



Glasgow Communities Fund

1 April 2020 – 31 March 2023

Step By Step Guide to the Application Form

September 2019 V1

Step by Step Guidance to the Application Form

Section A – Your Organisation

This section is about the Organisation applying for funding. It will cover the Organisation contact details as well as the aims of the Organisation and the Organisational governance.

A1. Please provide the full legal name of your Organisation.

This should be the name that is shown on your governing document.

A2. Please provide the registered address and contact details for your Organisation.

Enter the address and postcode of the Organisation and include any house/building name or flat number. Please also enter the contact telephone number and email address in the relevant boxes.

A3. This application must be submitted by a Senior Officer or Board Member with authority to apply on behalf of your Organisation. Please provide their name and designation.

Enter the name and designation of the person applying on behalf of your Organisation. This must be a Senior Officer (Manager) or Board/Management Committee member.

A4. Please provide a brief overview of the purpose, aims and objectives of your Organisation.

This overview should include your Organisation's experience and ability to manage and deliver community led services.

Governance

A5. Please select your Organisation type from the drop down menu.

Click on the drop-down menu to select the appropriate governing structure of your Organisation.

If you are currently changing your governing structure, then please submit a copy of acknowledgement of submission from OSCR or the letter approving the change in structure with your application.

A6. Please provide registration numbers for the following, if applicable.

Please include the Scottish Charity Regulator number for your Organisation. If you are registered with Companies House, please use the second box to enter the Company number.

A7. Has your governing document been reviewed by your Board/Management Committee in the last three years?

We will only accept applications from Organisations that have reviewed their Governing Document in the last 3 years. If you have reviewed the document select “yes”. Please note that a signed and dated copy of your governing document must be submitted with your application. If you select “no” then you are **not eligible** to apply for funding.

A8. Please provide the dates of your last 3 Board/Management Committee meetings.

Please note that you are required to submit minutes from these meetings with your application form.

A9. Is your Board/Management Committee currently quorate?

We expect Organisations to be quorate in line with their Governing Document. Do you have the minimum number of members to make a decision as indicated in your governing document? If appropriate select “yes”. If the answer to this question is “no” then you are **not eligible** to apply for funding.

A10. Please provide details of who is currently on your Board/Management Committee.

Add the names and designations of all your current Board/Management Committee members to the table.

A11. Has your Board/Management Committee/staff received training on equality and human rights best practice?

If appropriate select “yes” and enter the date of the training - the month and year will suffice. If the answer is “no” please note that if your application is successful representatives from your Organisation may be asked to attend a training session facilitated by Glasgow City Council or its partners.

A12. Please describe how you ensure or take steps to improve access to your Organisation’s services to relevant equality groups.

Tell us how you address any barriers faced by equality groups to use your services. For example, do you advertise your services in more than one language, do you provide childcare, do you always use accessible buildings?

Section B – Your Project

This section relates to the project that you are applying for funding. What specifically you will deliver with the funding, who we should contact regarding the day to day running of the project, community engagement, project outcomes, project impact as well as some financial information.

B1. Please provide the name of the project you are seeking funding for.

Enter the name of the project that you are seeking funding for. This is the name that we and you will refer to throughout the life of any grant award.

B2. Please provide the main contact for this project.

Enter the name for the main contact for this project. This is the person that we will contact regarding the day to day running of this project.

B3. Please provide the project address and contact details.

Enter the address for the project. Please include the postcode and any house/building name or flat number. Please also enter the phone number, email address, website and social media in the relevant boxes.

B4. What is the proposed start and end date for this project?

Enter the proposed start and end dates for your project. Please note that the start cannot be before 1st April 2020 or end after 31st March 2023.

B5. Please provide a brief summary of your proposed project.

Please note that this should only be a short paragraph as you can provide more detail later in the application.

B6. Please tell us where you will deliver your project. Tick all that apply.

Here you have the opportunity to tell us which areas across the city you will deliver your services. Please select each Ward individually that you will deliver your project. For more information on the neighbourhoods within each Ward, please refer to the [website](#)

B7. Please indicate which of the Glasgow Communities Fund priorities your project will contribute to.

Here you should select the priority that most appropriately meets your project.

- Improving Communities is about providing opportunities for communities and individuals to improve their lives by addressing the impact of barriers such as deprivation, disadvantage, exclusion, inequality and isolation; and
- Resilient Communities is about providing opportunities for communities and individuals to actively participate within their local communities and to empower them to identify and deliver solutions that meet their needs.

Please note that you can select both priorities if appropriate.

Project Development

Please note than when you complete questions B8 to B14, you should refer to the Fund outcomes and priority areas and ensure that your project aligns to them.

B8. Please provide evidence of the need and support for this project within your community.

Here we want to know how you know that this project is needed. Have you identified a gap in service provision? Please provide evidence and data to justify the need – for example how target groups have been identified, what barriers do they experience, what evidence and data have you used?

B9. Please describe how you are involving local people in the design, development and delivery of this project.

Communities are best placed to identify and deliver solutions that will work best. This Fund aims to ensure that people in communities are empowered and actively engaged in what happens in their communities. How have local people been involved in the design and development of this project and how will they be involved in the delivery? For example participatory budgeting, engagement events, community-led action research, volunteering opportunities as part of your service delivery.

B10. Please describe the activities and services you will provide.

Here we want you to provide a detailed description of the activities and services that you will provide. What is the purpose of the project, who is it aimed at, how will you do it, where will you do it? How will your project improve the outcomes for people or communities who experience disadvantage? We are looking for information for each of the years that you are applying for.

B11. Please describe how your project is aligned with or complementary to other similar or linked activity within the community.

We want to ensure that services are complementing each other and avoid any possible duplication. How does your project enable a more joined-up collaborative approach with partners as a catalyst to deliver local priorities? Have you considered or what have you learned about the work of other Organisations in your community?

B12. Please tell us if your project is targeted towards any of the following groups. Please select all that apply.

Here you should select all categories that your project will target. Descriptions are available in the help notes at the side of the application.

Project Impact

B13. Please describe the outcomes you anticipate will happen as a result of this project.

Here we are looking for the outcomes that you expect your project to achieve. Outcomes are the changes, benefits, learning or other effects that will come about as a direct result of services and activities provided by your Organisation with this funding. For example;

- people have improved study and learning skills; or
- young people have improved aspirations, confidence and social skills.

These outcomes should relate to the project description provided at B10. Please note that you will be expected to report on these outcomes, therefore be mindful of how many you add and also think about how you will measure them.

B14. Please outline the overall impact you expect your project to make and how will you measure this.

What impact do you expect your project to make? Please tell us the difference your services will make to individuals as well as the wider community. How will this support people and families experiencing poverty? How will it improve the lives of people in your community? How will it support more positive destinations and/or increase community resilience? How will you seek to ensure that the outcomes achieved are sustainable and have longer term positive impact for your community?

B15. Please tell us the total number of service users and volunteers (excluding Board/Management Committee members) you anticipate will benefit from your project. Please complete for each applicable year. Use this table to provide us with details of the number of service users (excluding Board/Management Committee members) and volunteers you anticipate will benefit from your project. Please do not provide a range but a single number – we understand that this is an estimate at this time.

B16. Please detail your plans for the project beyond the end of your requested funding period. Please include details of your proposed exit strategy.

Next steps – what are your plans for the project beyond the end of the requested funding period? You should include your proposed plans for the project's future financial sustainability and exit strategy. This will help us understand the long term financial sustainability and any potential future reliance on grant funding.

Project Finance

B17. Please tell us how much funding you are applying for from us, any other funding you require/have in place and the total project costs for each year. Please do not apply for less than £20,000 or more than £200,000 in each year.

Please complete this table providing details of the amount of funding requested from the Glasgow Communities Fund, other funding needed for your project and the total for each of the financial years you are applying for. Please enter a 0 in any years that you are not applying for. Please note that these figures should match those in the Budget Template which is included in the application pack on the website. You should complete your Budget Template before completing this section.

B18. Please tell us your Organisation's total income and expenditure in your last financial year.

Please complete this table providing details of your Organisation's total income and expenditure in your last financial year. These figures should be taken from your Organisation accounts or income/expenditure spreadsheet. You will be asked to submit your latest accounts with this application. These should be less than 15 months old, dated and signed. Organisations running for less than 12 months should provide projected income and expenditure for the first 12 months.

B19. Please provide the date of your financial year end.

Please provide date of your financial year end, for example 31/10.

Bank Information

B20. Please provide details below of the account you want us to pay the grant into, if your application is successful.

You should enter the bank account, name, address, sort code and account number here. This should be the account details that any successful grant should be paid to. Please scan and send a copy of the most recent corresponding bank statement with this application. This should be no older than 3 months.

Please note that this must be a UK bank and in the legal name of your Organisation (indicated at A1). There should be at least two signatories on the account and these individuals should not be related.

Statement of Practice

Please ensure that you read over this section and ensure that you have all relevant policies in place before applying for funding. You are not required to submit copies at this time, however, we may ask to see them as part of our Monitoring Framework.

Declaration

Please read the declaration and check each of the boxes.

Enter the name of the Board/Management Committee member authorising the submission of the application. Please note a staff member cannot be entered here or sign the application.

Enter the signature (typed name is enough) of the person authorising the submission of the application. Please also enter the date.