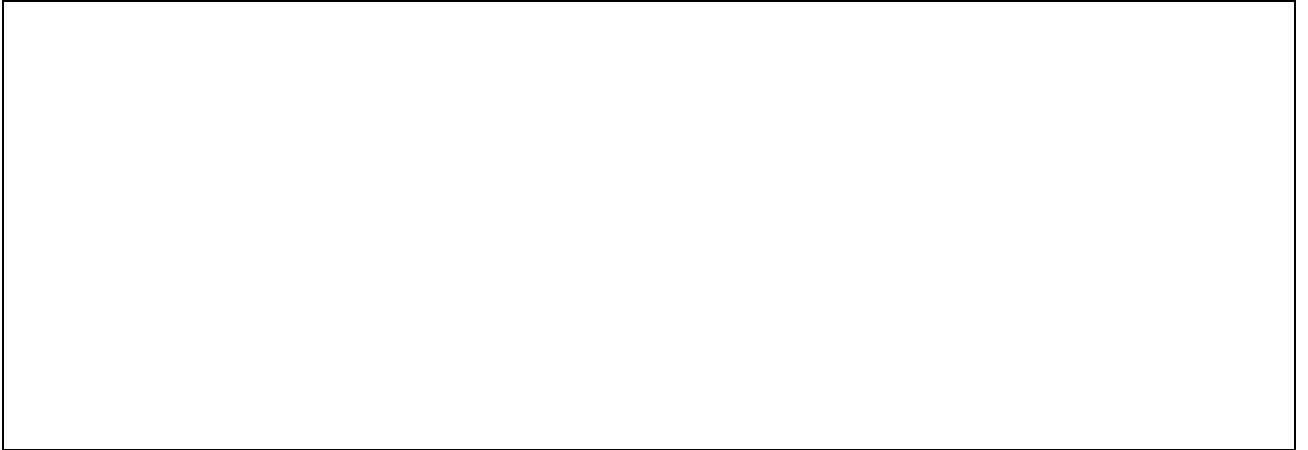
People

Place

Partnership

Why is your project needed

What activities will your project deliver? *



What difference will your project make?



Select the groups that will benefit from your grant? *

- Children & young people
- Older people
- Women
- Men
- Lone Parents
- People on low income
- People with an illness
- People with a disability
- Black, minority or ethnic groups
- Lesbian, Gay, Bisexual people
- Transgender people
- Other

Approximately how many people will benefit from your grant? * (Select one option)

- 1 - 9
- 10- 19
- 20-29
- 30-49
- 50-99
- 100+ *(You will be asked to provide evidence in your end of year report)*

What areas will benefit from your project? *

- Ward 1 – Bo’ness & Blackness
- Ward 2 - Grangemouth
- Ward 3 – Denny & Banknock
- Ward 4 – Carse, Kinnaird & Tryst
- Ward 5 – Bonnybridge & Larbert
- Ward 6 - Falkirk North
- Ward 7 – Falkirk South
- Ward 8 – Lower Braes
- Ward 9 - Upper Braes
- All of the Falkirk area

When will your project start and finish?

To be eligible for funding, your project start date should be at least 2 months after you complete this application and your project should be completed within 12months from receipt of your grant award. We cannot award grants for activities that have already taken place.

Start date? *

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Does your project have an end date? *

Yes No

If you selected yes what is your project end date

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Other Sources of funding

Are you applying for, or receiving funding from other sources? *

Yes No

If you selected 'yes' please detail the other sources.

Source (e.g. name of funder, ticket sales, raffles)	Amount £	Progress

Do your current cash reserves exceed the amount of grant you are asking for? *

Yes No

If you selected 'yes', please explain why you are not using your own funds.

Is your organisation making any non-financial contributions to the project/activity? *

Yes No

If 'yes', please list all non-financial contributions to the project/activity

Additional Information

Please provide any additional information which will support your application. You may want to include a draft program.

Bank account Details

Name of Bank/building society *

Address *

Town *

County *

Postcode *

Account name *

Sort code *

Account Number *

Building Society Roll number*

Declaration and Terms and Conditions

Before you submit your application you must read and agree the following Terms and Conditions of Award. Two signatories for the group should then sign the declaration, which confirms that the organisation understands and agrees to the Terms and Conditions.

Within the Terms and Conditions 'we' and 'our' refers to the applicant organisation. 'Falkirk Council' refers to the service providing the resources for which you are applying.

1. The Award

We will use the Award as described in our application form. Any changes must be agreed in writing and in advance by Falkirk Council.

We understand that any resource awarded must be used within the agreed period, which will normally be one year from the date of the Award letter or as otherwise stated within the Award letter.

We will tell Falkirk Council immediately in writing of anything that significantly delays, threatens or makes it unlikely that the Award will either not be used within the agreed period or not be used for the purpose described in the application.

We understand that we may be asked to produce regular progress reports on the use of the Award. We also understand that a final report must be completed and submitted to Falkirk Council within 3 months of all Award expenditure being incurred.

We understand that Falkirk Council will not increase the Award if we overspend, and that any unspent Award at the end of the agreed period should be returned to Falkirk Council.

We are aware that any equipment which has been awarded to us is under the charge of our organisation and must be regularly maintained and insured to its full replacement value and kept in a secure premise.

We understand that the amount and schedule of payments will be indicated in the formal offer of grant, and that no expenditure should be incurred until the offer of grant has been received, signed and returned to Falkirk Council.

We agree that in any publicity or public presentation about the funding it is essential to include an indication that the project was supported by Falkirk Council.

We understand that there is a possibility that Falkirk Council's internal or external auditors may wish to audit funded projects. We agree that any Officer may be required to make themselves and any relevant documentation available for any visit by Auditors at reasonable notice.

2. The Organisation

We will advise Falkirk Council in writing of any change to our constitution and provide a copy of the revised document.

We will advise Falkirk Council in writing of any changes to our bank or building society bank account.

We will keep all financial records and accounts, including receipts for items bought with the grant for two years from the completion of the project for which funding has been awarded. We understand that this does not release us from our legal responsibility to keep records for longer periods.

We will make all financial records available for inspection by Falkirk Council if requested.

We agree to meet all legislation regulating the way that we operate, the work that we carry out, the staff that we employ and the goods that we buy, particularly, but not exclusively covering the areas of Equal Opportunities,

Data Protection, Disclosure Scotland, Employment and Health & Safety.

If appropriate to the Award, we agree to comply with Falkirk Council's Financial Regulations and Standing Orders and any other guidance as advised by Council Officers. A copy of all such guidance will be supplied by Falkirk Council.

We understand that Falkirk Council will make public information about our Award.

We understand that we have a duty of care to our members and the public and will ensure that adequate Public Liability Insurance is in place to provide indemnity to our organisation and its members. We will provide these documents to Falkirk Council on request.

If appropriate, we will ensure that adequate Employers Liability and Property Insurance is in place. We will produce these documents for Falkirk Council on request.

We understand that Falkirk Council will not accept liability or be liable for any damages or injuries associated with projects for which the Council has provided equipment or granted an Award.

3. Leases of Property

We understand that in order to be eligible to receive an assisted let, we must be an organisation delivering services benefiting a local community, or communities, within Falkirk Council administrative area.

We understand that entry will not be granted to any property until a formal lease with Falkirk Council is concluded to the satisfaction of the Director of Development Services and the Chief Governance Officer, or their delegated Officers.

We understand that the Lease Agreement will be between our group and Falkirk Council and will be used as described in the application. We will not hand the property to any other organisation.

We will ensure that the terms and conditions of the lease will be fully complied particularly with regard to the payment of rent, use, repairs and maintenance, insurance and sub-letting.

We understand that if any of the terms of the Lease are breached, Falkirk Council shall commence proceedings to terminate the Lease and that the full rental value of the property shall become payable from the date of entry up to the Lease Termination date.

4. Falkirk Council may withhold an Award or ask for repayment, in whole or in part for the following reasons:

If we fail to keep to these conditions in any way.

If members of our governing body, volunteers or staff act or supply information at any time during the application process or project which is dishonest, significantly incorrect or misleading.

If for any reason the organisation ceases to exist, any unused Award will be returned to Falkirk Council. We will return any equipment or other assets bought with the Award to Falkirk Council or, with prior agreement of the Council, transfer the equipment or assets to another organisation with similar aims and objectives.

If we sell any asset purchased with an Award, we will notify Falkirk Council in writing and return an agreed proportion of the sale proceeds agreed with Falkirk Council.

If any equipment or asset is stolen, lost or damaged we will replace it or return monies obtained for insurance to Falkirk Council.

Declaration by Main Contact

I confirm that the information I have given on this application form is accurate and complete. I acknowledge that if I give misleading or inaccurate statements on behalf of the group or organisation we may not receive any grant or it may be withdrawn and have to be refunded to Falkirk Council.

I confirm that I have read the Guidance Notes and that I understand and accept the Terms and Conditions of the Award.

PLEASE PRINT:

Title (Mr, Mrs, Ms, Miss):				☞ This must be completed by the same person as named in Question 1
First name:				
Surname:				
Signature:		Date:		
Position within the organisation:				

Authorisation by Chairperson, Vice Chair, Secretary or Treasurer

Title (Mr, Mrs, Ms, Miss):				☞ This must be a different person to the one named in Question 1
First name:				
Surname:				
Signature:		Date:		
Home address:				
Phone number (daytime):				
Email address:				
Position within the organisation:				

Data Protection Act 1998

Please note that any information supplied on this form may be held, and processed for information purposes. The Council is a registered Data User with the Office of the Data Protection Register

Checklist

Before sending us your application, please check that you have done the following:



Answered all the questions on the application form	
The main contact from Question 1 has signed the Declaration	
The Chair, Vice Chair, Secretary or Treasurer (where they are not the main contact) has authorised the application	
Copied this application to keep for reference	
<ul style="list-style-type: none"> • A copy of the constitution or set of rules that your group has adopted. Your group must have this document to receive a grant from us. • A dated copy of your most recent yearly accounts verified by an independent person. New groups should provide a projected statement of income and spending for the next 12 months. This means an estimate of where you will get money from to run your group, from things like membership fees, fundraising and grants. Tell us how much money you expect to raise, as well as your expected costs for the next year. This could include things like the cost of hiring your building and buying equipment, or travel costs. • A copy of your group's most recent bank account statement. Please provide copies for all accounts you hold. This account must be in the name of your group, and at least two unrelated people must sign each cheque or withdrawal. <p>Or</p> <ul style="list-style-type: none"> • A copy of the pages in your passbooks showing your group's name, account number and current balance, stamped and signed by your building society. <p>Or</p> <ul style="list-style-type: none"> • If you are a new group which has only just set up a bank account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code. <p>Depending on your project / activity you may also need to send the following:</p> <ul style="list-style-type: none"> • Copies of any plans, maps or drawing etc related to your application for work on a building or land • Copy of planning permission if appropriate 	

<ul style="list-style-type: none">• Two quotes for any work to be carried out or items to be purchased over the value of £500• A copy of your Child Protection Policy/Vulnerable Adults Policy where appropriate• A copy of contents/ employer's liability/public liability insurance policy where appropriate• Confirmation that other statutory/licensing consents have been received (where appropriate)	
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PLEASE NOTE THAT APPLICATIONS CANNOT BE PROCESSED UNTIL ALL OF THE NECESSARY DOCUMENTS ARE RECEIVED BY THE EXTERNAL FUNDING UNIT