

Community Support for Stalled Spaces

Application Guidance Notes

Please read these notes carefully before you complete your application form

The following Guidance Notes are intended to assist you in applying for community support in the development of stalled spaces within local communities.

Below you will find general information on Community Support for Stalled Spaces. The section entitled Completing your Application Form provides information and guidance on how to answer each of the questions in the form and is a useful reference when completing it.

Where possible your application form should be completed electronically. A copy of the form and these guidance notes are available on the [Council website](#) or can be emailed to you by contacting stalledspaces@glasgow.gov.uk

The boxes within the form will expand to allow you to insert information. However please answer questions as concisely as possible.

A. Purpose of Community Support for Stalled Spaces

Community Support for Stalled Spaces is an initiative developed by Development & Regeneration Services (Planning Services).

The purpose is to:

- create opportunities for groups and organisations to carry out initiatives which improve the quality of the local environment on stalled development sites or under utilised open spaces
- enhance the local environment through short, medium or long term sustainable initiatives in their area
- have a positive impact on the appearance of the area, improve access to facilities and their use by local community
- engage and involve local people in making a difference in their neighbourhood

The budget for the Community Support for Stalled Spaces is limited and therefore applications are invited for activities which meet the criteria given below. Applications will be considered by a panel and both successful and unsuccessful applicants will be advised of the outcome in writing.

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 a 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 3 unrelated signatories.

Evidence of the above must be submitted with the application e.g. copies of the governing document and recent bank statement.

C. What we cannot assist with

There are certain types of proposals that will not be assisted, they are:-

- projects which do not have prior permission from the landowner/developers;
- ongoing running costs;
- items of equipment or clothing of a personal nature;
- functions that:
 1. the Council or any others has a statutory responsibility to provide
 2. duplicate or conflict with Council policies
 3. would be more appropriately funded from other sources;
- proposals in respect of religious activities, festivals or events;
- purchase and/or maintenance of vehicles such as cars, vans, minibuses, etc.;
- proposals where members of the community are unnecessarily excluded, for example, on the grounds of race, religion, gender, economic /financial reasons, parties, etc
- provision of meals and snacks,
- social events and parties;
- retrospective proposals, for example, activities that have already begun or where equipment has been bought or ordered
- and the purchase of fireworks.

If you are unsure if your proposal is eligible, contact us at email address given on Page 1 of these Guidance Notes

D. Applying for Community Support for Stalled Spaces

D.1 The Stalled Spaces web page has information on the maximum and minimum amount you can apply for. Funding may be used to realise your idea by purchasing equipment or materials or for sessional fees for work that needs to be done on a site. These are just examples.

D.2 If the idea you have for a local initiative is likely to cost less than the minimum amount you can apply for, you may consider getting together with another group or organisation to work together on a joint proposal. If you have any queries on this, please contact us.

D.3 The Community Support for Stalled Spaces has key areas it will focus on, these are:

- Registered Vacant & Derelict Land*
- Land earmarked for development but stalled
- Under utilised open space

*Vacant and/or Derelict Land –sites that are recorded on the Scottish Vacant & Derelict Land Register. Data from the Vacant & Derelict Land Register can be accessed [here](#)

Please note that due to the demand experienced in previous years for Community Support for Stalled Spaces, priority will be given to applications for improvements to sites (as distinct from organisations) which have not received financial support in previous years. Applications for sites which have received Community Support for Stalled Spaces in previous years will be considered but will not be given priority over applications for new sites.

D.4 Applications will be considered on a twice yearly basis and require to be submitted by the deadline dates (see para E 'Timescales' below) to allow proper and full consideration including the assessment and scoring process. Completed applications can be submitted at any time prior to these dates, but the success or otherwise of the application cannot be advised until the above notification dates.

D.5 When a decision has been taken you will be informed of the outcome in writing. If assistance is agreed there will be standard conditions, and in some cases there may be specific additional conditions applied to your offer of assistance. Your organisation must agree to these conditions.

E. Timescales

Applications will be assessed twice yearly. Dates will be indicated on the Stalled Spaces [web page](#)

Unsuccessful applicants will also be notified in writing outlining where the proposal failed to meet funding criterion.

Successful applicants will be notified within 5-6 weeks.

All awards must be spent by the end of financial year (March 31).

If approved, you will also be required to complete and submit a separate monitoring form on completion of your initiative. It is important that you are familiar with its contents (i.e. what information you will be asked to record/provide on completion of your initiative) before commencing your initiative. The monitoring form can be downloaded from the Council's website, for this form please click [here](#). A monitoring visit, arranged in consultation with your group/ organisation, will then be carried out by a member of the Stalled Spaces Team.

F. Completing your Application Form

The application form must be completed as fully and accurately as possible to avoid any delay in processing and assessing your proposal.

1.0 Organisation Details

1.1 – 1.2 Name, address and contact details of your organisation and contact person:

Provide all details as requested, including where your organisation meets. It is vital to include details of the main contact person in relation to the application as we may need to contact them to provide additional information or respond to supplementary questions in relation to the application.

1.3 What are the main aims/objectives/ activities of your organisation?

Any type of community organisation can apply for support as long as they meet the basic criteria (see 'Who can apply?'). A brief outline of your activities will help us identify the types of organisations applying for this funding source.

1.4 Registration details:

If your organisation is a registered charity and / or registered with the Care Commission, please provide details of the corresponding registration number(s).

If your proposed initiative involves either children or vulnerable adults, it is important you can demonstrate that members of staff or volunteers of your group or organisation meet the statutory requirements of the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 or other such relevant legislation. For further advice and support and to register for Disclosure checks please contact the Central Registered Body in Scotland (CRBS), Unit 55, Stirling Enterprise Park, Stirling FK7 7RP. Tel: 01786 849777. Email: info@crbs.org.uk
Further information at <http://www.crbs.org.uk/>

The CRBS is a service operated by Volunteer Development Scotland and provides free disclosure checks, guidance, advice and support to voluntary sector organisations working closely with children, young people and adults at risk.

***If none of the above applies to your organisation, tick the N/A box denoting that it is not applicable to your organisation.**

1.5 - 1.7 Organisation Funding:

This information will provide a clearer understanding of the type and size of your organisation. It will also be considered as part of the assessment process. Please note its purpose is not to penalise applicants who may have a 'healthy' bank balance as it is recognised organisations have other financial commitments, but it is vital that you provide details of these commitments. Similarly organisations which receive Council funding for other purposes are not precluded from applying for assistance.

As part of the application, you are required to submit a recent bank statement. This is required as part of the verification process: 1. to demonstrate that your organisation has a bank account(s), and 2. the current balance. Other types of financial statements are also required. Please see the box headed 'Important Information on Annual Accounts' on page 7 for guidance in this respect.

2.0 Proposal

2.1 Which Priority Area(s) does your development proposal cover?

Your idea should meet at least one of three priorities listed i.e. Land earmarked for Development but Stalled; Registered Vacant and Derelict Land; and Under-utilised Open Space.

However if the status of the land is still unknown to you, please contact us for assistance.

Funding will not be awarded for the following:

- Local Authority allotments.
- Residential lanes.
- Proposals within school playing fields.

Your initiative should provide improvement by creating or enhancing the area /site. For further guidance, see the [Stalled Spaces webpage](#).

2.2 Location and description of site for proposed improvement:

Identifying the exact location including the post code as well as details of the present state of the site is vital to the progress of the application. A location plan, from any source (e.g. Google Maps), can be helpful to identify the proposed site. Please outline the site clearly in all submitted maps.

2.3 In which Council Ward will your initiative take place?

This information is important to us in identifying the spread of initiatives funded across the City. A list of the Council wards can be obtained [here](#).

2.4 Who is the site landowner/developer?

The application cannot be progressed without this information, however, if your organisation has identified a site it would like to improve but is unable to identify the landowner/developer, further guidance on this is available [here](#).

2.5 Has a formal agreement been finalised with the landowner/developer?

The application cannot be progressed without a formal agreement/permission to use. However conditional approval for assistance may be agreed subject to this being finalised within a certain timeframe. Examples and templates of the minimum requirements for formal agreement can be viewed and copied from our [website](#). A copy of the formal agreement will be required for the final release of funds.

2.6 Describe what you intend to do:

It is important you describe your idea in as much detail as possible, including what the plans are, why you intend to undertake those activities and what the intended impacts or benefits of the project are. For the intended impacts, you will need to demonstrate this through examples of similar projects elsewhere or point to supporting research. This will allow those assessing applications to make a fully informed decision about your application.

2.7 Community Engagement:

Community support is one of the key conditions for projects under the Stalled Spaces program. As part of the application you will need to demonstrate the ways by which you have involved or intend to involve the local community. This could be people living around the proposed project, people or groups in the wider community or groups that represent specific interests. The methods and evidence of engagement will also need to be detailed, such as the number of groups contacted, number of meetings planned / held, turnout at these events, the feedback received, etc. Further guidance on this is available on the [Stalled Spaces webpage](#).

2.8 List all partners/groups involved in your initiative:

The Stalled Space Community Support Programme is looking to encourage groups and organisations to work together where possible. We want to know about any partners you will work with on your proposed initiative and the nature of engagement. This can include assistance with funding, design, drawing community support and involvement or implementation of the project, among others.

2.9 How will your initiative be managed and by whom?

If partnership working will be involved in your proposal, which organisation will have overall management responsibility? Is there a steering group planned or in place for the planning, implementation and management of the project?

2.10 Proposed duration of the project –

Stalled spaces projects could be planned for a day or be spread over several years. When the land is owned by someone other than the applicant, duration of the project is important to help with the lease design.

3.0 Costs & Funding Information

3.1 – 3.2 Total estimated cost of your proposal and the amount of assistance applied for from the Stalled Spaces Initiative:

You need to tell us the total estimated total cost of your proposal together with the amount of assistance you are applying for to the Stalled Spaces Community Support Programme. The amount applied for must be within the maximum and minimum amounts permitted.

We may request copies of written quotations for equipment / services you intend to purchase.

3.3 Breakdown of how the Stalled Spaces allocation will be spent:

Please detail a breakdown of what will be purchased through the Stalled Spaces allocation, including the proposed suppliers, materials to be purchased, quantities and cost (£).

3.4 Indication of other contributions and source(s):

If the overall costs of your proposed project exceed that of your application to the Stalled Spaces Initiative, please provide information on how you propose to raise the balance of money required to meet the costs.

Please note that you do not need to have secured this funding before applying to the Stalled Spaces Initiative. However we do need to know how you propose to meet the balance. Where additional support has been secured or you intend to part fund the initiative from your own funds, please tell us about it. This can include 'in kind' support (see para 3.5 below).

3.5 Indication of any 'in kind' support including monetary value:

This relates to contributions other than funding e.g. involvement of volunteers, equipment donation, free transport provision etc. This information helps to provide an indication of 1. Collaborative working with other groups and organisations (similar to partnership working), and 2. The monetary value of such support (where indicated). This information will assist with the overall evaluation of the Stalled Spaces Initiative.

Volunteer time may be counted as an in-kind contribution and should be based on the following rates: £50 per day for unskilled labour; £150 per day for skilled labour; and £350 for professional services.

3.6 Insurance Cover:

This is an area that your group/organisation should give careful consideration to, especially if the work involved will require the use of machinery and equipment. If required specifically for your proposal, the costs of such maybe considered as part of your application. Where this is the case it should be clearly detailed in section 3.3

Some useful contacts in this respect include the following which offer competitive rates:

- Scottish Allotment and Garden Society at <http://www.sags.org.uk/>
- BTCV at <http://www.tcv.org.uk/community/join-community-network/community-group-insurance>
- Royal Horticulture Society at <https://www.rhs.org.uk/communities/campaigns/it-s-your-neighbourhood/insurance-for-gardening-groups>
- Information on Insurance for Artists:- <http://www.publicartonline.org.uk/resources/practicaladvice/adviceartists/insurance.php>

3.7 If approved, what is the estimated start and finish dates for your initiative:

Stalled Spaces funding must be spent by March 31 of the following year.

4.0 Maintenance

4.1 – 4.3 Future physical maintenance requirements:

It is important you have a plan for the maintenance of the site to ensure any improvement is sustained. Please tell us how you propose to maintain the site including:

- who will be responsible for ensuring this is carried out
- who will carry out the actual work

5.0 Supporting Documentation and Checklist

Before submitting your form, please take a few minutes to complete the checklist to ensure that all necessary information is submitted as this will allow your application to be processed as quickly as possible. Tick the relevant boxes to indicate which documents are enclosed.

6.0 Declaration

Please carefully read the declaration and if your organisation agrees to be bound by its terms, it must be signed by an office bearer e.g. chairperson, secretary, treasurer etc before its submission for consideration.

IMPORTANT INFORMATION ON ANNUAL ACCOUNTS

If the organisation is a registered charity then the following arrangements apply:

- Where the total annual income is less than £100,000, the organisation must prepare accounts that (as a minimum) are approved by an independent examiner who is reasonably believed by the Managing Body to have the requisite liability and practical experience to carry out a competent examination for the accounts.
- Where the total annual income is greater than £100,000 but less than £500,000 the organisation must prepare accounts that are (as a minimum) 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.
- Where the total; income is greater than £500,000, the organisation must prepare accounts that are professionally audited.

For organisations without charitable status then the following arrangements will apply:

- Where the organisations total annual funding is £2,000 or less, the organisation must submit a bank statement and provide appropriate evidence that the grant has been spent for the purposes intended within a set timescale.
- Where the organisations 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 Management Body to have the requisite ability and practical experience to carry out a competent examination of the accounts.
- Where the organisations total annual funding is greater that £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 organisations managing Body and should not have the responsibility for the day to day financial administration of the organisation.

If you wish to discuss the documents that you need to provide or have any queries, please email:

stalledspaces@glasgow.gov.uk