

ANGUS COUNCIL COMMUNITY GRANT SCHEME

GUIDANCE NOTES

WHAT IS THE ANGUS COUNCIL COMMUNITY GRANT SCHEME?

Angus Council gives grants to help groups across Angus with community based projects that:

Encourage a Civic Pride of Angus amongst local communities

We want to encourage people to work together across Angus to promote the area.

Maximise the Tourism and Heritage Potential in Angus

We want to support projects that build on the distinct heritage and culture of the area.

Bring People Together

We want to help people 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.

Increase Involvement

We want to encourage activities that are open to everyone who wants to join in. Whether they're taking part in what you do, or being part of an audience, we can help get more people involved in local groups.

Improve Quality of Life

We want to support local projects that improve people's opportunities, health, well-being, welfare or environment, especially those who are most disadvantaged in the community.

Help Groups to Become Well Organised

We want to encourage good organisation and good planning of community activities. Well thought-out activities meet people's needs better and have the most impact.

We may be able to help you if your group helps people to take part in arts, sport, heritage, cultural, social, environmental, health-related, educational and other community based activities.

WHO CAN APPLY?

Are you an Angus based, non-profit making, constituted group, a charity or a partnership of various groups or an Angus branch of a national organisation?

Do you provide a service for the residents of Angus?

If you are a sports organisation, are you affiliated to the Angus Sports Council?
(for further information on Angus Sports Council, please refer to the Additional Notes section 1 at the end of this Guidance Note)

Is your organisation open to all to join? We would expect your membership to be open to all unless you can provide a good reason why not. We will usually consider proposing and seconding to be unacceptable and we expect there to be the right of appeal for anyone refused membership.

If yes, you can apply to us for money.

WHO CAN'T APPLY?

Companies that aim to make a profit.

Individuals *(for further information on funding for individuals please refer to the Additional Notes section 2 at the end of this Guidance Note)*

Non Angus based organisations

WHAT CAN WE FUND?

We may give you money for things like:

- buying new equipment and materials for example for a playgroup or youth centre
- providing training courses
- setting up or starting up a new group
- running a conference or seminar
- upgrading or improving a community hall
- advertising and marketing an event or a new brochure or book about your area
- employing a consultant to carry out a feasibility study – this means a study to find out if there is a need for your project and if what you plan to do is possible

Your project could combine a range of different activities.

HOW MUCH CAN YOU GET?

You can ask for any amount of up to £5,000. This is the most that we will give your group in any 12 month period (starting from the date we send you your grant offer letter). You can only make one application at a time. Grants of up to £1,000 can be dealt with quite quickly while grants of over £1,000 and up to £5,000 take longer to process as they are decided by Angus Council elected members at Angus Council's Infrastructure Services Committee.

The total cost of the project can be more than £5,000 but we will only give up to £5,000 towards it. Please note we prefer to contribute towards specific items and do not make general contributions towards projects. You can match fund your project from your own, private, trust, lottery or EU funds. You can also match fund your application from Common Good Monies. *Please refer to Additional Notes section 7 re advice on eligibility for Common Good Funds.* Please note however that you cannot use funding from another Angus Council department or from a Service Level Agreement (SLA) with Angus Council to match fund your project.

Whilst we can offer grants of up to 100% of your eligible costs, if your group has more savings than the amount of money you are applying for, you should explain to us what you're planning to do with this money. This includes funds in excess of one year's running costs. If you have not set aside this money for anything in particular, it's unlikely we'll give you 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.

WHAT CAN'T WE FUND?

- items that only benefit an individual – for example, scholarships and personal clothing for individuals
- any goods or services that you buy or order before you receive our grant offer letter
- activities promoting religious or political beliefs
- general repair and maintenance costs
- endowments, loan payments, bank charges etc
- the cost of buying a second-hand vehicle
- alcohol
- travel costs to sporting events or fixtures
- travel costs for exchange visits abroad
- weekly or annual rental or hire of premises or venues
- honoraria or payments to group members for services
- prizes
- fundraising events
- purchase of Christmas lights (*please refer to Additional Notes section 5 for more information on purchase of Christmas lights*)
- activities or projects funded through Service Level Agreements with Angus Council
- activities or projects from which Angus Council funding has recently been withdrawn or to replace a shortfall in a Council service budget

HOW DO WE ASSESS YOUR APPLICATION?

We will check your application form and additional documents to see if it is complete. If your application is not complete, we will contact you to get the missing information, and may have to send the form back to you. An incomplete form is the most common cause of delay, so use the checklist to make sure that you've sent us everything we need.

Once we are happy your application is complete, we will send you a letter of acknowledgement within five working days telling you the reference number for your application. You should use this reference number in any correspondence with us.

One or several of our officers will assess your application, and we may contact you to get more information. They will look at how your group is set up, how well your application fits our aims, and the costs that you have asked for. These costs should be realistic and give value for money, and we expect you to contribute something towards your project. This could be cash, or it could be something in kind such as time, materials, transport or use of premises.

WHAT HAPPENS ONCE WE MAKE A DECISION?

If you have applied for less than £1,000 you should hear the result within two months of us receiving your completed application form.

Angus Council's Infrastructure Services Committee makes a decision on all applications over £1,000, based on the information you have given us. We aim to let you know their decision as quickly as possible after the Committee meeting. Details of committee meeting dates are available at <http://www.angus.gov.uk/ccmeetings/AC2009-2010.pdf>. However papers are prepared 3-4 weeks in advance so please apply in plenty of time. Please note that due to council recess, decisions on applications received before or during summer can take longer to get a decision.

If your application is successful, we will send you a letter telling you what we are giving you the money for, how much the grant is plus any specific conditions of grant if applicable. You must spend the grant within one year of the date on our award letter, and complete an end of project monitoring 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 your application is not successful, we will write to you telling you the main reasons why.

CAN YOU APPLY AGAIN?

We welcome applications from groups who've had a grant from us before. However we cannot consider new applications until we have received an end of project monitoring

report for any previous grants awarded. However we consider each application individually, so there's no guarantee that we will give you another grant. You can also apply within the same year for a grant for a different activity. However the two grant requests should not be for more than £5,000 in total. We are more likely to fund a new or different activity rather than a request for funding for the same project or activity.

If you are seeking funding towards the costs of an event, please be aware that Angus Council operates a policy of offering a declining rate of grant towards events costs over a three year period as follows:

Year 1 – up to 100% of costs

Year 2 – no more than 67% of grant awarded in year 1

Year 3 – no more than 33% of grant awarded in year 1.

However we may be able to offer up to 100% funding for new developments or innovative aspects. This does not simply mean changes to a programme. Please contact us for further clarification. In addition if you are re-applying for funding for the same event or activity you should provide feedback on the previous year's event or activity. All requests are subject to availability of funding.

If we turned down your application, you can apply again. We will always write to you telling you the reasons why your application was not successful.

HOW CAN YOU APPLY?

You can get an application form

- By phoning Angus Council's External Funding Team on 01307 473222 or ACCESS Line on 08452 777 778
- By e-mailing: externalfunding@angus.gov.uk or accessline@angus.gov.uk
- In person from any Access Office
- By downloading one by going to www.angus.gov.uk/communitygrant

The content of this publication, or sections of it, can be made available in alternative formats or translated into other community languages. Please contact the Council's ACCESSLine on 08452 777 778 for further information or email accessline@angus.gov.uk

Fill in the 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 Contract, which forms part of the application form, should your project be approved.

Make sure you complete the application form as fully as possible. If we have to ask for any additional information, this delays the processing of your application.

Send us the form, enclosing your extra documents

You can send your application by post to:

Senior External Funding Officer
Economic Development and Environmental & Consumer Protection Division
Angus Council
County Buildings
Market Street
Forfar DD8 3WD

Or you can complete your application and e-mail it with any attachments to externalfunding@angus.gov.uk

We need at least two months to process your application so make sure you send us your form in plenty of time. When you send us your form, you must also enclose the other documents we need.

You will need to send us the following:

- 1. A copy of the constitution or set of rules that your group has adopted.** Your group must have this document to get a grant from us.

If you have already provided us with a copy of your constitution for a previous grant application and it has not changed significantly, you do not need to send us it again.

- 2. A dated copy of your most recent yearly accounts verified by an independent examiner.**

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 get, 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.

- 3. A copy of your group's most recent bank account statements.** Please provide copies of statements for all accounts you hold.

This account must be in the name of your group, and at least two people must sign each cheque or withdrawal. These people should not be related.

Or

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

Or

If you're a new group who's only just set up your 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.

- 4. Copies of any plans, maps or drawings etc related to your application for work on a building or land.**
- 5. Copy of planning permission if appropriate**
- 6. Two quotes for any work to be carried out or items to be purchased etc**
- 7. A copy of your Child Protection Policy where appropriate.** *((for further information, please go to the Additional Notes section 3 at the end of this Guidance Note)*
- 8. A full budget breakdown including anticipated income (including other grants, sponsorship or donations) for events**

If you have any other information that you'd like to send to us to support your application, please do so.

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.

APPLICANT'S CHARTER

OUR COMMITMENT TO YOU

Angus Council aims to provide a courteous and helpful service to our customers. We aim to deliver the best standards of customer care possible and provide the modern customer services that people want.

We will work for and with you, to involve, inform and give you fair and equal access to information and services.

We aim to deliver a consistent and high standard of customer care and will:

- treat you politely and with respect
- be friendly and approachable
- listen to what you have to say
- respect your right to confidentiality
- be open and accountable
- give you the information you need about our services
- give you choice in how you access services
- value and respect the diversity of our customers and try to meet the needs of customers with specific requirements
- work in partnership with other organisations and communities to improve our services
- learn from your compliments, comments and complaints

Through our regular customer surveys we will ask for your comments on how we are doing and we will report on our performance annually.

WHAT WE EXPECT FROM YOU

Angus 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

You can let us know where we've got things right and help us sort out things that may have gone wrong with our easy to use compliments, comments and complaints procedure.

More information is available at www.angus.gov.uk or contact ACCESSLine on 08452 777 778 or e-mail accessline@angus.gov.uk

ADDITIONAL NOTES

- 1. ANGUS SPORTS COUNCIL** – all organisations applying for a sports related grant must be affiliated to Angus Sports Council and ideally be a member of the Angus Club Excellence (ACE) awards scheme. This scheme allows the public to know that an accredited club operates in a safe, child friendly environment. More information on the scheme can be obtained from www.angussportscouncil.co.uk
- 2. INDIVIDUALS** are not eligible to apply for funding from this scheme. However Angus Council do have other sources of funding for individuals which you may be able to apply for.

a) Sports Grants

Angus Coaches Complimentary Entry Support Scheme (ACCESS) offers free access to facilities during club coaching activities, grant aid support, and assistance in identifying coach education needs to qualified coaches or club helpers who help out with sports clubs in the Angus area. For more information on ACCESS go to www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1231

National Athlete Support – Angus (NASA) is an initiative of Angus Council Leisure Services designed to offer assistance and recognition to high level athletes who come from Angus. The aim is to offer practical support to athletes who have achieved a national level in their chosen sport, to recognise their achievements and to provide a useful service to these valued members of the local community.

NASA offers free access to leisure facilities, grant aid, free visits to the sports medicine centre, appropriate training courses and assistance with the preparation of sponsorship portfolios.

For more information on NASA go to http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1230

b) Arts grants

Open to young people up to the age of 26 years resident in Angus who have been **selected** to participate in training programmes that are of a high national standard. We will consider funding course fees, essential travel and food and accommodation costs. The maximum contribution to food and accommodation will be £30 per day. The maximum contribution to the total cost of participation will be 25% with the maximum award being £500.

For further details contact Angus Council's Community Learning and Development Service on 08452 777 778 or e-mail ednclld@angus.gov.uk or go to www.angus4community.com and look under "Local Support"

3. CHILD PROTECTION POLICY

Child and Vulnerable Adult Protection - A useful model can be found at <http://www.sportscotland.org.uk/ChannelNavigation/Resource+Library/Publications/Child+Protection+Policy.htm>

4. DISCLOSURES

Disclosures, or criminal record checks, are required by law for some occupations under the Protection of Vulnerable Groups (Scotland) Act 2007. Voluntary groups are required to apply for Disclosure checks when staff and volunteers are dealing with children or vulnerable people. Disclosure checks for volunteers are **free** in Scotland.

There are three levels of Disclosure:

- **Basic Disclosure**

This is available to anyone for any purpose. It contains details of unspent convictions. The Disclosure is issued to the applicant and can be applied for online from Disclosure Scotland, for £23.

- **Standard Disclosure**

This includes both spent and unspent convictions. It is countersigned by a Registered Body, usually the employer/voluntary organisation. It is required for those working with children and adults at risk.

- **Enhanced Disclosure**

This may contain non-conviction information such as police warnings. It is available for those in sole charge of children or adults at risk. For those applying for Standard or Enhanced Disclosures where the position involved is a childcare position, the Disclosure will also include details of inclusion of the applicant on the list of individuals Disqualified from Working with Children (DWCL) in accordance with the Protection of Children (Scotland) Act 2003.

What if we decide not to check volunteers?

The Protection of Children (Scotland) Act 2003 places your organisation, group or club under a legal duty to do three things.

- refer an individual to the List where the grounds for referral have been met
- not knowingly appoint an individual who is fully listed, to a childcare position
- remove an individual who is fully listed from a childcare position

Organisations that are recruiting staff or volunteers for childcare positions must check before employment commences as to whether or not the individual is on the Disqualified from Working with Children list. The only way to determine this is to do an Enhanced level Disclosure check. Disclosure certificates for childcare positions will state if the individual is on the Disqualified from Working with Children's List and detail whether the individual is provisionally or fully listed.

Central Registered Body in Scotland

The CRBS is the only source of free disclosures for volunteers in the voluntary sector in Scotland.

CRBS administers requests for free enhanced disclosures on volunteers in the voluntary sector wishing to volunteer with children, young people, and adults at risk. This includes checking that the voluntary organisation is bona fide, that the type of voluntary work to be undertaken requires a Disclosure and, when satisfied, passing the application onto Disclosure Scotland.

Disclosure Scotland will run the Disclosure and pass the result back to the CRBS, and directly to the individual concerned. The CRBS will, in turn, inform the voluntary organisation.

The final decision on whether to involve the individual as a volunteer rests with the organisation and not the CRBS.

CRBS provides service users with information and assistance, with making decisions about the suitability of applicants, if requested. The biggest issues surrounding Disclosure will be around human rights, data protection, confidentiality, and ensuring that ex-offenders are treated fairly in accessing volunteering opportunities. The CRBS will also provide training.

In order to access Disclosures voluntary organisations need to enrol with CRBS and become a **Registered Body**. Each registering organisation must have a Lead Signatory whose identity needs to be verified. This can be carried out in one of three ways:

Drop in session at CRBS offices, Stirling.

By CRBS staff at specified times and venues during training sessions.

By prior arrangement with a Trusted Partner in your area. In Angus this is the Volunteer Centre Angus – contact details below

There is no charge to register as the Registered Body with the CRBS.

Further information is available on their website at <http://www.crbs.org.uk/>

Disclosure Scotland

Applicants who apply directly to Disclosure Scotland are charged £23 for a disclosure check. Basic disclosures are available online at www.disclosurescotland.co.uk Disclosure Scotland can also be contacted by email at info@disclosurescotland.co.uk or call 0870 609 6006 or by writing to them at PO Box 250, Glasgow, G51 1YU

5. CHRISTMAS LIGHTS

It is Angus Council's policy that match funding towards the costs of replacement Christmas lighting will be provided, pound for pound, to communities up to a limit of £3,000 in Angus burghs. Match funding comes from Common Good Funds where these exist or from Angus Council's budget.

6. EVENTS

Angus 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 team in the first instance BEFORE submitting a grant application to discuss your support requirements.

The council has developed a pack to help event organisers by giving them basic advice about how to organise a safe and legal event. It is recommended that you obtain a copy of the pack and read it before applying for funding. If you are organising a larger public event which might involve dealing with a number of different services and agencies, it is recommended that you contact the Civil Contingencies Manager (*see Useful Contacts*) at as early a stage as possible to receive advice and assistance.

7. COMMON GOOD AND ANGUS COUNCIL COMMUNITY GRANT SCHEME

Common Good funds exist in 5 Angus burghs (Arbroath, Brechin, Kirriemuir, Montrose and Forfar) for the benefit of the people living there. Projects may be funded from the Common Good only after all other avenues of funding have been explored. Therefore few projects will be funded from both the Common Good and the Angus Council Community Grant Scheme. The Angus Council Community Grant Scheme may contribute to funding a specific item or items of a larger project but would not be used to make a general contribution to a larger project seeking funding from the Common Good.

If you are considering applying to both Funds, please contact the External Funding team before completing the application forms.

USEFUL CONTACTS

VOLUNTEER CENTRE ANGUS

Volunteer Centre Angus provides advice and support to both volunteers and organisations and groups who engage volunteers. This includes promoting volunteering opportunities, policy information and support and free training for both organisations and volunteers.

Volunteer Centre Angus can also support organisations and volunteers through the disclosure process.

Contact:
Volunteer Centre Angus
32-34 Guthrie Port
Arbroath
DD11 1RN

Tel: 01241 875525 or 01241 439555
e-mail: info@volunteercentreangus.org.uk
website: www.volunteerangus.org.uk

ANGUS ASSOCIATION OF VOLUNTARY ORGANISATIONS (AAVO)

AAVO can offer a range of service and support to local groups and organisations across Angus including, providing administrative expertise and support services and an information and advice service.

Contact:
Angus Association of Voluntary Organisations (AAVO)
61 High Street
Arbroath
DD11 1AN

Tel: 01241 430349
e-mail: info@aavo.org.uk
website: www.aavo.org.uk

ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE

The CL&D service works with community groups to help them identify, plan and run activities in their community.

Offices for the following areas:
Sidlaw

Monifieth
Carnoustie
Arbroath
Montrose
Brechtin
Kirriemuir
Angus Glens
Forfar

Contact:
E-mail: ednces@angus.gov.uk

Or go to http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1239 for details of your local office.

ANGUS COUNCIL EMERGENCY PLANNING UNIT

The Emergency Planning Unit can provide assistance and advice for organisers of larger public events in particular. They can explain your responsibilities as an organiser and help you stay safe and legal.

Contact:
Jacqui Semple
Civil Contingencies Manager
Angus House
Orchardbank Business park
FORFAR DD8 1AX
01307 476123
E-mail: SempleJ@angus.gsx.gov.uk