



# Glasgow Communities Fund

1 April 2020 – 31 March 2023

## Fund Guidance

## CONTENTS

Page

### **Section 1 – Glasgow Communities Fund**

1.1	Introduction	2
1.2	Challenges	2
1.3	Aims of the Fund	3
1.4	Principles of the Fund	3
1.5	Outcomes of the Fund	4
1.6	Priorities of the Fund	5

### **Section 2 – Applying to the Fund**

#### Eligibility

2.1	Who can and can't apply?	7
2.2	What can and can't be supported?	8

#### Budget

2.3	How much is available?	8
2.4	How much can we apply for?	8
2.5	How many years funding can we apply for?	8

#### Application

2.6	Required Documentation	10
2.7	How many applications can we submit?	10
2.8	How do we access the Application Form and Budget Template?	10
2.9	How do we complete the Application Form and Budget Template?	10
2.10	Submitting your Application Form and Budget Template	11

#### Assessment

2.11	How we assess your application and make funding decisions	11
2.12	When will funding decisions/recommendations be approved?	12
2.13	When will we hear if our application has been successful?	12
2.14	How will the grant be paid?	12
2.15	When will projects be expected to start?	12

### **Section 3 – Additional Information**

3.1	Data Protection and Freedom of Information	13
3.2	Equalities	13
3.3	Glossary	14

# Section 1 – Glasgow Communities Fund

## 1.1 Introduction

Glasgow is Scotland’s largest, most diverse city, with a vision to have a world class city with a thriving, inclusive economy where everyone can flourish and benefit from the city’s success. In recent years, Glasgow has made progress towards achieving this vision. We have increased our business base, developed our economy to being one of the largest in the UK and improved our educational attainment through initiatives such as the Glasgow Improvement Challenge.

## 1.2 Challenges

Despite the progress and improvements that Glasgow has made, not all of its citizens and communities have shared in or experienced its successes and the city continues to face many long term challenges in relation to poverty, health, well-being and educational attainment.



Glasgow City Council is committed to responding to these challenges and tackle poverty and inequality throughout Glasgow. We want to make a difference to the lives of our residents and through the Glasgow Communities Fund we will support the residents of Glasgow to maximise their potential so that they are able to share in, and benefit from, the opportunities in the city.

### **1.3 Aims of the Fund**

Glasgow Communities Fund (hereafter the Fund) is a new grant fund informed by the Glasgow City Council Strategic Plan, Glasgow Community Planning Partnership's Community Plan and the aims of the Community Empowerment (Scotland) Act 2015. The Fund aims to tackle poverty and inequality through:

- Building the skills, capacity and resilience of individuals and communities; and
- Supporting activities and services that will enable and empower communities to become involved in the social, economic and cultural life of the city.

### **1.4 Principles of the Fund**

In delivering these aims, the Fund is guided by the following principles:

- Communities are best placed to identify and deliver solutions that meet their needs; and
- Community led organisations are vital to creating, empowering and sustaining resilient communities.

These are further underpinned by a focus on: early intervention and prevention; equalities; innovation and initiatives that respond to emerging areas; outcomes and a recognition of full cost recovery.

Adopting a community-led approach to service development, planning and decision-making will enable the Fund to be flexible thus ensuring that it is responsive to existing and emerging issues.

## 1.5 Outcomes of the Fund

The Fund has the following overarching outcomes:

People and communities have access to services, support and opportunities that improve their lives and well-being.

People and communities are more self-reliant and are better able to identify ways to improve and take control of their lives and well-being.

People are better able to gain the skills, capacity and confidence to play an active role in their communities.

People and communities are better able to influence and participate in decision making and service development.

People and communities are better able to identify and deliver solutions that meet their needs.

People and communities are better able to participate in the social, economic and cultural life of Glasgow.

## 1.6 Priorities of the Fund

We recognise that poverty and inequality takes many forms and that there are many ways to address them. In light of this, the Fund will be underpinned by two priority areas: Improving Communities and Resilient Communities.

We wish to support initiatives that contribute to one or more of the Fund's outcomes through these priority areas.

### (i) Improving Communities

Through this priority we want to provide opportunities for communities and individuals to improve their lives by addressing the impact of barriers such as deprivation, disadvantage, exclusion, inequality and isolation.

We want to support services and activities that improve the health, well-being, social and/or economic position of communities and individuals enabling them to reach their full potential and play an active role in the city.

For example by:

Promoting access to health related services and activities that enable people to make better choices in improving their health and well-being including mental health.

Tackling health inequalities and social isolation or exclusion.

Supporting those at risk of vulnerability through early intervention and prevention.

Promoting equality of access to services and reducing barriers to engagement particularly for Protected Characteristic Groups that enables them to access opportunities to improve their health, well-being, social and economic position.

Promoting access to support and advice that enables people to develop and improve their financial capability.

Developing people's skills so that they are able to take advantage of opportunities and pathways to employment that improves their economic position.

## (ii) Resilient Communities

Through this priority we want to provide opportunities for communities and individuals to actively participate within their local communities and empower them to identify and deliver solutions that meet their needs.

We want to support services and activities that strengthen resilience, encourages learning and skill development, increases aspirations and confidence of communities and individuals enabling them to reach their full potential and play an active role in the city.

For example by:

Developing people's capacity, confidence, resilience and skills through learning empowering them to actively participate and contribute in their community.

Supporting activities that address barriers to engagement that prevent people, particularly from Protected Characteristic Groups, from participating in their community.

Enabling communities to have a greater say in the decision making process and service development to deliver solutions that meet their needs.

Assisting local groups and organisations to develop responsive services that meet the needs of local communities.

Promoting social inclusion and community cohesion through cultural and creative activities.

The services and activities supported through the Glasgow Communities Fund will be expected to assist in delivering Glasgow City Council and Glasgow Community Planning Partnership strategies for tackling poverty and inequality (e.g. Glasgow Strategic Plan; People Make Glasgow Fairer; Glasgow Community Plan/Community Action Plan; Health Commission; Financial Inclusion Strategy and Community Learning and Development Strategy).

## Section 2 – Applying to the Fund

### **Eligibility**

Please note that if you fail to meet the eligibility criteria your application will not be considered.

#### **2.1 Who can and can't apply?**

This Fund is open to community and Third Sector organisations that deliver locally within Glasgow and engage local people in the design and development of services to meet their needs. These can be new or established services.

We will accept applications from the following types of organisation:

- Company Ltd By Guarantee
- Scottish Charitable Incorporated Organisation (SCIO)
- Community Interest Company (CIC)
- Social Enterprise
- Housing Associations
- Colleges

We will not accept applications from the following:

- Individuals or Sole Traders
- Organisations that generate profit for private distribution
- Statutory/Public Bodies such as Glasgow City Council and its Arm's Length External Organisations, Community Councils, NHS, Police Scotland etc
- Unincorporated Organisations

#### **2.2 What can and can't be supported?**

We will fund some or all of your project costs including:

- Employee costs including staff salaries and training
- Activity and programme costs
- Running costs including premises, utilities, equipment
- Event costs
- Professional fees including audit costs
- Full Cost Recovery

We will not fund the following:

- Capital costs
- Religious or political activities
- Costs already funded by someone else
- Costs incurred before the activity starts

- Alcohol or drugs
- Recoverable VAT
- Loans or interest
- Mortgages
- Activities out with Glasgow

Please note that this list is not exhaustive.

## **Budget**

### **2.3 How much is available?**

The total amount available in the Fund has been provisionally agreed as a minimum of:

- £22,164,731 for 2020/21
- £21,056,495 for 2021/22
- £20,003,670 for 2022/23

These amounts are subject to confirmation of the Council Budget each year with the next budget expected to be set in February 2020.

### **2.4 How much can we apply for?**

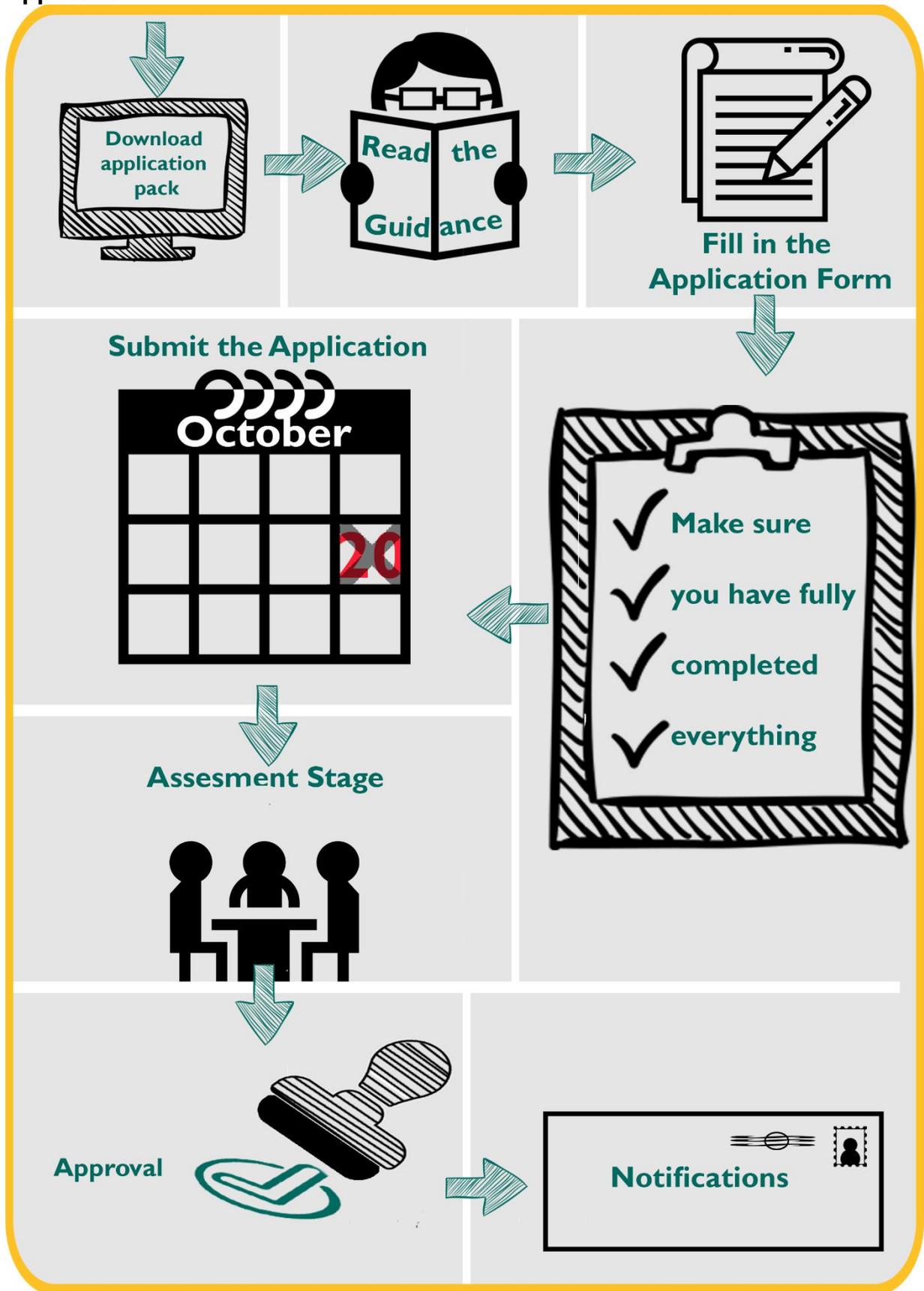
You may apply for a minimum award of £20,000 per year and a maximum of £200,000 per year.

If you are requesting more than £200,000 per year, it will only be considered if a strong justification for this is provided in your application form. It is anticipated that demand for funding will be high therefore you should only apply for what you need.

### **2.5 How many years funding can we apply for?**

You may apply for 1 year, 2 years or 3 years funding. Applicants should carefully consider how many years they require funding for.

## Application



## **2.6. Required Documentation**

To help us consider your application, we need you to submit the following documents:

- Glasgow Communities Fund Application Form
- Glasgow Communities Fund Budget Template
- A signed and dated copy of your Governing Document (e.g. Constitution, Mem & Arts, other formal document)
- A copy of your most recent signed audited accounts or verified financial statement
- Minutes from your last 3 Board/Committee meetings
- A copy of your latest bank statement (this will not be returned to you)

## **2.7 How many applications can we submit?**

It is anticipated that the demand for funding will be high therefore you can only make one application per organisation.

## **2.8 How do we access the Application Form and Budget Template?**

The Application Form and Budget Template can be accessed through our website at the following link.

[www.glasgow.gov.uk/glasgowcommunitiesfund](http://www.glasgow.gov.uk/glasgowcommunitiesfund)

Please note that the Application Form is in Adobe format. If you do not have Adobe Reader, you can download it for free [here](#).

The Budget Template is in Microsoft Excel for PC users and in Numbers for Mac users.

## **2.9 How do we complete the Application Form and Budget Template?**

To support the completion of your Application Form and Budget Template please use the following:

- Step by Step Guide to Application Form
- Step by Step Guide to Budget Template
- Online Video tutorials on how to complete the Application Form and Budget Template

These can be accessed through our website at the following link.

[www.glasgow.gov.uk/glasgowcommunitiesfund](http://www.glasgow.gov.uk/glasgowcommunitiesfund)

There are also brief help notes included in the Application Form and Budget Template. Please refer to these as you complete your application.

## **2.10 Submitting your Application Form and Budget Template**

Applications and required documentation (see above 2.6) should be submitted to the Community Empowerment Services Grants mailbox [cesgrants@glasgow.gov.uk](mailto:cesgrants@glasgow.gov.uk) by:

- **Sunday 20 October 2019 at 11:59 p.m.**

You will automatically receive an automated email acknowledging receipt of your application.

It is your responsibility to submit a fully completed application form and required documents by the date and time provided above. Late or incomplete applications will **not** be accepted.

Please note that due to the number of applications we expect to receive, we will not contact you for further information. We will make an assessment based on the information in the application you submit.

## **Assessment**

### **2.11 How we assess your application and make funding decisions**

Officers will use an assessment tool, based on the application form and budget template, to score applications in an objective and transparent manner.

Assessment and recommendations will be based on the information provided in your application and how it fits with priorities of this Fund.

It should be noted that we will not consider supplementary attachments or information.

Any applications that are incomplete or ineligible will be automatically rejected.

Please ensure that you complete **all questions** to ensure that your application is considered.

Funding decisions will be made by the Council's City Administration Committee and the Glasgow Community Planning Partnership Strategic Partnership. Please note that all decisions made are final and there is no appeal process.

It should be noted that even if an application is recommended for funding it may not be funded due to the available budget.

## **2.12 When will funding decisions/recommendations be approved?**

It is anticipated that a report with specific grant recommendations will be submitted to the Council's City Administration Committee and Glasgow Community Planning Partnership Strategic Partnership /appropriate Sector Partnership in **early 2020**. **Further information on the exact timescales will be made available in due course.**

These reports will be published on the Council's website one week prior to the meetings taking place. You will be notified when these will be available.

It should be noted that the report will contain information on applications received including name of organisation; project description and grant request.

## **2.13 When will we hear if our application has been successful?**

Following approval at City Administration Committee/relevant approving body it is our intention to confirm awards and to outline the practical and administrative arrangements by Spring 2020. Unsuccessful applicants will also be notified by Spring 2020.

## **2.14 How will the grant be paid?**

Information on the grant payment process and schedule will be made available in due course.

## **2.15 When will projects be expected to start?**

Successful applications will be expected to commence from 1 April 2020 and no later than 1 October 2020.

## Section 3: Additional Information

### **3.1 Data Protection and Freedom of Information**

Applicants to this Fund should note that Glasgow City Council, as a Scottish public authority, is subject to the provisions of the Freedom of Information (Scotland) Act 2002 and Data Protection Act 2018.

Therefore, please note that information provided will be held, published and disclosed in accordance with this legislation.

Further information is available on our [website](#) and on the Scottish Information Commissioners [website](#).

### **3.2 Equalities**

The Equality Act 2010 protects people from discrimination in the workplace and in wider society. All organisations that submit an application to the Glasgow Communities Fund must satisfy themselves that they are compliant with the relevant equalities legislation.

Find out more about [who is protected](#) from discrimination, [the types of discrimination](#) under the law and [what action you can take](#).

### 3.3 Glossary

Communities	A group of people who live in a particular area, or who are considered as a unit because of their shared interest(s) or background.
Full Cost Recovery	Full cost recovery means ensuring your organisation recovers the full cost of delivering a service or project.
Protected Characteristics Group	<p>It is against the law to discriminate against someone because of:</p> <ul style="list-style-type: none"><li>• Age</li><li>• Disability</li><li>• Gender reassignment</li><li>• Marriage and civil partnership</li><li>• Pregnancy and maternity</li><li>• Race</li><li>• Religion or belief</li><li>• Sex</li><li>• Sexual orientation.</li></ul> <p>These are called protected characteristics.</p> <p>People are protected under the Equality Act 2010 from these types of discrimination.</p>
Resilience	The ability of individuals or communities to manage or cope with challenges or changes that affect the way they live.