



**Falkirk Council Community Empowerment Capital Equipment Grant**

**Funded by UK Government Shared Prosperity Fund**

**Capital Equipment Grant Application Form**

If you require any assistance or have any questions when completing this form, please get in touch at [**spf.communities@falkirk.gov.uk**](mailto:spf.communities@falkirk.gov.uk)

**Please note Falkirk Council Community Empowerment Capital Grant is for capital purposes only. No monies will be awarded in respect of revenue costs.**

## **About your Organisation**

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| --- | --- |
| Name of Organisation |  |
| Main Contact / Position in organisation |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| Email |  |
| Falkirk Council Ward |  |

**Charity Number**

*If applicable, please provide your Charity number as registered with OSCR or the Scottish Charity Commission. This is in the format of SC12345.*

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We confirm that we have read the CEG Capital Equipment Grant Guidance and Terms & Conditions documentation.

Please confirm that your request is for capital equipment funding only

UKSPF capital equipment funding

*Organisations with an annual income of £250,000 or over are not eligible for grant support.*

## **About your organisation**

Is the organisation currently receiving any support, advice, or information from: -

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Yes / No** | **Type of activity** |
| Falkirk Council Community Development Team |  |  |
| CVS Falkirk & District |  |  |
| Other (please detail) |  |  |

Please provide an outline of the organisation’s aims/objectives. What does the organisation hope to achieve. If appropriate please attach any relevant projected income, business plan and organisational strategy.

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| *E.g., Developing and expanding the services the organisation provides. increasing membership, delivering new services.* |

Does your organisation work with a specific group of individuals?

*For example, children and young people, elderly residents, those experiencing exclusion or disadvantage.*

Children and young people

Excluded or disadvantaged

Elderly residents

Other

Please provide details below:

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Please provide details of the current membership of your organisation if available.

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| --- | --- |
| Total membership |  |
| People aged 25 - 64 |  |
| Young people 16- 25 |  |
| Older people 65+ |  |
| Children under 16 |  |

Does your organisation have any policies in place?

*This could be a safeguarding policy, health, and safety, or PVG schemes if working with children, young people and/or vulnerable adults.*

Health and Safety policy

Any Safeguarding policy

PVG Scheme

Any other policies

Please give details below:

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Does your organisation have an active bank account? Yes  No

If so, do you have at least 2 signatories on the account? Yes  No

**Please provide three most recent bank statements when submitting this application. Please provide information on all bank accounts held by the applicant organisation.**

**Do you have independently examined or audited Annual Accounts?**

*If you are a newly registered Charity and have not yet produced Annual Accounts, we can still consider your application. You will be asked to provide details of an independent referee and a recent copy of a bank statement dated within the last 3 months.  Please also send us a projection showing your organisation's expected income for its first year.*

Yes  No

**All registered charities must include the date of the last audited accounts submission to OSCR.**

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| --- | --- |
| Date of Submission |  |

**Trustees/Committee Members**

Please provide details of 2 Trustees/Committee Members within your organisation

*These contacts must be both a Trustee/Committee Member* *and an individual authorised, to apply on behalf of the organisation. Their details will be used as a contact point for all automated emails from Falkirk Council, including confirming receipt of the application and our final funding decision.*

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| --- | --- | --- |
|  | Name One | Name Two |
| Name |  |  |
| Email |  |  |
| Contact Number |  |  |

**Please ensure that the Trustees/Committee Members have given permission for their information to be shared.**

**Correspondence and outcome in relation to applications will only be shared with the two named contacts listed above.**

*If any Member has any communication support needs that we need to know about, please let us know.*

**Are any of your Trustee/Committee Member** **also paid members of staff?**

*By paid members of staff, we mean individuals who are employed by your organisation and receive a salary.*

Yes  No

If Yes please give details below:

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## **Funding**

*Please note that the maximum amount that can be applied for is £8,000 (Inclusive of VAT) Only VAT that is non reclaimable from HMRC is eligible for inclusion).*

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| --- |
| £ |

How much funding would you like to apply for?

Has any other funding been secured, or other applications awaiting decision, to support these costs? (if yes please detail)

Yes  No

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| --- | --- | --- | --- | --- |
| **Funder** | **Application Submitted (date)** | **Amount requested** | **Expected outcome date** | **Awarded Yes/ No** |
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Please provide details of the purpose of this funding. Please details how this will fulfil a need within your community and how this will help to build the capacity within the organisation.

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**Please provide a breakdown of the capital equipment costs that you wish to apply for.**

*For each line please ensure that descriptions and any associated calculations are recorded. Any items over £499 must be accompanied by evidence E.g. quotes, catalogue or website pricing etc. Please refer to the grant guidance for evidence requirements.*

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| ***Description*** | ***Amount £*** | ***Evidence provided? Y/N*** |
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Please confirm that any authorisations or permissions required for the completion of this project are already in place. E.g. landlord approval for placement or storage of large equipment.

Yes

n/a

Are you confident this funding will be spent, and evidence of completion of your project provided to Falkirk Council, by **31st of January 2025?**

Yes

No

If not, please provide details.

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Do you require any support to help complete this spend or manage it? Yes  No

***If you are NOT currently receiving support from either Falkirk Council Community Development Team and/or CVS Falkirk & District, please confirm you are willing to access this support as a condition of grant award?***

Yes  No

Please confirm that you give consent for information to be shared with relevant organisations. E.g., Falkirk Council Community Development and/or CVS Falkirk.

Yes  No

Please provide specific detail on how you will measure the impact of this funding, if awarded?

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## **Declaration**

Please confirm that you have attached the following:

* Three most recent bank statements.
* A copy of your signed constitution.
* Copy of your verified accounts for the latest accounting year
* Evidence to support projected costs
* Any other relevant documentation

Please confirm you are authorised by your organisation to make this application and accept the Terms and Conditions set out below on its behalf.

To the best of your knowledge, all information you have provided in your application provided is a

true and accurate account of your organisation’s work, financial position, and requirements.

Please confirm that you have understood that a requirement of funding is that a member of your

organisation takes part in a capacity building activity. This is outlined in the terms & conditions below

(Capacity building and support).

We may, very occasionally, wish to share relevant updates and learning with the organisations we

fund. Please let us know, using the check box below, whether you are happy to receive this

information. Please note you do not have to give your consent to apply. Falkirk Council is relying on

your consent to share this information with you. You can unsubscribe at any time by emailing us at [dataprotection@falkirk.org.uk.org.uk](mailto:dataprotection@falkirk.org.uk.org.uk)

|  |  |
| --- | --- |
| Authorised Signatory (Block Capitals) |  |
| Position in Organisation |  |
| Authorised signature |  |
| Date |  |

**Please return completed application to** [**spf.communities@falkirk.gov.uk**](mailto:spf.communities@falkirk.gov.uk)

**For paper applications please post to**

FAO Community Partnership Team

Housing and Communities

Falkirk Council

The Forum

Callendar Road

FK1 1XR

**Support and Advice**

For any enquires 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](mailto: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](mailto: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](mailto:info@cvsfalkirk.org.uk)

**UKSPF Community Empowerment Capital Equipment Grant**

**Terms & Conditions**

**Use of Data**

Your organisation unconditionally authorises Falkirk Council to:

* Retain, store, and use the information you give us in your application and future reporting for administration, analysis, research, and promotional purposes.
* Publish details of any financial or non-financial support given to your organisation.
* Pass any details obtained about your organisation through this application or through subsequent assessment procedures to external agencies, including other grant-making bodies.
* Use such information as part of any survey undertaken by Falkirk Council and/or use any such details as part of any press release or publication without the need at any time to obtain the further consent or agreement from your organisation.

**Use of funds:**

If awarded funding, the grant will be spent only for the purposes described in your application and the grant has been approved by Falkirk Council on the information provided in your application. The funding can only be spent by the organisation to which we awarded funding.

* The grant will not be paid until you have provided the necessary documentation to show the organisation’s bank details, i.e., a copy of a bank statement/letter no older than three months, and constitution and proof of registration (if appropriate).
* The grant will not be paid until you have met any other specific conditions of release, as detailed in your award letter.
* The grant period commences upon release of the award letter.
* Any instalment of the grant must be used, and evidenced, within the timeframes specified in your award letter(s).
* The grant period ends **31st January 2025**.
* You will return the fully completed grant monitoring report to Falkirk council no later than **31st January 2025.**
* We reserve the right to contact and/or visit you to see the funded work during the life of the grant.
* You will inform us, in advance where possible, of any significant change to the funded work, proposal or your organisation throughout the grant period (even if you have not yet drawn down the grant). A ‘significant change’ includes but is not limited to: -

- A consequential change to your grant’s expenditure or funded activity.

- Any change in your organisation’s legal status or constitution.

- Any significant operational changes within the organisation that are likely to affect the funded work.

- Any serious financial or governance issue facing your organisation.

- Any safeguarding concern raised about your organisation, its staff, or volunteers.

- Any underspend of our award.

If you are not sure whether you need to let us know about an issue or change within your organisation or the funded work, please contact your Funding Officer or email spf.communities@falkirk.org.uk.

* You will inform us of any notifiable events your organisation makes to OSCR (Scotland) during the lifetime of the grant or any serious incidents that meet this threshold if you are not regulated. A list of such notifiable events is available on OSCR’s website [here](https://www.oscr.org.uk/media/2155/2016-03-15_guidance-for-notifiable-events_web-version.pdf).
* Any underspend of the grant must be declared to us and may be refunded/repaid to Falkirk Council.
* We reserve the right to withhold a grant or require repayment if:
* You have deliberately falsified information as part of your application or reporting.
* The work undertaken is not the work for which the funding was approved and where we have not approved these changes.
* Your organisation becomes insolvent or goes into administration, receivership or liquidation and the funding has not been spent on its intended purpose.
* We will sometimes apply additional conditions to an individual grant, and these will be included in your award letter.
* Where the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these Terms and Conditions shall be deemed to be a signature to that agreement.

**Additional Information - Capacity Building & Support**

* For all grant recipients, as a condition of grant, organisations should agree to participate in at least one capacity building activity with our UKSPF partners during the grant period. These activities could be as simple as a group session working with other like-minded organisations to create a work plan, do basic accounts, review existing organisational status, or to update constitution.

**Publicity**

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

For further information please visit the Government website [SPF Branding and Publicity (opens in a new tab)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6)

All Grants awarded via the programme should evidence their activities meet the Scottish Government’s approach to Fair Work and Net Zero. This will not be achievable for all projects but efforts to work towards these measures will further evidence Falkirk Council’s commitment to eradicating poverty and achieving Net Zero.

This will include.

* Appropriate channels for effective voice and employee engagement, such as trade union recognition
* Investment in workforce development
* Action to tackle the gender pay gap and create a more diverse and inclusive workplace.
* No inappropriate use of zero-hours contracts
* Payment of the Real Living Wage
* Flexible and family-friendly practices
* No fire and re-hire policies
* Actions to ensure your business has a credible plan in place to reduce its greenhouse gas emissions to net zero by 2045, at the latest.