



## Glasgow City Council Integrated Grant Fund (IGF) Area Budget Scheme

### GUIDANCE NOTES FOR COMPLETING A 2017/18 AREA BUDGET APPLICATION FORM (BUS HIRE)

**It is essential that you read these guidance notes carefully before filling out your Area Budget Application Form.**

This document provides general information on the Area Budget, including how to apply and examples of applications that can be supported. The section within this document entitled *Completing your Application Form* provides guidance on how to answer each of the questions in the form.

A copy of the Area Budget Application Form (ABAF) and these guidance notes are available on the Council website at [Area Partnership Budgets](#). Electronic/Paper copies can also be emailed / posted to you by contacting [cpp@glasgow.gov.uk](mailto:cpp@glasgow.gov.uk) or by phoning the local Partnership & Development Team offices (details are provided on Page 3).

Where possible, the ABAF should be completed electronically and submitted to [cpp@glasgow.gov.uk](mailto:cpp@glasgow.gov.uk).

**A. Purpose of the Area Budget - to provide funding for projects or services that:-**

- a. are determined locally and benefit a specific area or community;
- b. the Council or other agencies are not obliged to provide; and
- c. help to address the relevant Area Partnership's Investment Priorities.

**B. Who can apply?**

**B.1** 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;
- have a bank account with at least 2 unrelated signatories; and

- have no outstanding financial/monitoring issues relating to a current and/or previous IGF award.

B.2 Public sector organisations will also be eligible to submit funding applications to the Area Partnerships where they have demonstrated;

- ✓ Fit with local priorities;
- ✓ Involvement of local communities; and
- ✓ Additionality to core remits.

### C. What can and cannot be supported.

C.1 Area Partnerships should seek to allocate funding to applicants that will assist in the delivery of their agreed [Area Budget Investment Priorities](#). Area Partnerships will be able to discuss proposals that do not fit with the investment priorities but that make a strong case for consideration. In determining applications that make a “*strong case for consideration*”, Area Partnership will consider proposals which:

- Demonstrate a fit with the wider Council, Glasgow Community Planning Partnership or Glasgow’s Single Outcome Agreement priorities;
- Demonstrates clearly:
  - a response to an identified need within the local community;
  - that it has involved the local community in its development; and
  - will benefit the local community;
- Provide a response to new or emerging issues (which had not previously been identified as an investment priority); and
- Respond to “exceptional circumstances”.

C.2 Based on C.1, the Area Budget can fund a wide variety of developmental projects. For example, projects that promote community activity, short-term/pilot projects (including staff costs), provide new equipment/materials for local organisations, activity costs at residential centres, environmental improvements, production of educational plays/materials, hire professional instructors, start-up grants or bus hire for day trips.

C.3 What the Area Budget **CANNOT** fund:

As outlined in C.1, the Area Budget should not be used for proposals that are not targeted at local priorities and do not make a strong case for consideration. In addition, there are types of proposals for which the Area Budget fund should not be used, including the following:

- Proposals for Activities that conflict with the policies of Glasgow City Council;

Area Budget funding is provided by Glasgow City Council, as part of its Integrated Grant Fund, to help achieve the Council’s aims and objectives. Therefore, applications that conflict with these policies will not be funded e.g. an application where members of the community are unnecessary excluded on the grounds of race, faith, gender, sexuality, disability.

- Proposals for Retrospective funding;

Projects that have already begun **prior to the funding decision** being made (e.g. where equipment has been bought or ordered, or where services or activities have already been provided) will not be funded. Organisations should also not assume that funding proposals will automatically be supported and, therefore, applicants should wait until approval has been given before incurring any costs.

- C.4 If you are still unsure if your proposal is eligible, contact us by phoning the appropriate local Partnership & Development Team office (details are provided in Section E.1).
- C.5 Due to the limited scale of the budget and the desire to support as many local organisations, the following minimum and maximum award levels apply for Area Budget applications:

- A minimum award of £300 will be applied to the Area Partnership budgets.
- A maximum award of 10% of the Area Partnership's annual budget to any single organisation for one or more projects, unless there are exceptional circumstances. It is considered that "single organisation" should be interpreted as a department/division within a large public sector organisation or a large voluntary organisation.

In addition to the overall maximum level of award, there are recommended maximum levels of award for specific activity costs including:

- £350 for bus hire.

- C.6 Applicants are expected, but not required, to make a contribution towards the cost of their proposal and this can be in cash or 'in kind' (e.g. materials, transport, staff time spent on this proposal that is additional to normal hours). There is no standard contribution expected, however, contributions should reflect the size of your organisation, its usual income and the amount requested.

#### **D. How are Area Budget applications evaluated?**

- D.1 Prior to the Area Partnership meeting, the relevant officer will check if the application fits with the Purpose of the Area Budget and its eligibility against the criteria outlined in Sections B1, B2, C1 and C3. Once eligibility has been determined, an assessment will be undertaken as to the merits of the application, including whether there are any financial and/or operational risk to the Council, and a recommendation will be made, taking account of the maximum and minimum award levels (Section C.5).

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

- E.1 You are advised to submit your ABAF to [cpp@glasgow.gov.uk](mailto:cpp@glasgow.gov.uk). If submitting a paper copy, please return to the following address:

Area Budget Administration, City Chambers East, Fourth Floor, 40 John Street  
Glasgow G1 1JL

If you have an enquiry relating to your application, please either email your enquiry to [cpp@glasgow.gov.uk](mailto:cpp@glasgow.gov.uk) or contact the appropriate Partnership & Development Team office (contact details as below).

**East Partnership & Development Team** (covers Wards 1, 6-9 and 17-22 inclusive)  
Adelphi Centre, 12 Commercial Road, Glasgow G5 0PQ  
Tel: 0141 276 9880 Fax: 0141 276 9889

**West Partnership & Development Team** (covers Wards 2-5, 10-16 inclusive and 23)  
The Albany, 44 Ashley Street, Glasgow G3 6DS  
Tel: 0141 276 9900 Fax: 0141 276 9909

- E.2 The ABAF must be **completed as fully and accurately as possible** to avoid any delay in processing and assessing your application. An application that has not been fully completed may be returned.

- E.3 Your ABAF 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.
- E.4 Receipt of your submitted ABAF will be acknowledged automatically if submitted electronically to the CPP mail box or, if posted, within 3 working days. The receipt will provide the timescale for its consideration. Once all relevant information has been gathered, a report will be prepared for the Area Partnership.
- E.5 Decisions on Area Budget applications requesting more than £500 funding are made by Glasgow's 23 Area Partnerships, which meet a minimum of 4 times per year.

Decisions on Area Budget applications requesting £500 or less funding are usually made on a monthly basis under the Council's Scheme of Delegated Functions, unless a request is made for an application to be considered at an Area Partnership meeting.

When a decision has been made you will be informed in writing within 10 working days. If a grant is awarded there will be standard Conditions of Grant and, in some cases, specific additional conditions that will be applied to your grant. Your organisation must agree to these conditions before any funding can be released.

- E.6 Area Budget Grants will normally be paid in one instalment. The grant will normally be released when the organisation signs and returns the formal offer, agreeing to meet all conditions, and can demonstrate a need for payment to be released. Where appropriate, grants may be paid in instalments. Details of further instalments will be included in the offer letter.

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

## Completing your Area Budget Application Form

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. If you require more space to answer any question, you should use continuation sheets (A4) and ensure that they are clearly marked with the section to which they refer.

### INFORMATION ON YOUR ORGANISATION

- Q1 Name and Contact Details of Organisation(s) Applying for Funding:** Provide all of the details requested in the form. These should be the main contact details of your organisation.
- Q2 Name and Details for the Contact Person for the Application:** Provide all of the details requested in the form. The contact person should be the person in your organisation that is able to provide additional information or respond to specific questions, where appropriate, in relation to your application.

### INFORMATION ON YOUR FUNDING PROPOSAL

- Q3 – Q7** Please provide details of your proposed trip including (Q3) the place(s) that you will be visiting; (Q4) what is the purpose of the visit(s); (Q5) when the trip will take place;

(Q6) how many people are you expecting to take part in the trip; and explain how you expect the participants will benefit from the trip.

**Q8 Which of the Area Partnership Investment Priorities does it address or outline why your proposal is a “strong case for consideration”?** (Please note that if you are applying to the Dennistoun and Partick East/Kelvindale Area Partnerships, this question does not currently apply as new Area Partnerships have yet to determine their Investment Priorities).

Please read Section C.1 (above) and the [Area Budget Investment Priorities](#) to access the other 21 Area Partnership’s Investment Priorities. Please provide in your answer any priorities that you see as relevant to your proposal for the Area Partnership(s) that you are requesting funding from. If requesting funding from more than one Area Partnership, please provide at least one priority for each of the relevant Area Partnerships.

If you do not believe that your proposal fits with any of the Area Partnership’s Investment Priorities, please read the Section C.1 (above) and describe why your proposal should be considered as a “strong case for consideration”.

## FINANCIAL INFORMATION

**Q9 Please provide the amount requested from the Area Budget.**

**Q10 Please provide the amount of non-Area Budget funding that will be used for the bus hire, in addition to the funding requested from the Area Budget.** This should include funding already approved and funding requested where you are waiting for a decision to be made as well any contribution your organisation is able to make.

**Q11 Please provide the Total Bus Hire Cost.** This should equal the sum of the amounts provided for Q9 and Q10. If the total cost is for more than bus hire, please provide a breakdown of the elements that make up the total cost.

## GOVERNANCE INFORMATION

**Q12 Bank Account Details: Account Signatories** - Your organisation will need to have at least 2 signatories to withdraw money, and none of the signatories can be related. Your application cannot be processed if your organisation does not meet these requirements.

Use the spaces provided to give the required details for your organisation’s bank account that funding would be transferred to, if your application is awarded Area Budget funding.

**Q13 Protecting Vulnerable Groups Scheme:** Under most circumstances, staff and/or volunteers working with children/young or vulnerable 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. Your organisation may be committing an offence if it offers childcare 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](http://www.disclosurescotland.co.uk/pvg/pvg_index.html) or (ii) by telephone on PVG Scheme Help Service - telephone helpline: 0870 609 6006.

If your staff or volunteers are registered, either under the PVG Scheme or the previous disclosure arrangements, please tick box Yes. If they are not currently registered, please either tick box No or Not Applicable.

**Q14 Insurance Cover:** Insurance cover may be required for some proposals (e.g. the purchase of and/or storage of equipment; travel costs). Answer Yes, No.

## SUPPORTING DOCUMENTATION

**Q15 Supporting Documentation:** Tick the relevant boxes to indicate which documents are enclosed with the application. The most recent financial (accounts; bank statements) information must be submitted with every proposal unless the Council already holds the most up-to-date versions of any of these financial documents.

You are only required to provide the Constitution or Memorandum & Articles of Association, if you are a new applicant or the documentation has changed since the last Area Budget grant award that your organisation received.

## DECLARATION

Please read the Funding Proposal Form Declaration section carefully and if your organisation agrees to be bound by its terms, it must be signed by an office bearer before being submitted to Glasgow City Council as per Section E.1 (above).

**Statement on Data Protection:** Where the Organisation provides any personal data (as defined in the Data Protection Act 1998) to the Council in connection with its funding proposal or in the course of reporting progress on the Project to the Council, the Council will use that personal data for purposes of assessing the proposal and ensuring the Organisation's compliance with these conditions. It may share that personal data with other regulators (including the Council's and Organisation's external auditors, HMRC and law enforcement agencies) as well as with the Council's Elected Members. The personal data may be checked with other Council Services for accuracy, to prevent or detect fraud or maximise the Council's revenues. It may be shared with other public bodies for the same purposes. The Organisation undertakes to ensure that all persons whose personal data are (or are to be) disclosed to the Council are duly notified of this fact.

Where the Organisation processes (or will process) personal data (as defined in the Data Protection Act 1998), it hereby confirms that it has (or will acquire) a valid Notification with the Information Commissioner covering its processing of personal data, including in that Notification the disclosure of personal data to the Council. This requirement shall not apply if the Organisation is exempt from the requirement to notify, by virtue of the Data Protection (Notification and Notification Fees) Regulations 2000 as amended.

Finally, it would be appreciated if you could identify how you heard about the Area Budget Scheme to help with future publicity for the Area Budget Scheme. Also, please ensure that you selected at the end of the ABAF the Area Partnership(s), including the number and/or percentage of beneficiaries from each Area Partnership, whose residents would benefit from the application.