

Funding Application Guidance for Applicants

Why This Guide?

These notes are to aid all applicants in determining whether this funding stream is the most appropriate for them. It also provides the guidance required to complete the application form.

If you have any questions or communication needs (large print, other language, audio) please

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Is this the Right Funding stream for you?

Do you need funding to help people become active within their community?

Do you have a UK based bank or building society in the name of your organisation that requires at least two people (who are unrelated and do not live at the same address) to sign cheques or make a withdrawal?

Can you send us an application at least three months before your project starts and complete it before the end of the financial year?

Can you explain the need for your project and the changes that will happen because of it?

If yes then this might be the right programme for you.

What we will support - Our Objectives.

The Community Safety Partnership aim to make our communities a safe environment in which to live work and visit. This is not just about anti social behaviour and crime; it also looks at the quality of life of our residents - injury prevention, accident awareness and home/road/leisure safety.

We want to make a difference through these projects and we will consider how well your project meets the objectives during the application process. You must show how your project meets some of these objectives to be considered for a grant.

We also have identified priorities by considering the needs of different people and communities, as well as reviewing previous applications.

Our Priority areas/Objectives

- Reducing crime, disorder and anti-social behaviour
- Reducing accident in the community (fire, road safety, workplace and home)
- Diversionary activities for under 18's
- Injury prevention for under 5's or over 65's
- Tackling domestic abuse
- Prevention of Reoffending

What can your grant pay for?

In your application you will need to tell us what the grant would be spent on and how this will achieve one of more of our outcomes

Here are some examples of what a grant can pay for:

Equipment hire and purchase.

Annual events that we have not previously funded.

Information technology equipment

Materials and equipment for use in your project.

Publicity materials for use in your project.

Specialist staff wages (dance teachers, tutors, etc)

Start up costs

Training

Transport costs

Venue Hire

Volunteer Expenses

But we won't pay for:

Activities that happen or start before we confirm our grant.

Day to day running costs utility bills, council tax rent)

Contingency costs

Fundraising activities

Ongoing staff costs

Political or religious activities

Project that cannot be completed before the end of the financial year.

Refurbishment of buildings/property projects

Registration and affiliation fees for existing clubs.

Repeat or regular events we have funded before

Routine repairs and maintenance

Used vehicles

Data Protection and Freedom of Information

Data Protection

We will use the information you give us on the application form and any supporting documents during the assessment and for the life of any grant we award you to administer and analyse grants and for our own research.

We may also share information with other council departments for the prevention and detection of fraud. We may use the data you provide for own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information

The Freedom of Information (Scotland) Act 2000 gives members of the public the right to request any information that we hold. This can include information received by third parties, such as, although not limited to grant applications, grant holders contractors and complainers.

If information is requested under this act we will release, subject to exemptions, although we may consult with you first. If you think that the information you are providing may be exempt from release, you should let us know when you apply.

Application Form Guidance Notes

So you want to apply? The guidance notes have been put together to help you put together the best application form you can. This in turn will enable a quicker turn round as we shouldn't need to come back to you for further information.

Part One - About your organisation.

Question 1 Name and Address - give the full name as it appears on your governing document and the main and registered address including postcode

Question 2 Main Contact - this is the person who submits the form. They should be someone from your organization who can talk about your project and can be contacted in office hours.

Communication needs - this may be text phone, large print, Braille or another language.

Part Two - About Your project

Question 3 - Provide a short title that we could use for publicity purposes. Try to make a unique title.

Question 4 Describe your project - by 'project' we mean the event of activities you plan to carry out using the grant. Be specific about what you will do how you will do it and what you would spend the grant on.

Question 5 Project Dates - if your start date is flexible put in the earliest date when your project could begin. Your project must be completed by the end of the financial year in which you apply.

Question 6 What area - tell us if the project is going to be authority wide or the areas where most people will benefit if not across the whole authority.

Question 7 How Much it will Cost - list all the individual items or activities that make up your project, include everything in your project even if you are not asking us to fund it. Give the total cost of each item in column A and how money much you want from us in column B. If you want us to fund all your project costs then the figures in column A and B will be the same. Make sure costs are accurate and based on quotations where possible. **Please check that totals are correct.**

Question 8 Additional funding - if you need to raise funds from other sources you must be able to show that you will be able to do this and it will not affect your project and cause delay. Let us know if you have already raised some funds or plan to use reserves or savings. If you have applied to other funders but have not heard from them tell us who they are and when you expect a decision. If you want us to fund all your project costs and are not contributing any funding from other sources add 'not applicable'.

Question 9 How you have worked out your costs? - tell us if you have used quotations, estimates, prices from suppliers or experience from other projects. If you have made assumptions when working out the costs, say what these are.

Question 10 What other Partners are involved? - tell us other organisations that you are working with to help delivery your project. Ensure that these partners are aware of their involvement before adding them to the form. Partners could be supplying monetary gifts, publicity, or their time in the form of staff or admin support.

Question 11 How do they contribute to the success? - list what each partner is bringing to the project and specify whether theses resources are paid for or in kind.

Question 12 Children, young people and Vulnerable adults - if this is a yes as a minimum we expect you to:

Have safeguarding policies in place that are appropriate to your organizations work and the project you are asking us to fund.

Review your safe guarding policies at least every year

Complete a rigorous recruitment and selection process for staff and volunteers who work with children young people and vulnerable adults, including checking criminal records and taking up references.

Renew criminal records checks every three years

Follow statutory or best practice guidance on appropriate ratios of staff/volunteers to children young people and vulnerable adults.

Provide child protection and health and safety training or guidance for staff and volunteers

Carry out risks assessments, if appropriate

Secure extra insurance cover if appropriate.

Part Three - The difference your project will make

Question 13 What is the need..? - make sure you tell us about the needs the people who will use your project have. Explain how you know that they have these needs and show how your project/activities will meet the need identified. You could show this through - organising a meeting that anyone interested can come to, carrying out a survey with the people who would use the service, finding out if there is a lack of this type of project/activity and would it be used if it was available, evaluating previous projects or seeking feedback on a pilot project.

Question 14 Which outcome will you meet? - your project must meet at least one outcome to be considered for a grant.

Question 15 How will you make sure that as wide a range of people as possible benefit? - tell us how many people your project will reach and explain the different ways they will benefit from it. If it will improve your local community tell us how you think this will happen.

If you plan to promote or publicise your project explain how you will do this and how many people you hope to reach.

Remember that this section will form the base of your evaluation and you will be monitored on how you have achieved against the figures given here.

Question 16 Evaluation - tell us how you intend to evaluate the project to ensure that your outcomes have been achieved. You can also mention if the project is to continue beyond the timescale of this funding.

Part Four - Finishing your Application

To apply for a grant you must tick **all** the boxes.

You must be able to comply with the terms and condition of the grant as specified in the application pack sent to you.

All the questions have been answered and the financial information is correct.

If there any questions or queries arising from the completion of this form contact:

Diane Kane on 0141 574 5751

or email: diane.kane@eastdunbarton.gov.uk