



Falkirk Council

Community Empowerment Capital Equipment Grant

Funded by UK Government Shared Prosperity Fund

CAPITAL EQUIPMENT GRANT - GUIDANCE FOR APPLICANTS

1. Introduction

The UK Shared Prosperity Fund (UKSPF) is part of the UK Governments commitment to level up all parts of the UK by delivering on each of their objectives outlined in the programme prospectus. Full information can be found [HERE](#)

The Community Empowerment Grants (CEG) form part of the Falkirk Council delivery plan under the UKSPF 'Communities and Place Theme'

The CEG programme delivers specifically against the UKSPF Interventions S8 and S9:

- **S8** - *Funding for impactful volunteering and/or social action projects to develop social and human capital in local places.*
- **S9**- *Investment in capacity building, resilience (including climate change resilience) and infrastructure support for local civil society and community groups.*

Falkirk Council, through the UKSPF fund, has introduced a one-off capital equipment grant programme for local community organisations. This opportunity is provided through Falkirk Councils UKSPF Capital allocation and as such can only be used to fund items deemed to be capital expenditure.

2. Grant detail

- The maximum award for the CEG Capital Equipment Grant will be **£8000**
- There are no % match funding requirements applicable to this funding stream.
- The grant period will commence from the date of award letter.
- Organisations must be capable of completing the expenditure and submitting their monitoring documentation, including evidence of spend and impact, by **31st January 2025.**

3. Eligible Organisations

Constitution

- The grant is open to all community benefit organisations, located within the Falkirk District, which operate for a collective, public, or social benefit, rather than to generate profit for owners, members, or shareholders.
- Applicant organisations must be constituted, and the constitution document narrative must demonstrate alignment with this definition.
- Constitutions are expected to contain a dissolution clause (or 'asset lock') which provides reasonable assurance that assets are to be handled in a manner consistent with a non-profit status.
- Local branches of national third sector organisations will only be considered eligible where the local branch is independently constituted and holds their own local branch bank account, grant funds, and annual accounting responsibilities, independently from the parent group.

Financials

- Applicant organisations must have their own bank account and be able to supply the 3 most recent statements as part of the application submission.
- Applicant organisations must have annual income of no more than £250,000.
- Applicants must be able to supply their latest set of 'independently verified' annual accounts.
- The organisation name on accounts must match the name on the governing document and bank account(s).
- If you are a newer organisation and do not yet have a full set of annual accounts then we will consider an alternative route of assurance via submission of the initial year financial projections, and a reference of support from e.g. previous/current funders, local councillors, umbrella organisations etc.
- Financial transactions are required to be either authorised (before payment) or checked (after payment) by another person independent of the person initiating the payment. This is commonly referred to as having two account signatories.

Policies

- Applicant organisations are expected to have, or be in the process of developing, key policies and procedures which are appropriate to the organisation age, size and nature, and in line with any legal requirements.

Other

- Where organisations are already in receipt of funding from the Falkirk Council Communities Team, the status of those existing grant projects would need to be up to date in regards to financial reporting and monitoring information submissions to be considered eligible for any further UKSPF Grant consideration.

4. Eligible projects

Please see Appendix A at the end of this document for guidance to community groups on examples of the types of equipment expenditure which would be considered eligible for consideration under this stream.

We would note that larger scale capital projects involving items such as land acquisition, building alterations or trades work, vehicle purchase etc are not considered eligible for this funding opportunity.

The provided list of examples is not exhaustive. We would encourage groups to discuss their potential projects with our CEG partners at Falkirk Council Community Development Team and CVS Falkirk and District during their grant planning stage.

Where relevant, any authority or permissions relating to the project must already be in place at the time of application submission. (e.g. landlord permission to place or store large equipment on site)

The Award Panel will review applications that have met the initial compliance criteria based on how the information provided supports building capacity and resilience in the organisation, and our communities, with particular focus on:

- community action plans
- poverty and inequality
- arts and heritage
- climate and community safety

Applications should evidence how the equipment requested will contribute to community capacity building, reducing identified in-equalities, increasing the number of individuals accessing services or improving the quality-of-service delivery within the organisation.

Applicants are encouraged to include any information regarding consultation with their local communities and/or membership which has resulted in the identification of the project as a priority, and/or details linking the project to the applicant's wider business planning.

Submissions should clearly outline how the success of the project would be measured, including baseline and projection figures where applicable.

As well as the key project narrative, the panel will consider each organisations current capacity and need. Where groups are holding significant, non-restricted reserves we would encourage applicants to make note of any pre-existing anticipated expenditure outwith the CEG project costs being applied for.

5. Evidence of project costs

When reviewing grant applications the Awards Panel will always consider the Value for Money associated with the costings detailed in the submission. As an awarding body we also have the responsibility to meet guidance on 'following the public pound.'

It is a requirement that applications are supported by costings evidence as follows:

Item value	Number of quotes/estimates
Under £500	none

Between £500 and £2999	At least one quote, estimate, or detail of product and costing from a supplier website or catalogue.
£3000 and over	At least three quotes, estimates, or details of product and costing from supplier websites and/or catalogues.

Please note: Item refers to a budget line entry rather than an individual item of goods. For example if your group is looking to buy 10 laptops at £300 each, you would need to submit three separate pieces of evidence from different suppliers to evidence comparable costings for the product.

6. Application Process

This is a single round of CEG grant allocations and all applications received will be assessed at an Awards Panel meeting in early October 2024.

Eligible organisations are invited to submit their applications during the period:

18th August 2024 to 20th September 2024.

- The CEG Capital Equipment Grant Application forms are available on the Falkirk council website [HERE](#)
- Applications can be submitted electronically to spf.communities@falkirk.gov.uk

Postal returns can be sent to:

FAO: Community Partnership Team
Housing & Communities
Falkirk Council, The Forum
Callendar Road
FK1 1XR

Please note: Falkirk Council accepts no responsibility for applications which miss deadlines due to delayed postal service or incorrect email address.

Applicants are advised to ensure that their submission contains all relevant detail they wish to be considered, and all mandatory supporting documentation including:

- Application Form
- Copy of three most recent bank statements
- Copy of your signed constitution
- Copy of independently verified accounts for the previous accounting year
- Evidence to support expected project costings
- Any other relevant documentation to support the assessment process

7. Assessment process and awards

The Awards Panel making decisions on grant allocations will be made up of representatives from the Community Planning Partnership, Voluntary Sector, Community Groups, and Falkirk Council. This

representation ensures decisions are driven by those with knowledge of our local area and strategic priorities within the communities.

The UKSPF CEG programme strives to help as many projects as possible, but we inevitably cannot fund all the requests we receive due to UKSPF budget constraints.

The panel members will review the organisation and project information for each application and agree any award decision based on eligibility, alignment with the UKSPF themes aims and objectives, organisational and community capacity, value for money, feasibility, and impact.

Should the number of applications received originate heavily from one or two geographical locations within the district, panel members may also apply some consideration towards fair and equitable ward distribution of the fund allocation.

Award panel decisions are considered final, with no appeals process.

If your application is successful:

- An award offer will be sent to the nominated contact on the application form.
- Applicants have 7 working days to return signed acceptance of the offer, terms and conditions.
- On receipt of acceptance, payment will be processed of the award amount from Falkirk Council to the grant recipients confirmed bank account.
- Any changes to the funded project, your organisational status, or nominated contacts during the lifecycle of the grant must be notified immediately to Falkirk Council.
- Monies spent on the project should be identified as capital expenditure in line with recipients own end of year accounting systems and reporting.
- All project expenditure is to be completed, and grant reporting and monitoring information sent to spf.communities@falkirk.gov.uk by **31st January 2025**.

If your application is unsuccessful:

- A communication will be provided to the nominated contact on the application form outlining the panel decision and any feedback the panel have requested to be relayed regarding your application.

We aim to notify all applicants of the award panel decisions by **19th October 2024**.

8. Publicity

Successful applicants must demonstrate support from Falkirk Council and the UK Government's Shared Prosperity Fund, this includes any publicity including press releases in relation to the funded project.

Logo's will be sent to successful applicants along with the grant monitoring form during award communications stage.

For further information please visit the Government website [SPF Branding and Publicity \(opens in a new tab\)](#)

9. What we cannot fund:

- Revenue costs
- Larger scale capital works programmes e.g. land acquisitions, building alterations or trades works.
- Costs already incurred, or procurement which will take place before we have decided on an application (i.e. retrospective funding)
- Project costs which are already covered fully by another confirmed grant (i.e. double funding)
- Non-constituted groups
- Individuals
- Private businesses
- General fundraising or appeals
- School-based projects
- While faith-based organisations may apply, we cannot fund the practice of religion, or any activities that actively promote religion or particular belief systems. We cannot fund projects that are exclusively serving only those who practice a specific religion.
- Applications received after deadline, or non-compliant applications.
- VAT that is reclaimable from HMRC
- CCTV

10. Support and advice

For any enquiries regarding the Community Empowerment Capital Equipment Grant please do not hesitate to get in touch, we are here to help with any questions you have and to support in any way possible.

Please email us at:

spf.communities@falkirk.gov.uk

Falkirk Council Community Development Team are here to help organisations with any capacity building or to offer support to complete applications, please contact them at:

communitydevelopment@falkirk.gov.uk

CVS is a Third Sector organisation within Falkirk. If you require capacity building or organisational development support to complete the form fully, please do contact CVS Falkirk & District at:

info@cvsfalkirk.org.uk

APPENDIX A: Capital equipment expenditure examples

As noted within the main guidance, all requests for funding under this grant programme must be capital expenditure.

Capital funding can be used to purchase assets, and for this funding stream we will consider capital assets to be those which are expected to have 'wider community benefit' and would reasonably be expected to have a useful practical lifespan of 3 or more years.

The examples and information provided below are not exhaustive and applicants are encouraged to work alongside our UKSPF partners at the Community Development Team and CVS Falkirk to support the application process.

Example Capital Project expenditure
PA and audio/visual systems – new projectors, screens, TV screens, entertainment and sound systems.
Purchase of lighting rigs, staging, musical instruments etc. to enhance public performances.
New, large white goods and appliances such as chest freezers, fridges, cookers, dishwashers etc
Machinery and equipment required for the regular operation of the organisation/project, e.g. lawnmowers/scarifiers for bowling clubs, vending and coffee machines for cafeteria areas.
Substantial items of leisure and sporting equipment such as canoes, mats, gym equipment, tennis/badminton nets, pool tables. (but not consumables or personal items of equipment such as balls, clothing)
Desks, chairs, benches, partitions, and other physical items of office/premises furniture.
Substantial storage solutions such as sheds, trailers, large cabinets, or racking.
Electronic hardware (e.g. laptops, iPads, monitors, and other larger IT peripherals) that support or enhance the running of the organisation (but not associated consumables such as ink, paper, replacement batteries etc)
New seating, tables, or workstations for community halls or premises.
Equipping a Multi-Use Games Area (MUGA) or a Sensory Facility.

By way of example we have also included below some instances of applications which would not qualify for this capital equipment funding:

Example project request	Reason for non inclusion
Repairs or general maintenance such as boiler repair or painting and decorating	Repairs only maintain an existing asset. Inclusions only possible where part of large scale refurbishments.
Funding training classes	No asset is being created
Replacing floor tiles	Only maintains an existing asset
Running costs (e.g. salaries, energy costs, insurances)	No asset is being created
Funding professional fees	No asset is being created
Activity related items such as foodstuffs, stationery, crafting supplies etc. that are used up quickly in the regular operation of the organisation.	No asset is being created