



## Falkirk Council

# COMMUNITY GRANT SCHEME

## Introduction

Falkirk Council's Community Grant Scheme aims to support community groups and voluntary organisations to deliver projects that make a positive difference to communities across the Falkirk Council area.

We would like to support projects that can contribute to one or more of the goals of Falkirk Council as set out within our Corporate Plan 2012 - 2017. These are:

- Further developing a thriving, sustainable and vibrant economy
- Continuing to improve health, safety and well being of our citizens and communities
- Increasing our efforts to tackle disadvantage and discrimination; and
- Enhancing and sustaining an environment in which people want to live, work and visit.

The Community Grant Scheme can offer support up to a maximum of £5,000 towards community-based projects that can usually be completed within a 12-month period.

If you would like to discuss your project before you apply, please contact:

**Falkirk Council's Corporate Policy Unit (Funding)**

**01324 506065**

**e-mail: [funding@falkirk.gov.uk](mailto:funding@falkirk.gov.uk)**

Further details about Falkirk Council's Community Grant Scheme and how we assess your application can be found in the Guidance Notes which also have useful information and contacts to help you apply.

# FALKIRK COUNCIL COMMUNITY GRANT SCHEME

## GUIDANCE NOTES

### What is Falkirk Council's Community Grant Scheme?

Falkirk Council can provide support to constituted, not-for-profit groups and organisations to deliver projects that will make a positive difference to our local communities. We aim to support projects that can meet one or more of the following priorities as set out within our Corporate Plan 2012 - 2017:

- **Further develop a thriving, sustainable and vibrant economy**  
In relation to the Community Grant Scheme, we want to encourage people to work together for the interests of their community. This could be people who live in your local area, as well as people who share a common interest or need.
- **Continuing to improve health, safety and well-being of our citizens and communities**  
We want to support local projects that improve people's opportunities, general well-being and welfare especially those who are most disadvantaged in the community. We would also like to encourage projects that enable more people to take part in activities that improve general health and well being.
- **Increase our efforts to tackle disadvantage and discrimination**  
We want to encourage projects that promote equality of opportunity for all and enable people to have better chances in life. For example, people with disabilities, at risk of poverty and people at risk of/or experiencing social exclusion.
- **Enhancing and sustaining an environment in which people want to live, work and visit**  
We want to encourage projects which enhance local amenity spaces and their biodiversity and initiatives which raise awareness of sustainability issues generally. (Please note projects that fit into this theme should in the first instance contact [Falkirk Environment Trust](#) on 01324 504816 ).

## ARE YOU ELIGIBLE TO APPLY FOR FUNDING?

**Q.** Can your group demonstrate the project/planned activity will make a positive difference to communities (geographically or by interest group) within the Falkirk Council area and contribute to one or more goals of the Corporate Plan?

**Q.** Is your group constituted and not for profit?  
We also expect organisations with a membership to be open to all and allow anyone to join in, unless there is a good reason why this is not appropriate.

**Q.** Does your group hold a UK-based bank or building society account that requires at least two people who are unrelated and do not live at the same address to sign cheques or make a withdrawal?

**Q.** Can you explain the need for your project?

**Q.** Can you send an application at least 8 weeks before your project start date and complete your project/activity within one year from when you receive the grant?

If you have answered **“Yes”** to all these questions, then you are eligible to apply to the Community Grant Scheme.

If you have answered **“No”** to any of the above or would like a further discussion about your project idea, please contact Falkirk Council’s External Funding Unit on 01324 506065/506260 or email [funding@falkirk.gov.uk](mailto:funding@falkirk.gov.uk)

## WHO CANNOT APPLY?

- Companies that aim to make a profit (eg private sector organisations)
- Parent Council Groups
- Individuals

## WHAT CAN WE FUND?

Your project could combine a range of different activities as long as you can demonstrate the positive difference it will make. **Please note these are only examples and not an exhaustive list as every project will be different.**

- buying new equipment & materials
- hiring equipment
- providing training courses
- start-up costs – we would expect you to provide a plan of your proposed activities in the first year to justify the level of start-up costs you are requesting
- administration/running costs – we expect you to demonstrate that any contribution towards these costs will help you to deliver the day-to-day work of your group
- fees for sessional work – we would expect this to be someone who is engaged by your group to undertake a specific piece of work related to your project. This could be, for example, someone whose expertise is required to deliver a training course.
- support for running a conference or seminar – we would expect you to clearly demonstrate the local benefits and how this will make a positive difference in the community
- small-scale refurbishments/improvements to buildings that will be of benefit to the wider community
- marketing/publicity materials – we would expect you to have a clear rationale in relation to the requirement for printed materials
- support towards cost of venue hire
- outings, activities and projects that can clearly demonstrate a positive difference to those participating

## WHAT WE WILL NOT FUND

- items that only benefit an individual – for example, scholarships and personal clothing for individuals, equipment that is not shared
- lap-top computers
- payments to individuals, including support for fundraising events

- any goods or services that you buy or order before we confirm our grant
- activities promoting religious or political beliefs
- projects where the beneficiaries are resident outwith the Falkirk Council area
- routine repair and maintenance costs
- endowments, loan payments, bank charges
- the cost of buying a second-hand vehicle
- alcohol
- travel costs for exchange visits abroad
- honoraria or payments to group members for services
- activities or projects funded through Joint Working Agreements with Falkirk Council
- activities or projects from which Falkirk Council funding has recently been withdrawn or to replace a shortfall in a Council service budget or to meet increases in charges for Council facilities
- VAT that you can recover – you may need to pay VAT on purchases you make as part of your project. You must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs. If you later find that you can recover VAT that we have included in our grant you must repay this amount to us.

Please note the above list is not exhaustive, therefore if you have **any** questions about the eligibility of your project or activities within it, please contact the External Funding Unit prior to submitting your application

### **HOW MUCH FUNDING IS AVAILABLE?**

We want to ensure that the Falkirk Council Community Grant Scheme can support as many locally based projects as possible, therefore we will not award more than a total of £5,000 (in one or more grants) to an organisation in any 12-month period. This will apply from the date we confirm our grant offer. Once you have spent your grant and we have received your end of grant report you are welcome to apply again. Each application will be considered on its merits so there is no guarantee that we will make another grant to the same organisation

The total cost of the project can be more than £5,000 but you will only receive a maximum of £5,000 towards it and the activity should normally be completed within a 12-month period.

In exceptional circumstances we may consider offering a higher level of grant up to a maximum of £10,000. If you consider your project to be “exceptional” please contact the External Funding Unit for a further discussion prior to submitting your application.

Whilst we can support up to 100% of your eligible project costs, we would expect you to try and provide some contribution towards your project. This can come from a range of sources for example; your own funds, donations, fundraising activities you undertake such as raffles, charitable trusts, lottery funds and government funding schemes.

When considering your application we will also take into account the overall financial position of your group. It is considered good practice for groups to retain a certain level of reserves. However you should clearly explain within the application form what you are planning to do with this money particularly if the funds are in excess of one year’s running costs. If you have not set aside this money for anything in particular, it is unlikely we will award all or any of the grant you have asked for. We are also unlikely to fund a project that brings in as much or more income than the cost of the project.

## **HOW DO WE ASSESS YOUR APPLICATION?**

Completed application forms should be returned to Falkirk Council's External Funding Unit. We will check your application form and additional documents to ensure all the requested information is provided. If your application is not complete, we will contact you to get the missing information, and we may have to send the form back to you. An incomplete form is the most common cause of delay, so please use the checklist at the end of this guidance to make sure that you have sent all the required documents.

Once we are satisfied your application is complete, we will send you a letter of acknowledgement within five working days, which will provide you with a unique reference number for your project. You should use this reference number in any correspondence relating to your grant application.

The application will then be assessed by a panel which comprises representatives from Council Services who will consider:

- **the need for your project/activity**
- **what difference your project/activity will make and who will benefit**
- **whether you meet one or more of our priorities**
- **if you have already received a grant**
- **your organisation's overall financial situation**
- **the total project cost**
- **value for money**

You should expect to hear a decision within 8 weeks from the time we receive a completed application; therefore it is essential you consider this timescale when submitting your request.

At present there are no deadlines for applications.

## **WHAT HAPPENS ONCE WE MAKE A DECISION?**

If your application is successful, we will send you a grant award letter confirming:

- **the level of grant award**
- **the project/activity our grant is supporting**
- **any specific conditions of grant**

You should spend the grant within one year from the date on our award letter, and complete an end of grant report. We will ask for copies of receipts and invoices to verify expenditure as well as evidence of attendance figures at events and evidence of publicity.

If during the lifetime of your grant there are any changes to the planned project/activity we would expect you to inform us of these to ensure the original grant conditions are still being met.

If your application is not successful, we will write to you highlighting the main reasons why your application could not be supported.

**All decisions made by Falkirk Council are final.**



## HOW CAN YOU APPLY?

You can get an application form

- By calling Falkirk Council's External Funding Unit 01324 506065/506260
- By e-mailing: [funding@falkirk.gov.uk](mailto:funding@falkirk.gov.uk)
- Via the website at [www.falkirk.gov.uk](http://www.falkirk.gov.uk)

### Completing the Application Form

Please ensure you read these Guidance Notes before completing the application form.

Apart from the person filling in the form (the “main contact”), you will need to get one other person to authorise it. This should normally be the Chairperson, Vice Chair, Secretary or Treasurer of your group. The main contact and authorising contact should not be the same person. By doing so, you are agreeing to our conditions as set out in the terms and conditions, which forms part of the application form, should your project be approved.

Please make sure you complete the application form as fully as possible. If we need additional information from you this may result in a delay to the processing of your application.

### Send the form, enclosing your supporting documents to:

External Funding Unit  
Corporate and Neighbourhood Services  
Falkirk Council  
Municipal Buildings  
Falkirk  
FK1 5RS

Or you can complete your application and e-mail it with any attachments to [funding@falkirk.gov.uk](mailto:funding@falkirk.gov.uk). Please note we will also require a signed copy of your form.

We need at least 8 weeks to process your application so please ensure you send a completed form in plenty of time.

## Checklist

**Before sending us your application, please check that you have done the following:**



Answered all the questions on the application form	
The main contact from Question 1 has signed the Declaration	
The Chair, Vice Chair, Secretary or Treasurer (where they are not the main contact) has authorised the application	
Copied the application to keep for reference	
<ul style="list-style-type: none"> <li>• Send a copy of the constitution or set of rules that your group has adopted. Your group must have this document to receive a grant from us.</li> <li>• Send a copy of your most recent yearly accounts verified by an independent person. New groups should provide a projected statement of income and spending for the next 12 months. This means an estimate of where you will get money from to run your group, from things like membership fees, fundraising and grants. Tell us how much money you expect to raise, as well as your expected costs for the next year. This could include things like the cost of hiring your building and buying equipment, or travel costs.</li> <li>• A copy of your group's most recent bank account statement. Please provide copies for all accounts you hold. This account must be in the name of your group, and at least two unrelated people must sign each cheque or withdrawal.</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• A copy of the pages in your passbooks showing your group's name, account number and current balance, stamped and signed by your building society.</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• If you are a new group which has only just set up a bank account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code.</li> </ul> <p><b>Depending on your project / activity you may also need to send the following:</b></p> <ul style="list-style-type: none"> <li>• Copies of any plans, maps or drawing etc related to your application for work on a building or land</li> <li>• Copy of planning permission if appropriate</li> </ul>	

<ul style="list-style-type: none"> <li>• Two quotes for any work to be carried out or items to be purchased over the value of £500</li> <li>• A copy of your Child Protection Policy/Vulnerable Adults Policy where appropriate</li> <li>• A copy of contents/employers liability/public liability insurance policy where appropriate</li> <li>• Confirmation that other statutory / licensing consents have been received (where appropriate)</li> </ul>	
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**PLEASE NOTE THAT APPLICATIONS CANNOT BE PROCESSED UNTIL ALL OF THE NECESSARY DOCUMENTS ARE RECEIVED BY THE EXTERNAL FUNDING UNIT**

**PLEASE READ THIS SECTION CAREFULLY**

**You must read, understand and accept this section before you apply to us.**

**All our decisions on applications are final.**

- Once we have paid a grant, we are not committed to give you any more funding for the same project.
- The application form does not necessarily give all the information we need to make a decision on your application. We can ask you for extra information.
- Do not try to influence the success of your application by approaching any of our staff or elected members after you have submitted your application.
- We may use the name of your group and the project in our own publicity material and may ask your group to participate in a photo call.
- By authorising the form, you agree that all the information is true and that the enclosed documents are current, accurate and approved or adopted by your group.

## ADDITIONAL NOTES

### 1. PROJECTS WORKING WITH CHILDREN, YOUNG PEOPLE, OR VULNERABLE ADULTS

It is your responsibility to have acceptable safeguarding protection policies and procedures in place for children, young people and vulnerable adults. [Children 1st](#) have useful information on their website in relation to developing a suitable policy, as have the [NSPCC](#). [CVS Falkirk and District](#) can also assist with queries in relation to the development of a suitable child protection policy.

In relation to vulnerable adults, you can also download the '[Forth Valley Inter-agency guidelines](#)' (PDF, 139KB), which provides information in relation to adult protection within the Forth Valley area. Please contact Falkirk Council Social Services on 01324 506070 if you are concerned about an adult at risk of harm.

### 2. DISCLOSURES

It is your responsibility to ensure that anyone working with children, young people or vulnerable adults is a member of the scheme set up under the Protection of Vulnerable Groups (Scotland) Act 2007 which came into force on 28 February 2011. Voluntary groups are required to ensure that PVG scheme membership is in place when staff and volunteers are dealing with children or vulnerable people. PVG checks for volunteers in Scotland are free.

For further information on PVG and what the current requirements are for your group, please contact:

[Central Registered Body In Scotland](#)  
Jubilee House  
Forthside Way  
Stirling  
FK8 1QZ

Tel: 01786 849777  
Fax: 01786 849767

Email: [info@crbs.org.uk](mailto:info@crbs.org.uk)

[Volunteer Centre Falkirk](#)  
Unit 6  
Callendar Business Park  
Falkirk  
FK1 1XR

Tel: 01324 692000  
Fax: 01324 692001

Email: [info@volunteerfalkirk.org.uk](mailto:info@volunteerfalkirk.org.uk)

### 3. EVENTS

Falkirk Council will consider funding for public community events. This can take the form of support in-kind, advice on event planning, management or organisation or grant support. If you are considering organising an event, you should contact the External Funding Unit in the first instance **BEFORE** submitting a grant application to discuss your support requirements.

You can also contact the Events and Promotions Officer, Falkirk Community Trust, on tel: 01324 50006939 Fax: 01324 506181

## **USEFUL CONTACTS**

### **Falkirk Council Community Learning & Development Team**

The Community Learning and Development Team can provide capacity building support in terms of the development of new groups, training to Committee members, information on community events, and support in the development of constitutions.

Sealock House  
2 Inchyra Road  
Grangemouth  
FK3 9XB  
Tel: 01324 506604

### **Falkirk Council One Stop Shops**

Falkirk Council has developed a network of One Stop Shops to provide local information and advice on all our services. One Stop Shops are open from 9.00am – 5.00pm, Monday to Friday.

Please visit the website at: [www.falkirk.gov.uk](http://www.falkirk.gov.uk)

### **CVS Falkirk and District and Volunteer Centre Falkirk**

CVS Falkirk and District and Volunteer Centre Falkirk is the third sector interface for the Falkirk Council area and is an independent, local charity providing information, training and support to those working and volunteering in the community and voluntary sector in the Falkirk Council area. The third sector interface is your local first point of contact for any support or issues affecting your group or organisation.

Unit 6, The Courtyard, Callendar Business Park,

Callendar Road,  
Falkirk,  
FK1 1XR  
Tel: 01324 692000  
Fax: 01324 692001  
email: [info@cvsfalkirk.org.uk](mailto:info@cvsfalkirk.org.uk)  
website: [www.cvsfalkirk.org.uk](http://www.cvsfalkirk.org.uk)

### **Scottish Council for Voluntary Organisations (SCVO)**

The Scottish Council for Voluntary Organisations (SCVO) is the national body representing the voluntary sector. There are 45,000 voluntary organisations in Scotland involving around 130,000 paid staff and approximately 1.3 million volunteers. The sector

manages an income of £4.1 billion. They provide a range of services to voluntary sector organisations in relation to policy development, funding advice, legislative change affecting the voluntary sector.

Mansfield Traquair Centre,  
15 Mansfield Place,  
Edinburgh,  
EH3 6BB  
Tel: 0131 556 3882  
email: [enquiries@scvo.org.uk](mailto:enquiries@scvo.org.uk)  
website: [www.scvo.org.uk](http://www.scvo.org.uk)

### **The Office of the Scottish Charity Regulator (OSCR)**

The Office of the Scottish Charity Regulator (OSCR) is the independent regulator and registrar for Scottish charities. They regulate over 23,500 Scottish charities including community groups, religious charities, schools, universities, grant giving charities and major care providers.

They are a Non-Ministerial Department and form part of the Scottish Administration.

2<sup>nd</sup> Floor, Quadrant House,  
9 Riverside Drive,  
Dundee,  
DD1 4NY  
Tel: 01382 220446  
email: [info@oscr.org.uk](mailto:info@oscr.org.uk)  
website: [www.oscr.org.uk](http://www.oscr.org.uk)

## **OUR COMMITMENT TO YOU**

### **CUSTOMER SERVICE CHARTER**

Falkirk Council is committed to providing you with high quality services which are: -

- Accessible
- Accountable
- Responsive
- And provide
- Value for Money

### **AS A COUNCIL WE WILL:**

- answer your calls and respond to your requests and queries promptly and in a friendly and professional way
- provide you with a corporate complaints procedure which is accessible and easy for you to use
- provide you with relevant, accurate and up to date information relating to all our services through our website and our publications
- provide you with feedback mechanisms in all of our services and demonstrate how we have used your feedback to improve service delivery
- involve and consult with you, and demonstrate how we have incorporate your views into Council planning and decision-making processes
- set customer service improvement targets for all our Services, and publish annually for you, our performance in relation to these.

### **WHAT WE EXPECT FROM YOU:**

Falkirk Council has respect for all its customers and in return we expect you to:

- treat us politely and with respect
- be patient, we will do all we can to keep waiting times to a minimum
- not use aggressive behaviour or inappropriate language, as this will not be tolerated
- provide us with the information we need to help you
- be on time for an appointment and let us know if you need to cancel
- let us know if you need an interpreter or information in other formats

### **IMPROVING OUR SERVICE TO YOU:**

At Falkirk Council we aim to provide high quality services to everyone in our community, but sometimes we might not reach the high standards you expect. We take complaints seriously, and by telling us when things go wrong you will be helping us to improve our services.

Falkirk Council values your opinion: help us to help you by using the complaints procedure. We want you to be happy with our services and your comments and opinions play an important part in how we improve our services to you.

## **MAKING A FORMAL COMPLAINT**

**You can make a formal complaint:**

- online using the [online complaints form](#) at [www.falkirk.gov.uk](http://www.falkirk.gov.uk)
- by emailing [contactcentre@falkirk.gov.uk](mailto:contactcentre@falkirk.gov.uk)
- in person at your local [One Stop Shop](#)
- by phoning **01324 506070**
- by faxing **01324 590201**
- in writing to the [relevant Council Service](#)