



**Falkirk Council Community Empowerment Grant**

**Funded by UK Government Shared Prosperity Fund**

Small Grant and Community Asset Transfer Application Form

If you require any assistance or have any questions when completing this form, please do get in touch at **spf.communities@falkirk.gov.uk**

## **About your Organisation**

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

**Charity Number**

*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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**Please indicate the funding that your group is applying for.**

Small Grant [ ]

*Applicants for small grant maximum annual income less than £250,000.*

Community Asset Transfer [ ]

*Applicants for CAT, there is no maximum annual income requirement.*

## **About your group**

Please provide an outline of the group’s aims/objectives. What does the group hope to achieve.

*This can include the activities you do or are looking to do that support the community, groups of people you work with, how the group is managed, how many active members you have, further plans for the group and the impact you have on those attending.*

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| E.g., c*reating a parent toddler group, knitting group or sports activity groups.* |

Does your group 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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Does your group 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 group have an active bank account? Yes [ ]  No [ ]

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

**Please provide three recent bank statements when submitting this application.**

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

*If you are a newly registered Charity and haven't 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.**

*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 [ ]

## **Funding**

*Please note the maximum amount that can be applied for is £8,000 for a small grant (Inclusive of VAT) e.g., consumables, let costs, registration costs, memberships, training, fuel costs.*

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| --- |
| £  |

How much funding would you like to apply for?

*For Community Asset Transfer the maximum amount is £12,500 (Inclusive of VAT).*

*E.g., condition surveys, legal fees, registration costs, specialist advice and support.*

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| £  |

How much funding would you like to apply for?

Please provide details of the purpose of this funding. Please details how this will fulfil a need within your community.

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Please provide a breakdown of the costs you will incur.

*For example, what each item or activity will cost and all the associated costs of your planned work.*

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***Should you require support to source additional funding please contact Falkirk Council Community Learning Development (CLD) and/or CVS Falkirk.***

Are you currently going through Community Asset Transfer? Yes [ ]  No [ ]

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If yes, please provide information on which stage this is currently at.

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

 Yes [ ]  No [ ]

Are you confident this funding will be spent within one year? Yes [ ]  No [ ]

 If not, please give details.

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| *Please note the year will be calculated from the date of grant award.* |

Do you require any support to help you manage this award? Yes [ ]  No [ ]

***Should you require assistance managing the grant award please contact Falkirk Council Community Learning Development (CLD) and/or CVS Falkirk.***

Will this funding provide a new service within your group or help to sustain current services/work?

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Please list any confirmed income towards the costs of this work.

*This might include contributions from other funders, your organisation's own reserves etc.  Do not include details of in-kind support.*

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 How will you measure the impact of this funding, if awarded?

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## **Declaration**

Please confirm that you have attached the following:

* Three recent bank statements. [ ]
* A copy of your constitution. [ ]
* Copy of your group’s accounts. [ ]
* 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 the information you have provided in your application gives a

true and accurate account of your organisation’s work and needs. [ ]

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

 group 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 [ ]

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

**Please return completed application to** **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 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 Learning Development Team are here to help groups 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 get in touch with CVS Falkirk & District at info@cvsfalkirk.org.uk

**Fund Terms & Conditions**

***Please ensure you have read and understood the following terms and conditions before submitting the application.***

By making an application to the Falkirk Council Community Empowerment & Enablement Grant, you acknowledge that you are authorised to apply on behalf of your organisation and agree to the following terms and 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 first payment. Each grant year runs for a period of 12 months from the date of release.
* Any (annual) instalment of the grant must be used within 12 months of release.
* You will provide a progress report as documented/requested in your award letter.
* 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.

- Any changes in postholder or to their role/hours/salary costs.

- 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, groups should agree to attend at least one capacity building event within three months of grant award. These events could be as simple as a group session working with other like-minded groups to create a work plan, do basic accounts, review existing organisational status or update constitution.
* For organisations with annual incomes of between £0 and < £250,000 there will be a requirement to undertake, in conjunction with Falkirk Council Community Learning Development and/or CVS Falkirk at least one capacity building activity.
* Groups accessing funding to support asset transfer will be required to engage with Falkirk Council Community Learning Development and/or CVS to further enhance learning and understanding of Asset Transfer and organisational capacity building.
* The Start Up grant must be used to support the organisation to become a legally registered entity.

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.