

Project ref no. (for office use only)

## APPLICATION FOR FINANCIAL ASSISTANCE

You are recommended to contact the Council's Lottery Officer or Strategic Policy Unit, Rural Resource Centre or Councils of Voluntary Services for advice about your application. Contact points for those organisations are shown on the Questions and Answers sheet. Applicants are urged to read the Guidance Notes when completing the application form.

PLEASE COMPLETE IN BLOCK CAPITALS OR TYPE IN BLACK INK

1. Project Title

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2. Name of Applicant Group (Application should be made by a local community or voluntary group)

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3. Contact Person and Position in Group (This person will be the main point of contact for future communication about the project and should have a thorough knowledge of the project)

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4. Address for Correspondence (The address for future communication about the project)

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Tel No.: ..... Fax No.: .....

E-Mail: .....

5. Location of Project (Please be clear about the geographical area where the grant will be used. eg village, town, part of the Borders, or Borders-wide)

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6. Description of Group (Please describe what your group does and attach a copy of your Constitution and a copy of your accounts or bank statements for the last financial year)

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7. Project Timescale (Please quote realistic start and end dates. It is acceptable to put 'when approved' as your anticipated start date).

NB: NO GRANT AID WILL BE AWARDED TO PART(S) OF PROJECTS WHERE SPENDING HAS TAKEN PLACE PRIOR TO THE APPROVAL OF THE PROJECT.

Start Date: ..... End Date: .....

**8. Project Description:** *(Please give a brief description of the aims and objectives of the project and add a separate sheet if necessary)*

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**9. Benefits and Measurable Results of Your Project** *(see Guidance Notes)*

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**10. How do you intend to maintain your project?** *(This is particularly important for environmental projects or improvements to community facilities where ongoing physical maintenance and spending will be required)*

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**11. Planning Permission** *(If you consider that your project requires planning permission you should contact your Local Area Development Control Officer at Scottish Borders Council for advice)*

If your project does require a planning application, what stage is it at in the planning process?

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**12. What other sources of funding have been investigated to support the project** *(Please outline what other sources of funding have been investigated, which funding organisations have been contacted, and the outcome of enquiries)*

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13. Project Costs

a) Project Expenditure - please list items of expenditure

Items of Expenditure	£
Total	

b) Project Income - please list the source of funding to be used on the project *(Please note that it is essential that you have checked other sources of income such as Lottery before applying to the scheme. See Guidance Notes about the calculation of 'in kind' support)*

Source of Finance	Amount (£)	Date of Confirmation
Total		

c) Funds requested from Community Support Scheme *(The percentage grant sought should be the minimum required to enable the project to succeed)*

£	% of Total Costs

14. Bank/Building Society Account Details *(Please give these details for payment of grant if approved)*

Name of Bank/Building Society: .....

Name of Account: .....

Signatories to Account: .....

15. Demonstration of involvement and support from the wider community *(You are asked to outline the involvement of and extent of support in the wider community in the development of the project and how this was assessed. This could include an endorsement by your Community Council or other relevant body)*

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16. Equal Opportunities and inclusion (Describe how your project demonstrates/has taken account of equal opportunities, by including different sections of the community eg young people, older people etc)

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17. Please outline the management arrangements you plan to put in place for the implementation of the project over a six month period on receipt of the award.

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18. Declaration

“We wish to apply for a grant from the Scottish Borders Community Support Scheme and we have examined other potential sources of external funding. This form provides an accurate outline of the proposed project. We are willing to co-operate in the monitoring of the grant scheme and meet the terms and conditions of any award made to us under the scheme. In the event of this project being fully funded from elsewhere we agree to withdraw this application.”

Signed: ..... Date: .....

**Please send your completed application form and accompanying documents to:**

**Strategic Policy & Performance Unit  
Scottish Borders Council  
Newtown St Boswells,  
MELROSE TD6 0SA  
Tel: 01835 824000 Ext: 5496 Fax: 01835 825059**

# SCOTTISH BORDERS COMMUNITY SUPPORT FUND

## What is the Scottish Borders Community Support Fund?

The Community Support Fund is designed to assist communities or interest groups, with the development of community based projects. The amount available in the Fund for the period to the end of March 2004 is £120,000.

The Fund has been provided by Scottish Borders Council. The Scottish Borders Rural Partnership and the Borders Councils of Voluntary Service are assisting with its implementation.

## Who can apply?

Projects can only be put forward by properly constituted community and voluntary groups and must demonstrate community-wide support. Profit making bodies such as businesses will not be eligible to apply to the Fund.

## What kind of projects can be assisted?

Support can be made available for community projects that can demonstrate economic, social and/or environmental benefits to local communities.

Examples of projects that might be considered include:

- ◆ community appraisals and surveys
- ◆ training support to improve skills of communities
- ◆ community environmental projects
- ◆ community transport schemes
- ◆ community events
- ◆ improvements to community facilities
- ◆ community health and social projects
- ◆ feasibility studies.

No grants will be awarded to parts of projects where spending has taken place prior to the approval of a project or to pay the wages, salaries or fees of workers or sessional workers.

## How much is available?

The Fund can offer grants of up to 90% of project costs with a maximum grant of £5000 depending on the level of external funding or community support including 'in-kind contributions'. Smaller grant aid requests of up to £500 can be funded up to 100%. The grant requested should be the minimum required to enable the project to go ahead. Because of the limited amount of money within the Community Support Fund, it is essential that applicants can demonstrate that they have checked out other sources of funding such as Lottery, before applying to the Fund. **To meet this condition it is important that potential applicants contact the Council's Lottery Officer or the Rural Resource Centre or Councils of Voluntary Service in the first instance (addresses and telephone numbers on the next page).**

## How will the assistance be given?

Grants for projects of up to £500 will be paid into an applicants' bank or building society account following the approval of the project by the relevant Area Committee and acceptance of the terms and conditions of the award. Applicants will be expected to use the grant within six months of the start date of the project. For awards of more than £500, grants will only be released on the basis of invoices. Where invoices are not yet available claims should be supported by written evidence of spending ie copy orders etc or other appropriate evidence of spending commitment. On finishing the project, a Project Completion Form will need to be returned to the Scottish Borders Council. Any unused money must be returned to the Fund for the use of other groups. Applicants should note that they might be asked to apply for assistance from other funding sources.

## How can we apply?

The Strategic Policy & Performance Unit of Scottish Borders Council is administering the Fund and application forms are available from the address given below.

### How will projects be approved?

Recommendations will be considered by the relevant Area Committee and elected members will make the final decisions on what level of award is to be granted to applicants.

Applications will be assessed by staff in the Council's Strategic Policy and Performance Unit on the basis of the following criteria:

- ◆ Benefits to be gained from the project
- ◆ Support and involvement of the wider community in the development of the project
- ◆ The account taken of equal opportunities and inclusion
- ◆ The investigation efforts for other sources of funding
- ◆ The ability of the group to use the funding within six months of agreeing the award. The maintenance and sustainability of the project in the future

Applicants will be expected to have contacted their local Development Control Officer at Scottish Borders Council to discuss projects where they involve any physical works.

### What is the time-scale for approvals?

It is intended that applications will be assessed and approved within six weeks of their submission to the Scottish Borders Council (see address below).

### How will the approved projects be monitored?

Projects receiving assistance will be expected to be realistic and achievable and must be completed within six months. Each successful applicant will receive a grant award letter specifying terms and conditions. No grant will be paid until this offer letter has been signed and returned. Grants will normally be paid out on the basis of invoices. The conditions, along with the project outputs, will be closely monitored.

**Application Forms for Scottish Borders Community Support Fund  
are available from Council Contact Centres,  
Libraries and most service offices and from  
Scottish Borders Council  
Strategic Policy & Performance Unit, Newtown St Boswells,  
MELROSE TD6 0SA  
Tel. 01835 824000 Ext. 5496 Fax. 01835 825059**

Completed Application Forms should be returned to the above address.

Before completing an application form it is essential that community or voluntary groups contact a field worker or development worker in one of the following organisations:

- ◆ Rural Resource Centre,  
Tweed Horizons, Newtown St Boswells, TD6 0SG Tel 01835 824125
- ◆ Tweeddale Association of Voluntary Organisations,  
Newby Court, High Street, Peebles TD11 3DL Tel 01721 723123
- ◆ Central Borders Association of Voluntary Service,  
6 Roxburgh Street, Galashiels, TD1 1PF Tel 01896 752787
- ◆ Berwickshire Association of Voluntary Service,  
9 Currie Street, Duns, TD11 3DL Tel 01361 883137
- ◆ Roxburgh Association of Voluntary Service,  
Veitch Close, Castlegate, Jedburgh, TD8 6AY Tel 01835 863554
- ◆ Jean Robertson, Lottery Officer, Strategic Policy & Performance Unit,  
Council HQ, Newtown St Boswells, TD6 0SA Tel 01835 826543

## GUIDANCE NOTES FOR APPLICANTS

Applicants are asked to contact the Rural Resource Centre at Tweed Horizons or Councils of Voluntary Service (see *Question & Answer sheet for addresses and telephone numbers*). A fieldworker or development worker will be able to assist with developing your project and completing the application form.

**Question 1 (*Project Title*)** - the project title should be related to the aims of your project.

**Question 2 (*Name of Applicant Group*)** - in order to be eligible for grant support the application must be made by a local community or voluntary group. Profit making bodies such as businesses will not be eligible to apply to the Fund.

**Question 3 (*Contact Person and Position in the Applicant Group*)** - this person will be the main point of contact for future communication about the project and should have a good understanding of the details of the project.

**Question 4 (*Address for Correspondence*)** - this is the address to which correspondence about the project should be sent.

**Question 5 (*Location of the Project*)** - please state in which town, village or community or part of the Scottish Borders Council's administrative area the grant is to be used. If this project is to serve the whole of the Scottish Borders please say this.

**Question 6 (*Description of Group*)** - please describe what your group does and attach with the completed application form a copy of the group's constitution. Please also include a copy of the group's accounts (or bank statements where accounts are unavailable) for the last financial year. The local Councils of Voluntary Service can assist with the preparation of constitutions.

**Question 7 (*Project Time-scale*)** - please set out project start and completion dates. You should aim to be realistic about these dates bearing in mind unforeseen difficulties or delays that may arise as you work through the project. No grants will be awarded to parts of projects where spending has taken place prior to the approval of a project. Projects must be completed within six months of the start date.

**Question 8 (*Project Description*)** - a clear description of the project should be given, using a separate sheet if necessary. This should include information on why the project is needed, the aims and objectives of the project and what the project hopes to achieve.

**Question 9 (*Benefits and Measurable Results of Your Project*)** - please describe the economic, social and/or environmental benefits of your project. You should also set out the expected results of your project e.g. report on the findings of a community appraisal, the number of information leaflets printed and distributed, exhibitions or events held, construction work, etc. The applicants need to record this information so that they can report what the scheme has achieved.

**Question 10 (*Project Maintenance*)** - please indicate how you intend to maintain or sustain your project in the future. This is particularly important for environmental projects or improvements to community facilities where ongoing physical maintenance and spending will be required.

**Question 11 (*Planning Permission*)** - please state whether your project requires planning permission. Please make sure that you have contacted your local Scottish Borders Council Development Control Officer to discuss projects where they involve any physical works. This is particularly relevant if your project involves works in a Conservation Area.

### **Question 12 (*Other Sources of Funding*)**

Applicants are expected to have checked out other sources of external funding such as Lottery, European funds etc before applying to the Fund.

**Question 13 (Project Costs)**

a) Project expenditure - please outline the main items of expenditure required for the project. Please remember to include VAT charges where relevant. (Quotes and estimates often do not state the VAT element of the cost.) In order to ensure that the scheme is achieving value for money items of expenditure costing more than £500 will require at least two quotations.

b) Project Income - please set out all the sources of financial support and income that are being used in the project. Contributions might be from public bodies, voluntary bodies, trusts, businesses and from the local community.

In-kind support can also be used to make up the balance of the funding. This might take the form of volunteer's time or local skills that are a direct input to your project. Applicants hoping to use in-kind contributions as part of their funding should discuss this with the Rural Resource Centre or Councils of Voluntary Service prior to submission of their application.

c) Funds requested from the Community Support Fund - the grant sought should be the minimum required to enable the project to proceed. The scheme can offer grants of up to 90% of project costs with a maximum grant of £5000 depending on the level of community support and in-kind contributions. Smaller grant requests of up to £500 can be funded up to 100%.

**Question 14 (Bank/Building Society Details)** - please give the details of the bank or building society account that the grant should be paid into. If this is in the name of an 'umbrella' organisation e.g. Community Council, Councils of Voluntary Service etc., their written agreement must be obtained. Grants will not be paid into an individual's bank account.

**Question 15 (Support Of The Wider Community)** - it is vital that your project has the support of the wider community and that the community has been involved in its development. It is important that some form of consultation process has taken place on the project and this can be demonstrated. This could also be an endorsement by your Community Council or other relevant body.

**Questions 16 (Equal Opportunities and Inclusion)** - equal opportunities and inclusion is about involving people from different parts of the community in the development and implementation of projects and services. This might involve taking account of issues around gender, ethnic background, disability or access.

**Question 17 (Management Arrangements for the Project)** - it is important that an effective project management process is put in place if the project is awarded assistance. Please briefly outline this process.

**Question 18 (Declaration)** - please sign the declaration.

**Other Requirements**

**Publicity** - Successful applicants must acknowledge the Scottish Borders Community Support Fund in any press releases, publicity literature and site signage.