

**Area Partnerships**

**Community Budgeting Pilot 2016**

**Guidance Notes**

**Guidance Notes for completing an Application Form for a Community Budgeting pilot project 2016.**

**It is essential that you read these guidance notes carefully before completing your**

**Application Form.**

Below, you will find information on the Community Budgeting Pilot 2016, including how to apply. The section entitled *Completing your Application Form* provides guidance on how to answer each of the questions in the Application Form.

Where possible the Application Form should be completed electronically. Copies of the Form and these Guidance Notes are available from the following website: [www.glasgowcpp.org.uk/communitybudgeting](http://www.glasgowcpp.org.uk/communitybudgeting). Copies can also be emailed by contacting the local Partnership & Development Team (contact details are provided on Page 2).

Please note that the boxes will expand to provide an adequate amount of space to insert information, but size restrictions have been applied. We would therefore request that you provide your information concisely. When you click on a box, a cross will automatically be inserted or removed.

Paper copies are also available by contacting the local Partnership & Development team. If you require more space to answer any question, you should use additional sheets (A4) and ensure that they are clearly marked with the section to which they refer.

**A. Purpose of the community budgeting pilot**

To allow local communities to decide how grant funding is allocated to projects or services that are determined locally and benefit a specific area or community.

**B. Who can apply?**

Community and voluntary organisations that are based in Glasgow and have full control over their proposal are able to apply. Organisations should:-

* be not-for-profit and should not allow anyone to profit from being associated with the organisation;
* have a Managing Body, management committee (or similar body) which meets regularly;
* have elected office bearers e.g. chairperson, secretary and treasurer;
* have a Governing Document (e.g. a constitution) that has been approved by the organisation and signed by an office bearer (see guidance below on Managing Bodies and Governing Documents);
* have a bank account with at least 2 unrelated signatories.

**C. Managing Body and Governing Documents**

The term “Managing Body” describes the group of people responsible for managing your organisation, for example, Management Committee, Board of Directors, Trustees or Governors or any corresponding name. The term “Governing Document” describes the document that sets out the purposes for which the organisation is established and how it will operate, for example, Constitution, Memorandum and Articles of Association, Rules, And Deed or Declaration of Trust. If the Council already holds the most up-to-date version of your documents, you do not need to submit a further copy.

**D. How are proposals assessed?**

Application Forms will be assessed against the following criteria:

* Evidence of eligibility, e.g. appropriate governance arrangements, organisational policies and financial management etc.,
* Satisfactory assessment of the proposal and any financial and operational risk to the Council

###### E. How to apply.

You can contact a Council officer before submitting your proposal to ensure that the proposal is eligible (contact details can be found below).

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| **North West Area Team** | **North East Area Team** | **South Area Team** |
| The Albany,  44 Ashley Street,  Glasgow G3 6DS  Tel: 0141 276 9900 | Blairtummock House,  20 Baldinnie Road, Glasgow G34 9EE  Tel: 0141-276 9860 | The Adelphi Centre,  12 Commercial Road, Glasgow G5 0PQ  Tel: 0141 276 9880 |

GCC Partnership and Development Officers - Contact details

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| **North West** **Area Partnerships** | **North East Area Partnerships** | **South Area Partnerships** |
| Anderston/City  Lorraine Mohr  Tel: 0141 287 5792  [lorraine.mohr@glasgow.gov.uk](mailto:lorraine.mohr@glasgow.gov.uk) | Calton  Andrew McMillan  Tel: 0141 276 9863  [andrew.mcmillan@glasgow.gov.uk](mailto:andrew.mcmillan@glasgow.gov.uk) | Linn  Karen Gorman  0141 287 5463  [karen.gorman@glasgow.gov.uk](mailto:karen.gorman@glasgow.gov.uk) |
| Hillhead  Lorraine Mohr  Tel: 0141 287 5792  [lorraine.mohr@glasgow.gov.uk](mailto:lorraine.mohr@glasgow.gov.uk) | Springburn  Kirsteen McKenzie  Tel: 0141 276 9888  [kirsteen.mckenzie@glasgow.gov.uk](mailto:kirsteen.mckenzie@glasgow.gov.uk) | Newlands/Auldburn  Patricia Boyce  0141 276 9884  [patricia.boyce@glasgow.gov.uk](mailto:patricia.boyce@glasgow.gov.uk) |
| Partick West  Najmah Chauhdry  Tel: 0141 276 9877  [najmah.chauhdry@glasgow.gov.uk](mailto:najmah.chauhdry@glasgow.gov.uk) | East Centre  Kirsteen Shearlaw  Tel: 0141 276 9878  [kirsteen.shearlaw@glasgow.gov.uk](mailto:kirsteen.shearlaw@glasgow.gov.uk) | Greater Pollok  Patricia Boyce  0141 276 9884  [patricia.boyce@glasgow.gov.uk](mailto:patricia.boyce@glasgow.gov.uk) |
| Garscadden/Scotstounhill  Linda Hendry  Tel: 0141 276 9886  [linda.hendry@glasgow.gov.uk](mailto:linda.hendry@glasgow.gov.uk) | Shettleston  Karen Kenny  Tel: 0141 287 7864  [karen.kenny@glasgow.gov.uk](mailto:karen.kenny@glasgow.gov.uk) | Craigton  Karen Gorman  0141 287 5463  [karen.gorman@glasgow.gov.uk](mailto:karen.gorman@glasgow.gov.uk) |
| Drumchapel/Anniesland  Linda Hendry  Tel: 0141 276 9886  [linda.hendry@glasgow.gov.uk](mailto:linda.hendry@glasgow.gov.uk) | Baillieston  Karen Kenny  Tel 0141 287 7864  [karen.kenny@glasgow.gov.uk](mailto:karen.kenny@glasgow.gov.uk) | Govan  Yvonne Reilly  0141 276 9891  [yvonne.reilly2@glasgow.gov.uk](mailto:yvonne.reilly2@glasgow.gov.uk) |
| Maryhill/Kelvin  Linda Devlin  Tel: 0141 287 5385  [linda.devlin@glasgow.gov.uk](mailto:linda.devlin@glasgow.gov.uk) | North East  Kirsteen McKenzie  Tel: 0141 276 9888  [kirsteen.mckenzie@glasgow.gov.uk](mailto:kirsteen.mckenzie@glasgow.gov.uk) | Pollokshields  Karen Docherty  0141 276 9902  [karen.docherty@glasgow.gov.uk](mailto:karen.docherty@glasgow.gov.uk) |
| Canal  Linda Devlin  Tel: 0141 287 5385  [linda.devlin@glasgow.gov.uk](mailto:linda.devlin@glasgow.gov.uk) |  | Langside  Louise Dobbie  0141 276 9872  [louise.dobbie@glasgow.gov.uk](mailto:louise.dobbie@glasgow.gov.uk) |
|  |  | Southside Central  Louise Dobbie  0141 276 9872  [louise.dobbie@glasgow.gov.uk](mailto:louise.dobbie@glasgow.gov.uk) |

The Application Form must be **completed as fully and accurately as possible** to avoid any delay in processing and assessing your proposal. Proposals that have not been fully completed may be returned. You may be asked to provide written quotations for equipment/services you intend to purchase.

Your Application Form must be signed and dated by an Office Bearer of your organisation (e.g. the chairperson, treasurer, secretary, etc). Please note that giving false or misleading information could result in the Council withdrawing any grant awarded and reclaiming any payments made to the organisation.

Your Application Form will be acknowledged within 5 working days and you will be given the name of a contact officer and the timescale for its consideration.

When a decision has been made you will be informed in writing within 5 working days. If a grant is awarded there will be standard Conditions of Grant and, in some cases, additional conditions that will be applied to your grant. Your organisation must agree to these conditions before any funding can be released.

These Guidance Notes, and the Application Form, can be supplied by e-mail or in paper format.

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| **Completing your Application Form** |

**Before you start, you must check that your proposal is eligible for funding by referring to Appendix 1 of the Application Form. If you are unsure, you should contact the appropriate officer detailed on page 2 of these Guidance Notes.**

**You must also indicate which areas will benefit from this proposal by selecting the box next to the appropriate Area Partnership in Appendix 2 of the Application Form.**

The following guidance relates to each question on the Application Form.

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| **INFORMATION ON YOUR ORGANISATION** |

**1. “Name, address and contact details of the organisation applying for funding.”**

Provide all of the details requested in the form. These should be the main contact details of your organisation.

**2. “Details of Contact Person for organisation.”**

Provide all of the details requested in the form. Please note, this person should be the main contact in your organisation in relation to the Application Form and who is able to provide additional information or respond to specific questions, where appropriate.

**3. “What are the main aims and activities of your organisation?”**

Tell us here why your organisation was set up, what it does and what it hopes to achieve.

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| **Your application for funding** |

**4. “Please give your Application Form a title.”**

Please give your Application Form an appropriate title so that it can be distinguished from other grant awards you have received in the past or may receive in the future. For example, “Training Programme 2016” or “New Equipment 2016”.

**5. “Please describe your proposal.”**

This should be a brief description of what your organisation will do if your Application Form is successful. It should cover the services or activities that will be provided, where and when this will happen, who will be involved and explain why there is a need for it. Remember that all funding must be spent and activity delivered by 30 June 2016.

**6. “Who in the local community will benefit from this project, and how?”**

Which members of the community will benefit if your Application is successful e.g. children, older people, etc. and in what ways will they benefit e.g. by being more active, or by reducing isolation, etc.

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| **Finance** |

**7. “Please provide the following financial information on your proposal.”**

At (a),tell us the amount your organisation is requesting from the Community Budgeting Pilot. At (b), tell us about any other funding you have secured or requested for the proposal and at (c) tell us the total cost of your proposal.

**8. “If you have secured or requested any other funding for your proposal, please provide details below.”**

Please provide more details on your answer to question 7(b), including details of the funder, the amount, and whether the funding has been confirmed or if a decision is pending. If you have not secured or requested any additional funding, enter ‘N/A’ in this space.

**9. “Please provide a breakdown of the expenditure to be incurred on this proposal.**

**Quotes are required for individual items over £1,000.”**

If your Application is successful, how will funding be spent? Enter details of the cost of each element of your proposal – e.g. equipment to be bought, services to be paid for, etc. If any individual part of your Application costs more than £1,000, you will need to submit at least 2 quotes from appropriate suppliers. Contact the appropriate person on page 2 if you want to discuss this further.

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| **Governance** |

**10. “Does the organisation have a bank account with a least 2 unrelated signatories?”**

To qualify for funding, your organisation must have a bank account where at least 2 members are required to sign for the withdrawal of funding. Members of your organisation who are authorised to withdraw funding cannot be related. If your Application is successful, you will be asked to provide the names, and their positions within the organisation, of members who are authorised to withdraw funding.

**11. “Are the staff and any volunteers involved in the delivery of this proposal registered with the Protecting Vulnerable Groups Scheme?”**

Under most circumstances, staff and/or volunteers working with children, young people or vulnerable older people will need to be registered with the Protecting Vulnerable Groups Scheme (PVG) to ensure they are not on the list of people excluded from such activities. If your staff or volunteers are registered, please answer ‘Yes’. If the answer is ‘No’ please explain why. If this doesn’t apply to your proposal, enter ‘Not Applicable’.

Your organisation may be committing an offence if it offers such work (paid or unpaid) to someone who is on this list, so it is important to seek advice if you are in doubt.

Further information on the Protecting Vulnerable Groups Scheme can be obtained from Disclosure Scotland at (i) <http://www.disclosurescotland.co.uk/pvg/pvg_index.html> or (ii) by telephone on PVG Scheme Help Service - telephone helpline: 0870 609 6006 or (iii) by Email at [pvg.enquiries@scotland.gsi.gov.uk](mailto:Pvg.enquiries@scotland.gsi.gov.uk) or (iv) by writing to: Protecting Vulnerable Groups Scheme, Implementation Team, Children, Young People and Social Care Directorate, Scottish Government, Victoria Quay Edinburgh EH6 6QQ.

Support, training and advice can also be obtained from the Central Registered Body in Scotland (CRBS) by telephone on **01786 849777; by** E-mail at [info@crbs.org.uk](mailto:info@crbs.org.uk), in writing at **Central Registered Body in Scotland, Jubilee House, Forthside Way, Stirling FK8 1QZ or by visiting http://www.crbs.org.uk.**

**12. “Do you have adequate insurance cover for this proposal?”**

If you need insurance for anything contained in your Application Form, please tell us if this is in place.

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| **Supporting documents** |

**13. “Please include the following documents with your completed application form.”**

You must provide a copy your organisation’s most recent annual accounts (see guidance below on annual accounts) and most recent bank statements for all accounts. You must also provide a copy of your organisation’s governing document e.g. a Constitution or Memorandum & Articles of Association. If the Council already holds the most up-to-date version of your document, you do not need to submit a further copy.

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| **IMPORTANT INFORMATION ON ANNUAL ACCOUNTS.**  The following arrangements will apply:-   * where the organisation’s total annual funding is £2,000 or less the organisation must submit a bank statement. You will need to provide appropriate evidence that the grant has been spent for the purposes intended within a set timescale. * where the organisation’s total annual funding is greater than £2,000 but less than £10,000, the organisation must submit accounts that are approved by an independent examiner who is reasonably believed by the Managing Body to have the requisite ability and practical experience to carry out a competent examination of the accounts. * where the organisation’s total annual funding is greater than £10,000, but less than £50,000, the organisation must submit accounts that are approved by a qualified independent examiner. A qualified independent examiner is defined as someone who is a member of the Chartered Institute of Public Finance, a fellow of the Association of Charity independent examiners or who is able to act as a reporting accountant under the Companies Acts.   An independent examiner should not be related to any member of the organisation’s Managing Body and should not have any responsibility for the day to day financial administration of the organisation. |

**Declaration**

Please read the declaration carefully and if your organisation agrees to be bound by its terms, it must be signed by an office bearer before your Application Form is submitted.