

## ANGUS COUNCIL COMMUNITY GRANT SCHEME



### GUIDANCE NOTES

**PLEASE ENSURE THAT YOU READ THESE GUIDANCE NOTES BEFORE COMPLETING THE APPLICATION FORM**

### WHAT IS THE ANGUS COUNCIL COMMUNITY GRANT SCHEME?

Angus Council gives grants to help groups across Angus with community based projects that support the Angus Community Plan priorities of:

**Communities that are Prosperous and Fair**

**Communities that are Learning and Supportive**

**Communities that are Safe and Strong**

**Communities that are Caring and Healthy**

**Communities that are Sustainable**

We will ask you in the application form to tell us how your project helps your community develop in line with these priorities.

## WHO CAN APPLY?

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

Organisations providing a service for the residents of Angus

Sports organisations, affiliated to their national governing body and/or registered on the Angus Club Excellence (ACE) scheme with Angus Alive

We would encourage your membership to be open to all.

## 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

Organisations running an event associated with sectarian or political marches, protests, processions or any event deemed divisive.

Organisations with "closed membership" e.g. proposing and seconding or restricted membership except in the case of organisations where membership is restricted for legal or specific reasons

Licensed premises

## WHAT CAN WE FUND?

We may give you money for things like:

- buying new equipment and materials you do not already own to set up a new organisation or to expand your activities and encourage more people to get involved in your group
- advertising and marketing an event or a new brochure
- commissioning a technical study if you are developing a new facility
- travel costs for groups and/or members of groups invited to participate or qualifying for events of national or international significance
- costs of events, including fundraising events where the proceeds are not donated to a third party

- youth related projects

Your project could combine a range of different activities.

## HOW MUCH CAN YOU GET?

Your project can receive match funding up to the level of £1,000. 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.

Your overall campaign can be for any amount however the Angus Council contribution can be no more than £1,000. We may be able to assist by suggesting appropriate match funders alongside your Crowdfunder campaign.

## WHAT CAN'T WE FUND?

- items that only benefit an individual – for example, scholarships and personal clothing for individuals
- sports team kit
- repair, maintenance or replacement costs of any equipment you already own
- costs of employing a consultant to undertake a community consultation or to identify community wishes and aspirations
- upgrading of premises (*please refer to Additional Notes section 3 however for information of energy efficiency upgrades to village halls*)
- costs of publications which are to be sold
- costs incurred by, or for, any council service including schools to take part in the project (*please refer to Additional Notes section 2c however for information on funding possibilities for schools contact the external funding team*)
- endowments, loan payments, bank charges etc
- the cost of buying a second-hand vehicle
- alcohol or an alcohol licence
- travel costs to sporting events or fixtures
- travel costs for exchange visits or planned trips abroad e.g. by sports clubs
- weekly or annual rental or hire of premises or venues
- payment of honoraria or wages to group members or any individual for services provided to the group.
- prizes
- fundraising events or activities where the money raised will be donated to third parties
- general contributions towards projects where specific items have not been identified

- applications from organisations whose premises hold an alcohol licence unless benefitting the wider community
- activities promoting religious or political beliefs
- any goods or services that you buy or order or activities that have already taken place, or already started before you receive our grant offer letter.
- donations or payments to third parties where a costed service has not been provided.
- 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 or any other contracts with Angus Council
- any activities or projects linked to or related to another, where Angus Council has already provided funding from any other council budget; where Angus Council funding has recently been withdrawn in full or in part or to replace a shortfall in a Council service budget
- any costs charged by Angus Council e.g. licences, road closures, hall hire etc
- Any project or activity if there is another known source of funding available to fund it

### **WHAT HAPPENS ONCE YOU REACH YOUR CROWDFUNDING TARGET?**

We will check you are eligible for Angus Council funding prior to your crowdfunding campaign. Once you have successfully reached the 50% funded mark, Angus Council Funding Team will be notified and release the grant on to your campaign.

You must spend the grant within one year of your campaign end date, 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. Our publicity requirements must be adhered to.

### **CAN YOU APPLY AGAIN?**

Angus Council will only give a maximum of £1,000 to a group per financial year. If you require more funding throughout the year for a different activity the Funding Team can support you to find an alternative funder.

## HOW CAN YOU APPLY?

- By e-mailing: [externalfunding@angus.gov.uk](mailto:externalfunding@angus.gov.uk) or [accessline@angus.gov.uk](mailto:accessline@angus.gov.uk)
- By contacting Crowdfund Angus <http://www.crowdfunder.co.uk/angus>
- By phoning Angus Council's Funding, Policy & Projects Team on 01307 474849 or ACCESS Line on 03452 777 778

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 03452 777 778 for further information or email [accessline@angus.gov.uk](mailto:accessline@angus.gov.uk)

## PLEASE READ THIS SECTION CAREFULLY

**You must read, understand and accept this section before you receive funding from us.**

All our decisions on funding are final.

- Once we have paid a grant, we are not committed to give you any more funding for the same project.
- The online process does not necessarily give all the information we need to make a decision on your application. We can ask you for extra information.
- 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 campaign 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. You will receive a Customer Survey along with your monitoring report.

**More information is available at [www.angus.gov.uk](http://www.angus.gov.uk) or contact ACCESSLine on 03452 777 778 or e-mail [accessline@angus.gov.uk](mailto:accessline@angus.gov.uk)**

## **ADDITIONAL NOTES**

**1. SPORTS ORGANISATIONS** - all organisations applying for a sports related grant must

- be affiliated to their national governing body where appropriate 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.

For more information go to:

<http://archive.angus.gov.uk/leisure/sportsdevelopment.htm>

**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.