**Community Grants Fund**

**Guidance Notes for Registration and Application**

**One off Grants**

**2023 - 2024**

# The purpose of the Community Grants Fund is to support community, sports and voluntary organisations. Funds are available towards operational, project and fee waiver costs where activities contribute to the quality of life of the people of Inverclyde.

# You can only apply for one of our grants if:

* Your group/organisation are actively based and provide services in Inverclyde
* Applying as a sports club, you are actively operating, training and playing in Inverclyde or setting up to do so
* You are a non-profit group or a voluntary sports club which has an Under 19 section/ players
* You have Public Liability Insurance (where applicable)
* You have a constitution, set of rules or Memorandum and Articles of Association which is dated and signed as ‘adopted’ by an office bearer on behalf of your group
* You have a bank or building society account which requires at least two signatures on each cheque or withdrawal
* You can spend the grant within one year of the date of our award letter
* Your organisation is registered with Inverclyde Council (see below)

Applications will be accepted by organisations where funding is being sought for various projects/activities.

**We will not:**

* Give grants to cover goods or services that you order or receive before the date on our award letter
* Give grants to cover core salary costs
* Award any organisation applying under ‘Facilities/Core Costs’; ‘Project Costs’ or ‘Fee Waiver’ more than £10,000 - the maximum amount which can be received
* Fund activities which have closed membership or that discriminate against other groups or residents of Inverclyde
* Fund private clubs for commercial activities but will consider requests to support initiatives designed to widen access and increase participation by disadvantaged and under-represented groups
* Fund organisations who contract with, or intend to contract with, the public sector

**THE REGISTRATION PROCESS**

In January 2014, Inverclyde Council introduced a registration scheme for organisations seeking financial support from the Council. The registration process is designed to:

* Improve the effectiveness and impact of funding disbursed through the Grants budget
* Help the Council to confirm compliance with all relevant legislation (Health and Safety, Child Protection, etc)
* Follow the public pound and ensure best use of resources
* Inform decisions about the level of funding to be awarded to organisations

All organisations will now be required to register with the Council using the registration/application for a one off grant.

**Your Application’s Journey**

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| * Your registration/application form comes in and we check to see if it is complete
* If your application is not complete, or there are missing supporting documents, we will contact you by letter/e-mail
* Incomplete or late applications will not be assessed
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|  |  |  |
| * If your registration/application is complete it will be assessed. Officers of the Council will undertake a technical assessment to ensure it complies with legal and financial requirements
* Organisations who fail this technical assessment will be advised of the reasons for this and given the opportunity to rectify the position
* Applications which pass the technical assessment will be forwarded to the Grants Sub-Committee for consideration along with an officer assessment of how well the application meets the Council’s priorities and the aims of the Community Grants Fund

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| * Your application will be considered by the Grants Sub-Committee
* If the Grants Sub-Committee decide to reject your application, we will let you know as

 soon as possible by letter* If we decide to give you a grant, we will write to you and confirm the amount which will

 be paid directly into your nominated bank account |
|  |  |  |
| * You will have to provide an update on actual spend and activity within one year of the award being issued
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# How we Assess your Application

We will look at:

* How your group/project is set up and managed
* What difference your grant will make in meeting the needs of your community and how it will help address the priorities of Inverclyde Council and its Partners as outlined below:

**Inverclyde Priorities 2023-33**

Inverclyde’s commitment is “Success for All – Getting it Right for Every Child, Citizen and Community”.

The five strategic priorities are:

1. **Empowered People**

Communities can have their voices heard and influence the places and services that affect them. Gaps in outcomes linked to poverty are reduced.

1. **Working People**

More people will be in sustained employment, with fair pay and conditions. Poverty related gaps are addressed, so young people can have the skills for learning, life and work. Businesses are supported and encouraged to reduce their carbon footprint and develop green jobs.

1. **Healthy People and Places**

People live longer and healthier lives. Supportive systems are in place to prevent alcohol and drug misuse. Our natural capital is looked after, and we are effectively adapting and mitigating the effects of climate change.

1. **A Supportive Place**

Vulnerable adults and children are protected and supported, ensuring they can live safely and independently. We recognise where people are affected by trauma and respond in ways that prevent further harm and support recovery. Public protection and community safety are improved through targeting our resources to reduce the risk of offending and harm.

1. **A Thriving Place**

Growth in our working age population by encouraging people to stay here and attracting new people to settle here. Development of strong community-based services that respond to local need. Homes are energy efficient and fuel poverty is reduced. Increased use of active travel and sustainable transport options. Easy access to attractive and safe public spaces, and high-quality arts and cultural opportunities.

As we consider your registration/application form, we may phone you for more information about your organisation or activities. We may also contact your referee.

# Successful Applications

If we award you a grant, you will have to keep to our terms and conditions. You must agree to these in advance by signing the Conditions section of this form. This does not guarantee that you will get a grant but will help us to pay any grant quickly.

# Notes to help you with the questions on the registration/application form

Please keep these guidance notes beside you and refer to them while you complete the form. **Those elements of the application which will be included in the technical assessment are highlighted in bold italics.**

**Section 1 – How your organisation is set up and managed**

This section is about your organisation’s details. The main contact requested in 1(b) must be someone from your group who can talk about your application in detail.

When completing question 1(f) it is important to give as clear a description as possible of what your organisation does. For example, if the purpose of your organisation is to represent the views of your community to public sector agencies, you should state how you go about finding out views of your community, how you go about communicating these views to the agencies concerned and give some examples of recent activities/successes in influencing decisions.

When assessing this section of your application and the documents attached officers will consider:

* How your organisation is structured and managed
* The extent to which the work of your organisation is directed and delivered by local people
* ***Whether those organisations working with children, young people or vulnerable adults have the correct safeguarding procedures in place***
* What your organisation is set up to do and how well it is achieving it aims and priorities

**Section 2 – What difference will your grant make?**

These questions are about what your group would do with the grant if your application is successful. This section will allow us to assess your application, so it is important that you complete it to the best of your ability.

At 2(a) you should describe the project activities you want us to fund; the proposed outcomes from the activities, and identify which area(s) of funding you are requesting support towards:

**Facilities/Core Costs:** running costs linked directly to the delivery of activities/services provided by the group/organisation, ie heating, lighting, rent

**Project Costs:** costs linked directly to a specific project being delivered by the group/organisation ie resources, uniform, event

**Fee Waiver:** support for organisations towards costs for the hire of Inverclyde Council and Inverclyde Leisure premises

At 2(b) indicate how you know there is a need for these activities and how you will know that you are being successful in meeting this need. For example, if you are an arts organisation, you should identify the benefits to your target group of participating in your arts activity and how you know these benefits are being achieved.

At 2(c) you should take the opportunity to describe how the activities funded by the grant will contribute to achieving the outcomes identified on page 3 of these notes.

It is important that your work is additional to what is already available and that it does not duplicate services provided by another group or agency. Work that complements services provided by another group or agency is acceptable as long as it is clearly additional. Please give us a realistic estimate of the number of people who will benefit from the grant 2(e) and how you have calculated for this. For example, if you are a bowling club or a sports club you should attach a record of the number of members/players over the past year.

# When assessing this part of the application officers will consider:

* What difference your grant will make in meeting the specific needs of your community or target group
* The contribution your project can make to achieving the priorities of the Council and its partners, including its ***responsibilities in promoting equality of opportunity and addressing discrimination***

# Whether the grant will represent value for money in terms of the number of people it will benefit

**Section 3 – Costs**

Please make sure the amount you are asking for is based on real and accurate costs. We would like to see most applicants contributing something towards their costs - in cash, in- kind or both. Please try to estimate the cost of in-kind support to the nearest pound (in- kind support includes items such as volunteer time, materials, premises, transport and so on).

It is important to tell us if you are applying to another funder for anything that is included in this application. Should any other such application be successful, it is vital that you tell us as soon as practicable. Failure to disclose this information may result in an offer of grant being withdrawn or your group having to repay some, or all, of any grant paid out.

At 3(d) please tell us if your group has previously submitted an application to Inverclyde Council, whether this was successful, and the amount received.

**Section 4 – Other Information**

It is important that you enclose all supporting documentation with your application:

***A copy of your most recent set of audited or independently examined accounts or, if you are a new organisation, a record of income and expenditure, dated and signed as approved and a copy of your most recent bank statement.***

***A copy of your organisation’s constitution, or other governing documents, dated and signed as approved and records of the last 3 meetings of your governing committee/board.***

***A copy of your most recent annual report or equivalent summary of the work of your organisation.***

***For organisations working with vulnerable adults, children and young people under 16 years of age only, you are required to provide the Council with information about the steps taken by your organisation to ensure the appropriate PVG procedures are in place.***

**Failure to provide such information will result in your application being deemed as incomplete. Applications will not be assessed until all relevant supporting documentation has been received.**

We require the signature of the contact person in 4(b). In addition to this, we require the name, signature and contact details for an independent referee. This could be a local councillor, lawyer, Justice of the Peace, senior bank official or someone in your community with experience of your work.

**The person who signs 4(d) and the Conditions clause should not be the same person who is the contact person.**

When assessing your application/documentation officers will consider:

* ***The proportion of running costs the Council will be paying with a view to avoiding an organisation becoming entirely dependent on Council funding***
* ***Whether funding the staffing costs of an organisation could place the Council in a position where they might be implicated in job losses if the grant is not continued***
* ***Whether the proposed use of the grant could set a precedent which might impact negatively on the effectiveness of the Council’s grant scheme***
* ***The sustainability of the project if grant funding were to be discontinued***
* ***The level of turnover of your organisation as this is a small grant scheme intended for small organisations***
* ***The operating surplus or loss of your organisation and how this might impact on your ability to deliver the actions***
* ***The amount requested relative to the amount held in reserves***
* ***The efforts made by your organisation to attract funding from other sources***
* ***Compliance with procedures for the Protection of Vulnerable Groups***
* ***Health & Safety***
* ***Cross-subsidy or state aid***
* ***Best use of public monies***

**CONDITIONS OF GRANT**

Please read the Conditions of Grant carefully and only sign them if you understand and agree to them. Organisations working with vulnerable adults and/or children and young people are now required to demonstrate that they have appropriate procedures in place prior to their grant being approved. Most commonly these procedures will relate to staff and volunteers being subject to checks through the Protection of Vulnerable Groups Scheme (PVG).

If your organisation works with children under 8 on a regular basis that exceeds 2 hours per day for more than six days a year, you may require to be registered with the Care Inspectorate.

It is the responsibility of your organisation to establish these obligations. If you are unsure of your obligations, further information and support can be obtained from CVS Inverclyde by calling 01475 711733 or by e-mailing admin@cvsinverclyde.org.uk

If on reading this guidance you feel that this grants fund is not the right source of funding for your organisation you can get information on other sources of funding and help with your application from CVS Inverclyde by calling 01475 711733 or by e-mailing admin@cvsinverclyde.org.uk

**Completed registration/application forms should be sent:**

**By E-mail:** Attaching all required documents send to:**Jackie.fallon@inverclyde.gov.uk**

**By handing it in to the Customer Service Centre:**

Municipal Buildings, Clyde Square, GREENOCK PA15 1LY

Please mark envelope:

FAO Jackie Fallon, Communities Service, Enterprise Centre, Port Glasgow Community Campus

**By Post (Please ensure correct postage):**

FAO Jackie Fallon

Communities Service

Enterprise Centre

Port Glasgow Community Campus

Kilmacolm Road

PORT GLASGOW

PA14 6PP