CC Reference No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Office to insert]*

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**Small Grant Programme – Proposal Form**

If you require assistance contacting the correct service or person to support with the information required to complete this form, please contact us for help at

[community.choices@falkirk.gov.uk](mailto:community.choices@falkirk.gov.uk)

**SECTION 1 – Your Organisation**

*All elements of this form, including your organisations name, project title and brief description may be shown online for the purpose of the public vote once you submit this.*

|  |  |
| --- | --- |
| 1. **How much grant funding is your organisation requesting for the project?** | £  *Including VAT* |

|  |  |
| --- | --- |
| 1. **Name of organisation** |  |
| 1. **In which electoral ward will your project be carried out?** | *Click* [***here***](https://www.falkirk.gov.uk/maps-local/) *to check the Ward by postcode.*  Ward 1 – Bo’ness and Blackness  Ward 2 – Grangemouth  Ward 3 – Denny and Banknock  Ward 4 – Carse, Kinnaird and Tryst  Ward 5 – Bonnybridge and Larbert  Ward 6 – Falkirk North  Ward 7 – Falkirk South  Ward 8 – Lower Braes  Ward 9 – Upper Braes |
| 1. **Main Contact** |  |
| 1. **Position in organisation** |  |
| 1. **Email** |  |
| 1. **Telephone Number** |  |
| 1. **Postal Address** |  |
| 1. **Postcode** |  |
| 1. **What is the status of your organisation?** | Constituted Group or Club  Registered Charity  Scottish Charitable Incorporated Organisation (SCIO)  Not for profit company  Community Interest Company (CIC)  Community Council  Community Trust  Other, if other, please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **What year was your organisation established?** |  |

|  |  |
| --- | --- |
| **12.What is your Registered Charity number (if applicable)?** | SC\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| 1. **Has your organisation received previous Community Choices funding?** | Yes  No |
| 1. **If yes, please provide the unique Community Choices reference numbers for previous projects.** |  |

**SECTION 2 - About your Project**

|  |  |
| --- | --- |
| **2.1. Project Title** |  |

|  |
| --- |
| **2.2. What is the address of the project? (A map showing the site can also be included)** |

|  |
| --- |
| **2.3. Please write a brief description of your project in 150 words or less.**  *This description will be shared online and be used for the public vote. It will also be used to assess the application for eligibility for small grant funds.* |

**Project plan/breakdown. We would like to know what the key activities/ milestones are in your project.** Please set out what you will be doing to deliver your project (key Activity/Milestone) and the timeframe (when this will happen).

|  |  |
| --- | --- |
| **2.4. Key Activity/Milestone?** | **When will this happen?** |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |

**2.5. Community Choices aims to make communities Fairer, Healthier, More Connected and More Inclusive.** Your project should meet at least one of these aims. Please outline how your project meets the criteria?

|  |  |
| --- | --- |
| 1. Fairer Communities |  |
| 2. Healthier Communities |  |
| 3. More Connected communities |  |
| 4. More inclusive communities |  |

|  |
| --- |
| **2.6. How many people are likely to benefit from your project?**  a.  Less than 20  b.  21–50  c.  51–100  d.  Whole community |

|  |
| --- |
| **2.7. Please provide the main group/s that will benefit most from your project (such as school aged children; older men; people with disabilities etc)**  1.  2.  3. |

|  |
| --- |
| **2.8. What are the main challenges that your project might face?**  1.  2.  3. |

|  |
| --- |
| **2.9. Impact. How will you know that the project has been successful?** |

|  |
| --- |
| **2.10.** Your organisation is entirely in charge and responsible for the project. **Who will manage the delivery of the project? Name + Position (if different from main contact at Section 1.4)** |

**SECTION 3 - Environmental Sustainability**

*We are encouraging all projects to consider and highlight how its activities could contribute to a carbon reduction agenda, for example by reducing energy or using renewable resources.*

|  |
| --- |
| **3.1. How will your project contribute to Scotland’s target to be Net Zero by 2045?**  1.  2.  3. |

**SECTION 4 - Next steps and submitting your project proposal form**

*There are several documents that we need to receive* ***along with*** *this application form. Once you have completed this form, please append it with the following documents*.

**4.1. Please tick to confirm you have included these**.

Completed application form

Your organisation’s governing document / Constitution

Bank statements (x3 months)

Latest annual independently examined accounts OR management accounts (if less than 1 year old).

**Authorisation**

I am authorised on behalf of my organisation to submit this application. **The organisation agrees to Community Choices Terms and Conditions at Appendix 1 (below).**

**I understand that signing this form accepts these terms and conditions:**

|  |  |
| --- | --- |
| Signature |  |
| Name (printed) |  |
| Position in Organisation |  |
| Date |  |

If you have any queries, please email [community.choices@falkirk.gov.uk](mailto:community.choices@falkirk.gov.uk) and someone will get back to you or contact the Community Choices Development Officer, Donna Heaney on 07483 396 147

Please submit your application form *and* accompanying documents to [community.choices@falkirk.gov.uk](mailto:community.choices@falkirk.gov.uk) before

**5pm on Friday 02 December 2022**

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**Appendix 1. Community Choices - Terms and Conditions**

Before you submit your proposal form you must **read and agree to the following Terms and Conditions**. One signatory for the group should then sign the declaration, which confirms that the organisation understands and agrees to the Terms and Conditions.

1. Within the Terms and Conditions ‘we’ and ‘our’ refers to the applicant organisation. ‘Falkirk Council’ refers to the service providing the resources for which you are applying.
2. We understand that our group/organisation is entirely responsible for the ownership, delivery and maintenance of the project throughout the lifetime of the funded asset and associated activities. This responsibility and associated liabilities cannot be transferred to any other body once the project is completed without written permission from Falkirk Council.
3. An Award Letter will be issued by Falkirk Council if successful in the public vote. No project should commit to works nor should money be spent until the Award Letter has been agreed, issued, signed by the Group and returned to Falkirk Council along with all of the relevant paperwork for the project.
4. We will use the Award as described in our application form. Any changes must be agreed in writing and in advance by Falkirk Council.
5. We understand that we are responsible for the delivery of the Project and the Award and must do so as described by the Project Proposal agreed by a public vote.
6. We understand that any resource awarded must be used within the agreed period, which will normally be one year from the date of the Award letter or as otherwise stated within the Award letter.
7. We will tell Falkirk Council immediately in writing of anything that significantly delays, threatens or makes it unlikely that the Award will either not be used within the agreed period or not be used for the purpose described in the application.
8. We understand that we may be asked to produce regular progress reports on the use of the Award.
9. We also understand that a final report must be completed and submitted to Falkirk Council within 3 months of all Award expenditure being incurred. We understand that we must report back to the community on the use of the Award.
10. We understand that Falkirk Council will not increase the Award if we overspend, and that any unspent Award at the end of the agreed period must be returned to Falkirk Council.
11. We are aware that any equipment which has been awarded to us belongs to our organisation, is under the charge of our organisation and must be regularly maintained and insured to its full replacement value and kept in a secure premise.
12. Should we be successful, we agree to participate in any publicity or public presentation about the funding and that it is essential that we include an indication that the project was supported by Falkirk’s Community Choices programme.
13. We understand that there is a possibility that Falkirk Council’s internal or external auditors may wish to audit funded projects. We agree that any Officer may be required to make themselves and any relevant documentation available for any visit by Auditors at reasonable notice.

**The Organisation**

1. Payments will only be made to a constituted group or organisation. Help is available to become constituted, or to match you with another organisation to host your funding and activities.
2. Payment to Capital Grant projects will be paid in instalments upon production and delivery of satisfactory documentation (such as quotes, invoices and receipts) emailed to the Council and in line with Council financial procedures.
3. Payment to Small Grant projects will be paid in 1 instalment and Falkirk Council must receive satisfactory documentation (such as quotes, invoices and receipts) emailed to the Council and in line with Council financial procedures.
4. Constituted groups and incorporated organisations must demonstrate no potential for private benefit within its governing documents.
5. We will advise Falkirk Council in writing of any change to our governing documents and provide a copy of the revised documents.
6. We will advise Falkirk Council in writing of any changes to our bank or building society bank account.
7. We will keep all financial records and accounts, including receipts for items bought with the grant for two years from the completion of the project for which funding has been awarded. We understand that this does not release us from our legal responsibility to keep records for longer periods.
8. We will make all financial records available for inspection by Falkirk Council if requested.
9. We agree to meet all legislation regulating the way that we operate, the work that we carry out, the staff that we employ and the goods that we buy, particularly, but not exclusively covering the areas of Equal Opportunities, Data Protection, PGV Membership, Employment and Health & Safety.
10. If appropriate to the Award, we agree to comply with Falkirk Council’s Financial Regulations and Standing Orders and any other guidance as advised by Council Officers. A copy of all such guidance is available from Falkirk Council.
11. We understand that Falkirk Council will make public information about our Application and our Award.
12. We understand that we are responsible and hold liability for all activities and equipment purchased with the award and that we have a duty of care to our members and the public and will ensure that adequate Public Liability Insurance is in place to provide indemnity to our organisation and its members for the activities of our group or organisation. We will provide these documents to Falkirk Council on request.
13. If appropriate, we will ensure that adequate Employers Liability and Property Insurance is in place, and we will produce these documents for Falkirk Council on request.
14. We understand that Falkirk Council will not accept liability or be liable for any damages or injuries associated with projects for which the Council has provided equipment or granted an Award.

**Repayment**

1. Falkirk Council may withhold an Award or ask for repayment, in whole or in part for the following reasons:

* If we fail to keep to these conditions in any way.
* If members of our governing body, volunteers or staff act or supply information at any time during the application process or project which is dishonest, significantly incorrect or misleading.
* If for any reason the organisation ceases to exist, any unused Award will be returned to Falkirk Council. We will return any equipment or other assets bought with the Award to Falkirk Council or, with prior agreement of the Council, transfer the equipment or assets to another organisation with similar aims and objectives.
* If we sell any asset purchased with an Award, we will notify Falkirk Council in writing and return the sale proceeds agreed with Falkirk Council.
* If any equipment or asset is stolen, lost or damaged we will replace it or return monies obtained for insurance to Falkirk Council.