

VOLUNTARY AND COMMUNITY ORGANISATIONS GRANT APPLICATION GUIDELINES



Introduction

- The following guidance notes are designed to help you answer questions in the application. You **MUST** read these guidelines **BEFORE** and **DURING** completion of the application form
- The guidelines and grant application may be amended from time to time to incorporate changes which are influenced by Government policy and regulations on grant aid to the voluntary sector.
- Due to the volume of applications received, please restrict answers to the space provided within the application. Should you require additional space please attach an appendix marked clearly with the question and its relevant number.

General

- The application form does not necessarily reflect all the information used to decide on grant applications. If necessary we may seek additional information to augment the grant application.
- It is important to be aware that, due to financial pressures and competing demands, grant aid is a limited budget.
- Please note if this application is successful there is no commitment to provide any further funding for the project/activity beyond the current period.
- Under the terms of the Conditions of Grant, activities with a political bias and political campaigning are specifically prohibited.
- Renfrewshire Council reserves the right to use the name of the Organisation/Project who are grant recipients in all its publicity material

Data Protection Act

The Data Protection Act 1998: The information provided by you on this form will be used for the purposes of ensuring compliance with the recommendations of the Audit Scotland, by ensuring that information relating to Organisations/Projects as grant recipients, including Organisations' Committee/Board members, are held on a central database. The Council may check the information provided by you with other information held. The information may require to be shared with other Council departments and our Partners, such as Communities Scotland, Scottish Enterprise Renfrewshire, Paisley Partnership Regeneration Company, to check the accuracy of the information; to prevent or detect fraud or crime or to protect public funds, and for the purpose of consultation. Where relevant, information and the name of the Organisation/Project as a grant recipient will be listed in all Council publicity material. No other disclosures will be made unless the law permits the disclosure.

Contact

If you wish to discuss your application with someone please contact the relevant Council Department which administers the grant you are applying for

Wider information on grant funding can be found at www.open4community.info/renfrewshire1

Section 1 - Key Information

1a What is the name of your Organisation

This should be the name of your application **Organisation, association, club or group** as it appears on the Constitution, or Memorandum & Articles of Association, Deeds of Trust.

1b What is the name of the project or service for which you are seeking grant funding? (if different from 1a above)

This is the name your project/service will be known by _____ it **may** be same as **1a** above.

1c What is the address of the main/registered office of your Organisation?

By this we mean the address where we can contact you by telephone, mail or in person (this **could** be a home address). Where the application Organisation is a Company Limited by shares or by guarantee, this should be the registered office address of the Company.

1d Details of the main contact in your Organisation

The main contact must be someone from your Organisation who will be able to provide information about the Organisation/project/service for which grant funding is requested.

1e How much grant funding are you seeking from Renfrewshire Council?

The amount you request should be based on real and accurate costs for one year of the project or particular part of the proposed activity/services.

Section 2 - About Your Organisation

2a Name of Organisation regularly used (if different from above)

This is the name your project/service will be known by. This **may** be same as **1a** and **1b** above

2b What are the aims and objectives of your Organisation? (maximum 50 word summary)

Give a short description of what the Organisation/project has been set up to do.

2c Please tell us which of the Renfrewshire Community Planning Objectives your Organisation/project's aim and objectives will contribute to (Please tick at least one)

Community planning objectives underpin the delivery of modern, inclusive, high quality services to meet the needs and aspirations of citizens and communities in Renfrewshire, and to help the Council measure the various contribution towards the outcome of community planning objectives.

It is important that this section is completed so that the information can be used to assess the level of contribution your Organisation/project's will make to complement and add value to the community planning objectives.

2d What is the legal status of your Organisation? (refer to guidelines)

The following definitions should help you to identify your organisation's legal status:

Unincorporated Club or Association - An example of one of these is an amateur sports club or society, or a service users association. It does not have a legal identity on its own - its members have the legal identity. The law considers these Organisations as groups of people acting together.

Charitable Status - The Organisation is recognised by the Inland Revenue as a **charity**

Company limited by guarantee - Charities or non-profit-making Organisations often act as guarantee companies. The company has a separate identity in law from its members. It must obey company law and follow the rules set out in its memorandum and articles of association. Its members do not pay for their shares when they join. If the company is wound up, the money its members pay for their shares is limited to the amount set out in the memorandum.

Company Limited by Shares - Businesses usually operate as limited companies. In law, this type of company also has a separate identity from its members, and it must obey company law and its own rules. The members pay for, or promise to pay for, their shares when they join. If the company is wound up, the members are no liable for the company's debts but they must pay for any money owing for their shares.

Other - If none of the above applies to you, fill in the box with a short description of your Organisation.

2e	What area does your Organisation cover? (Tick or complete ONE box only)
If you are applying for a Community Grant, Local Area Committees are listed in Appendix 1 (page 11 of this application form) If you have indicated that the application covers more than one Local Area Committee, please tick the boxes beside the appropriate Local Area Committees on Appendix 1 and provide a list of the addresses of your members (with postcodes) to enable any grant award to be calculated proportionately.	
2f	How long has your Organisation been established?
State the number of years and months your Organisation has been constituted.	
2g	Are you a membership Organisation?
We need statistical information about members and attendance, this will enable us to establish and monitor the take up of service/facility provided by the project/Organisation.	
2h	When does your Organisation mainly operate/meet? (tick as appropriate)
Please indicate when activity/service is provided by ticking the appropriate box (es)	
2i	Who are the members of your Management Committee or Board & what are their roles?
List full names of all members of the Management Committee or Board, whether they are office holders or not. Please note that this information is mandatory under the Conditions of Grant. IMPORTANT NOTE: if you are applying for, and are awarded, £500 or more, EACH of the members you list here will have to sign and return a formal undertaking regarding the management of grant.	
2j	What is the address from where the Organisation will provide the services/activities for which grant funding is requested? (if different from 1c above)
The name and address of the place from where clients/residents of Renfrewshire will be offered or have access to the services/activities for which funding is requested.	
2k	Are the premises: (tick one box only)
2l	Who owns the Premises? (tick one box only - refer to guidelines)
Under the conditions of grant, all land, buildings, and movable property purchased with the aid of grant funding to the value of £50,000 shall be owned by the Council unless agreed otherwise.	
Section 3 - About your Staff and Volunteers	
3a	Does your Organisation employ any staff (i.e. do you pay people to work for you?)
We need this information to ensure that your Organisation is recruiting, employing and managing staff and volunteers in accordance with the applicable law and government policies.	
3b	How many of your staff are:
You should demonstrate that the Organisation will ensure that everyone will have access to services/activities by ensuring that relevant arrangements are in place e.g. Equal Opportunities Policy, and appropriate procedures.	
3c	How many volunteers are involved in your Organisation? (people who help out without being paid)
Include all people who help in providing your service/activities without being paid wages or salary	
3d	How many of your volunteers are:
As 3b above, applied to volunteers	
3e	Will your staff/volunteers be working with, or in contact with, children, young people or vulnerable people?
Organisations/projects must ensure and demonstrate that staff or volunteers having substantial contact with children or young people are suitable for this purpose. When requested, the Organisation/project must be able to provide confirmation that the following have been obtained:	
<ul style="list-style-type: none"> • Disclosure Scotland checks at the appropriate level • References from previous employers/placements • Verification of qualifications and experience.... etc. 	
If you have any doubt about what is required you must seek further guidance from the Department which administers the grant you are applying for.	

Section 4 - Your Organisation's Finances

4a Please give details of the bank account you wish to use if grant application is successful.
This should be the account of the Organisation named in 1a

Please complete all sections

4b How many people are required to sign cheques or withdraw money from the Organisation's account? (see guidelines)

Please note that, unless a waiver has been obtained under the terms of the Conditions of Grant, cheques drawn on the organisation's bank account may only be signed by **any two of no more than four** authorised signatories, all of whom must be members of the Board or Management Committee.

4c Please tell us the names and roles of those who are authorised to sign cheques or withdraw money from the Organisation's account

Names of the members and their position e.g. Treasurer, Secretary, or as the case may be, who have been nominated on behalf of the Organisation/project to sign cheques, withdrawals of money from the account or withdrawals of securities, documents or articles held in safe custody. Please note provisions under the terms of Conditions of Grant.

4d When did the Organisation's most recent financial year end?

Most organisations's financial year runs from April to March but sometimes this may vary. Please indicate how your Organisation operates.

4e What was the Total Income and Expenditure in that financial year?

Please complete the boxes as accurately as possible.

4f What was the balance at the end of that financial year?

Revenue: expenditure that relates to only one financial year e.g. Electricity charges, salaries, wages etc.

Capital: expenditure that provides a benefit to the Organisation/project in more than one year, e.g., land and buildings, motor vehicles, furniture and fittings, etc

4g When will the current financial year end

State the relevant month and year

4h When will the current financial year end

Please ensure that financial details (figures) given here match all other figures related to income and expenditure information given in other sections of the application.

4i How much money do you expect to have in the bank account(s) at the end of the current financial year?

We may need further explanation or evidence regarding the above figures, particularly figures related to surplus and deficit

4j Please provide the following information/documents (tick as appropriate)

A full list of documentation required for each funding category is attached as

APPENDIX 2 (page 12 of this application form - read carefully)

For applicants who have previously received grant aid from Renfrewshire Council, please provide the following documents:

Set of audited accounts for the most recent financial year - If you received grant aid of £5,000 or over, it is a standard condition of grant that a set of audited accounts are submitted which have been drawn up on behalf of the Organisation by a qualified accountant with letters after their name denoting their qualifications e.g. CA, ACCA, CIMA, CPFA.

Please Note: If no letters are present, we may assume that the accountant is not professionally qualified, and request another set - this may delay decisions on your request for funding.

Income and expenditure statement - If you received grant aid of less than £5,000, it is a standard condition of grant that, where a set of audited accounts are not available, you must submit an income and expenditure statement signed by the **independent** person who audits the books.

4k	Is the Organisation applying for, or intending to apply for, or already in receipt of, grant funding from other sources for this project?
	Please give details of other funding received or applied for. Also provide details of annual anticipated income generation
4l	What is the TOTAL cost of the Organisation or project which you are seeking grant funding for?
	Give details of the total revenue and capital cost of the project (definitions at 4f above)
4m	Give details of the total cost of your Organisation/project below
	Please ensure that figures are based on real and accurate costs. Total Annual Amount column is for that total cost of the Organisation/Project Grant Aid requested from Renfrewshire Council - Please indicate the total contribution requested from Renfrewshire Council. This column should, when totalled, be the same amount you are requesting in section 1e . Where no other sources of funding are involved, both columns should be the same.
4n	What is the Organisation/Project's contingency plan or arrangements for managing
	It is important that applicants make it clear, when funding is sought from a number of sources, if such the capacity of your Organisation/project to deliver the services/activities is dependent upon such funding being secured. Describe how any shortfall in such funding will be managed. Payment of grant aid is conditional on the Organisation/project being able to confirm approval of such funding.
Section 5 - Your Grant Request	
5a	What is the purpose of the grant? Please summarise in no more than 75 words
	Please ensure that there is sufficient evidence that the purpose of grant aid for the services/activities complements, rather than duplicates or replaces, existing resources or services provided by Renfrewshire Council, the voluntary sector or other agencies.
5b	What services/activities will you provide in Renfrewshire and what specific targets will the grant support and develop?
	Tell us specifically what you are doing or putting in place, and setting out to achieve, in Renfrewshire - by the end of the grant aid period you should be able to provide information on how many Renfrewshire people used, or are using, your services/activities.
5c	What are the benefits to local people of the Organisation's services/activities within Renfrewshire?
	Please provide evidence of need and demand for the services/activities proposed. Evidence of need could include survey findings or results from studies undertaken. Demand could include consultation, market research or quantified estimates of uptake of service/activities.
5d	What monitoring mechanisms will you put in place to demonstrate that you have achieved these targets?
	Tell us how you will measure what you have achieved.
5e	How many residents from Renfrewshire currently use the service/activities provided by your Organisation
	If you are an established group, tell us how many Renfrewshire people use the service activity.
5f	Please tell us which area(s) within Renfrewshire your Organisation/project will target (please tick the boxes that apply)
	We need this information to assess the amount and level of resources that are contributing to different areas. We are particular interested in the level of contribution in the five areas listed that have been identified as 'target areas', the most deprived in Scotland within Renfrewshire.
5g	Will the number of users increase or decrease next year and by how much?
	Please provide statistical information and tell us how you arrived at any projection.
5h	How will the people who benefit from your services/activities be involved in the management, operation and development of the Organisation/project?
	Tell us how service users will be involved in the running of the Organisation.

5i Contact with Renfrewshire Council - have you discussed this application with anyone from Renfrewshire Council? (e.g. Your Councillor or a Council official)

Please note, a telephone call asking for an application form does not normally constitute a "discussion" of the application.

5j Referee - Please provide contact details of someone who is independentetc.....etc

This must not be a member of staff of Renfrewshire Council.

5k Please give any other information you think will support your application

You may detail, or refer to, anything here that gives weight to your application, but which does not fit into any of the sections above.

Declaration

This section is a declaration to Renfrewshire Council that you have, on behalf of the Organisation read and understood Renfrewshire Council's Conditions of Grant, which accompany the application. **Failure to sign this section will lead to delays in the grant decision, or may result in the application being rejected.**

Application should be returned to the relevant department who administers the grant you have applied for. Please use the **Quick Guide to Grants** for further information if needed.