



Glasgow Communities Fund

1 April 2026 – 31 March 2029

Step-by-Step Guide to the
Application

These guidance notes are organised into sections.

The sections below provide guidance on initial actions to be taken and materials to be read:

- [Before you begin](#)
- [Completing the application form](#)

The following sections deal specifically with the sections in the online form and contain information that correspond directly to numbered questions on the form:

- [About Your Organisation \(Questions 1-6\)](#)
- [Your Management Experience \(Questions 7-11\)](#)
- [Your Governance \(Questions 12-17\)](#)
- [Your Finances \(Questions 18-23\)](#)
- [About Your Project \(Questions 24-28\)](#)
- [Your Project Activities - Summary \(Question 29\)](#)
- [Your Project Activities - Details \(Questions 30-32\)](#)
- [About Your Beneficiaries \(Questions 33-38\)](#)
- [Your Evidence and Impact \(Questions 39-44\)](#)
- [Your Funding \(Questions 45-50\)](#)
- [Information Page](#)
- [Declaration](#)

[Appendix 1 – Information on Programme Themes](#)

Before you begin

Please read the Fund Overview and associated documents on the [Glasgow Communities Fund Website](#) before completing the application.

We strongly encourage you to read through this Step-by-Step guide thoroughly before you begin to complete the application form. This will provide a full picture of the information requested and will give an overall idea of the time that might be required to complete the form. The Step-by-Step guide will help you answer each question.

We have provided documents to support you to complete your application form, as detailed below:

- Fund Overview
- Microsoft Excel Budget Template
- *Blank Microsoft Word version of the online application (**not for submission**)
- An example of a completed Application Form
- An example of a completed Budget Template

*Please note that the blank Microsoft Word version may help you prepare for completing the online form. We will not accept a completed word document; you must complete and submit the online application.

Documents to be uploaded with the application form

You will need to upload documents as part of your application. You should have them available when completing your application, they are: -

- A signed, where appropriate, and dated copy of your Governing Document (e.g. Constitution, Mem & Arts)
- A copy of your most recent signed annual accounts or income and expenditure statement
- A copy of the Minute from your last Board/Management Committee meeting
- A copy of your latest bank statement dated within 3 months of submission
- A completed Budget Template which is part of the application pack on our website

Please ensure you read this Step-by-Step guide as you complete your application.

Freedom of Information

Please also read over the Freedom of Information (FOI) guide before completing the application. **To find out more about FOI, please refer to the [Glasgow City Council Data Protection and Freedom of Information webpage](#).**

Statement of Practice

Applicants must meet the relevant policy and practice requirements as set out in the Statement of Practice detailed in the application form. Please ensure that you read over this section and ensure that you have all the 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 Performance Monitoring Framework.

Completing the application form

Please note that the online form **does not save automatically**. If you shut down the form part way through completion, you will not be able to retrieve your data unless you have pressed the **Save and Continue Later** option at the bottom of each page.

When you press the **Save and Continue Later** field, you will be asked to provide an email address to which you will be sent the link to access the data you have completed so far and to allow you to resume your application where you left off.

Please do not click your browser 'back button' to navigate back through the application form, as this will result in the loss of data already input. Instead use the 'previous page' button at the bottom of your screen.

Some of the questions in the application form are mandatory. These will be marked '**required**' and mean that you must answer before you will be allowed to move to the next page. If you try to move on to the next page before completing all mandatory questions, you will see an error message on screen and the relevant field will be highlighted.

Once you have completed your application and pressed submit, you will see a screen that says, 'Thank you for submitting'. If you do not see this acknowledgement of receipt, please email cesgrants@glasgow.gov.uk. Once submitted, you will be emailed a copy of your application in pdf format, for your records. You should receive this within 24 hours, but usually immediately.

If you do not receive an email within 24 hours, please first check your junk/spam filter before emailing cesgrants@glasgow.gov.uk.

About Your Organisation

This section is about the organisation applying for funding. It will cover the organisation's name and contact details as well as the overall purpose, management experience and governance.

1. Please tell us the name of your organisation.

This should be the full legal name that is shown on your Governing Document.

2. Please tell us the registered address and contact details for your organisation.

Enter the address and postcode of the organisation that will be delivering the project and include any house/building name or flat number. Please also enter the contact telephone number and email address in the relevant boxes.

3. Please tell us of any website or social media channels for your organisation.

This should be the name of online or social media channels where you will advertise or share progress of your project. For each channel, please include the details that you use to promote the work of your organisation in the boxes provided.

4. This application must be submitted by a Senior Officer or Board Member with authority to apply on behalf of your organisation. Please tell us their name, designation, and email. For example, Manager or Director.

Enter the name and designation of the person applying on behalf of your organisation and that has authority to apply for funding on the organisation's behalf.

5. Please tell us briefly about your organisation's overall purpose, including its aims and objectives.

This overview should include your organisation's core purpose, long term goals and steps taken to achieve this. There is a 250-word limit on this box.

6. Please tick one option that best describes the geographical reach of your organisation. Check the box next to the option that is most relevant to your organisation.

- Local (delivery within one or more specific Ward or Sector but not all)
- Glasgow wide (delivery across the entire city)
- Glasgow and other local authority areas (but not all of Scotland)
- Scotland wide (delivery across the whole of Scotland)
- UK wide (delivery across the whole of UK)

Your Management Experience

We ask you to tell us a bit about your skills and experience in managing and delivering services, how you embed human rights and equalities within your organisation and your impact on the environment.

7. Please tell us briefly about the organisation's skills and experience of delivering services within communities.

We are interested in learning about your team's specific expertise, past projects or initiatives you have successfully delivered and any relevant achievements or milestones. There is a 500-word limit on this box.

8. Please tell us how many employees and volunteers are currently in your organisation. This will help us to understand the current capacity of your organisation. We understand that this may change over time.

Please include the number of full time/part time/sessional staff and the number of volunteers that support your organisation in delivering its services. This question relates to your organisation as a whole. We will ask about the specific project you want us to fund and how it is resourced later in the application.

9. Are any of your Board/Committee members also paid members of your staff?

If yes, please provide details including the name and position/role within the organisation and on the Board and how your organisation manages this. For example, if you have a declaration of interest process or policy.

For Example: Amy Samey – Youth worker and Board Secretary

Amy attends Board meetings as a trustee, however, where there are discussions around Staffing, Amy is asked to leave the meeting for the duration of the topic.

10. The Glasgow Communities Fund aims to tackle poverty and inequality by funding services that support marginalised groups and those with additional support needs and/or protected characteristics facing additional barriers and exclusion. Could you please tell us how your organisation supports this aim by providing the following information:

- **How your organisation ensures that human rights and equalities are embedded in your policies and practices.**

Here we want to know if you have any written documents outlining how you will create a safe and inclusive environment for the people you support and within your workplace and how those documents are integrated into your organisational practices.

For Example:

- *Our Equality, Diversity and Inclusion Policy is reviewed annually and included in all team member inductions.*
 - *Equality and Human Rights Impact Assessments are conducted as part of development of new services and reviewed once the service has started.*
 - *Our Participation and Involvement Policy was introduced in 2024 to support the codesign of projects. It is used by team members when working on new projects.*
- **What practical steps your organisation takes to ensure that your services are representative, accessible and inclusive for all individuals, regardless of additional support needs and/or protected characteristics.**

Protected characteristics are the characteristics which are protected against discrimination by UK law under the Equality Act (2010). They consist of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Additional support needs refer to characteristics or personal circumstances which are associated with disadvantage and/or exclusion, but which may not be protected within the Equality Act 2010 i.e. care experience.

Marginalised groups refer to groups of people who often face discrimination or disadvantage and are less able to access basic services, resources or opportunities i.e. lone parents.

We are looking for examples of practical steps that you take to address any barriers faced by people at risk of discrimination based on their protected characteristics and/or additional support needs when using your services.

For example, what actions do you take to support access to your services for people with a disability? How can people whose first language is not English find out about your service? What actions do you take to support access to families where there may be childcare issues? Do you follow any good practice guidelines? There is a 1000-word limit on this box.

For more information on Human Rights and Equalities, visit the THRE website at [this link](#).

11. Glasgow has set an ambitious target to achieve "Net zero carbon emissions by 2030" as set out in [Glasgow's Climate Plan](#) and the [Climate Adaptation Plan 2022-2030](#).

Please tell us about any steps you have taken to address the key risks that Glasgow is facing from climate change or any practical steps that you take to reduce your organisation's environmental footprint.

We are looking for practical examples here such as:

Energy efficiency – the use of energy efficient lightbulbs, turning off all electricity when leaving the office/building

Waste reduction and recycling – having dedicated recycling bins for paper, glass, plastics. Upcycling textiles. Creating recipes to reduce food waste

Sustainable Transport – cycle to work schemes, carpooling

Community Adaptation – using water more efficiently, protecting or restoring gardens and/or community green spaces

There is a 500-word limit on this box.

Your Governance

12. Please select your organisation type.

Check the box next to the type of governing structure your organisation has. Please only select one option.

- Company Ltd by Guarantee
- Community Interest Company (CIC) (in line with other funders, we would expect CICs to have a minimum of 3 Directors who are not related)
- Scottish Charitable Incorporated Organisation (SCIO)
- Constituted Charity/Voluntary Sector Organisation (including unincorporated)
- Housing Association
- College
- Other

If you are both a Company Ltd by Guarantee and a Registered Charity, please select Company Ltd by Guarantee and insert your Charity Regulator number at **Q13**.

If you are currently changing your governing structure, then please submit a copy of the acknowledgement of submission from OSCR or the letter approving the change in structure to CESGrants@glasgow.gov.uk making reference to your submitted application.

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

Please include the Charity Regulator number for your organisation. If you are registered with Companies House, please use the second box to enter the Company number. If you are registered with the Care Inspectorate, please use the third box to enter the Registration number.

14. Please provide details of your Board / Management Committee members.

Add the names and designations of all your current Board/Management Committee members here, including co-opted members. There is an extra text box should you need more space.

15. a) What is the quorum set at for Board/Management Committee meetings in your current Governing Document?

15. b) 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 necessary to make a decision as indicated in your Governing Document? **If the answer is 'no' you may not have authority to submit an application.** Please include your minimum quorum number in the box provided.

16. To help us get a better understanding of your organisation, could you please confirm if the following is true at the time of submitting this form. Please select yes or no to each of these statements:

- Our Governing Document has been reviewed in the past 3 years
- Our Board/Management Committee has held at least 3 quorate meetings in the past 12 months
- Where required by our Governing Document, we have held an AGM in the past 15 months
- Our organisation pays our employees as a minimum the real Living Wage

Please note, we expect organisations to review, sign and date their Governing Document annually as best practice. If you have not reviewed and dated within the last 3 years, we strongly suggest that this is done as a matter of urgency.

For further information on the Fair Work Principles including the real Living Wage, click here <https://www.fairworkconvention.scot/the-fair-work-framework/>

Where organisations have selected 'No' for any of the statements, we ask you to provide further details in the comments box provided.

17. As part of the application process, you are required to submit a copy of the following documents:

- a) Governing Document** – This should be signed, where appropriate, and dated.
- b) Latest Board/Management Committee minute** - If you're required to redact the minute, please only redact sensitive or personal information before submitting.

You can upload a maximum of 6 files at both points above. These must be in the file format pdf, docx, doc, or txt; and each file sized less than 50MB.

Technical support is available by emailing cesgrants@glasgow.gov.uk, should you have any issues uploading any of your documents.

Your Finances

18. Please tell us which one of the following options applies to your organisation:

- We have never received a Glasgow Communities Fund grant
- We have previously received a Glasgow Communities Fund grant
- We currently receive a Glasgow Communities Fund grant

This will help us to get a better understanding of your organisation.

19. Please tell us the organisation's last financial year end date.

This should be in the format DD/MM/YYYY for example 31/03/2024.

20. Please submit a copy of your latest approved, signed and dated Annual Accounts.

If your organisation is new and don't yet have annual accounts available, you should provide a copy of the actual or projected income and expenditure for the first 12 operating months.

You can upload a maximum of 3 files. These must be in the file format pdf, docx, doc, xls, xlsx or txt; and each file sized less than 50MB.

Technical support is available by emailing cesgrants@glasgow.gov.uk, should you have any issues uploading any of your documents.

21. Please tell us your organisation's total income and expenditure in your last financial year.

Please provide the date of your organisation's last financial year. This should be in the format of YYYY-YYYY. For example, 2023-2024.

Please complete the table providing the details of your organisation's total income and expenditure in your last financial year. These figures should be taken from your organisation's accounts or income/expenditure spreadsheet. Please calculate any surplus/deficit and enter the figure into the relevant field.

22. Please briefly explain any reasons for a surplus or deficit that exceeds 10% of your total income.

We appreciate you may have generated additional income resulting in a surplus or had to tap into reserves resulting in a deficit. Here you have an opportunity to tell us if there was anything out of the ordinary that happened which impacted on this surplus or deficit. There is a 100-word limit on this box. If not applicable, please state 'N/A'.

23. Please submit a recent Bank Statement dated within the last 3 months of your application.

This must be a UK bank and in the legal name of your organisation. There should be at least two authorised signatories on the account and these individuals should not be related.

This should be the account details that any grant awarded 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. You may redact this statement but please ensure that the account name and date is visible.

You can upload a maximum of 3 files. These must be in the file format pdf, docx, doc, jpeg, png, gif, jpg, mp3, mov, mp4, ppt, pptx or txt and each file sized less than 50MB.

Technical support is available by emailing cesgrants@glasgow.gov.uk, should you have any issues uploading any of your documents.

About Your Project

This section is about the project you're seeking funding for. We want to know what you'll deliver with the funding, who we can contact, how you know the project is needed, about your engagement with local people and communities, the anticipated outcomes and impact, and what resources you need to make it happen.

24. Please tell us the name of the project you are seeking funding for.

Enter the name of the project. This is the name that will be referred to throughout the life of any grant award. There is an 8-word limit on this box.

25. Please provide the project address and contact details.

Enter the address where the project will be based. Please include the postcode and any house/building name or flat number. Please also enter the phone number.

26. Please tell us the main contact for this project.

This person and email address will be the main contact point for all matters relating to the day-to-day running of this project.

27. Please tell us, are your operating premises:

- Owned by your organisation - If your organisation owns the property where it operates, you should select this option. Ownership means your organisation holds the title deed to the property and is responsible for all aspects of its maintenance and upkeep.
- Leased by your organisation - If your organisation rents or leases the property from a landlord or other entity, select this option. It is good practice to be aware of the details of your lease agreement, including the lease terms and conditions.
- Other - If your organisation's operating premises fall into another category, you should select 'Other'. This may include arrangements like a shared workspace, temporary accommodation, or a space provided by another organisation.

Please select the option that best represents your organisations premises.

28. Is this project already up and running?

We are interested in whether this is an established service or if you are looking to deliver something new. If the project you're applying for has already started, please tick the 'Yes' option and include the date it started. If this is a new project you're applying for, please tick the 'No' option and include the date you expect it to start. **Please note for new projects, the start date cannot be before 1st April 2026.**

Your Project Activities- Summary

29. Please describe the project you want us to fund in 100 words or less. This will be used as a brief summary to accompany your application when going to Committee.

This should only be a short paragraph (as you can provide more detail elsewhere in the application) and should give a good overall understanding of the project you're applying for. There is a 100-word limit on this box.

Your Project Activities - Details

30. Please tell us what real difference(s) you expect to make for people in your community, whether it's a community of place, interest, circumstance, or identity.

We want you to tell us in detail about how your project will support and improve the lives of people or communities experiencing poverty and inequality, and what benefits you expect to see as a result of your activities or services. There is a 1000-word limit on this box

31. Now please tell us about your delivery model. We need detailed information about your proposed programme, covering each year you're applying for. Please provide as much detail as possible to help us fully understand your project. Specifically, we want to understand:

- a) **WHAT you will deliver including details of the activities or services offered within your proposed programme** - Detail the activities or services included in your proposed programme. Be specific. Examples include youth clubs, community meals, community events, support groups, etc. Explain how each activity or service will address the needs of the community, or the specific issues identified.
- b) **HOW you will deliver these activities or services including the methods and tools you will use** - Describe the methods and tools you will use to deliver your activities or services. This could include online sessions, in-person groups, training, educational materials, interactive tools, etc. Explain your approach and why it's effective.
- c) **WHERE and WHEN you will deliver these activities or services including specific locations, days and times** - Specify the locations, days, and times for your activities or services. Include a schedule that details when each activity will take place. For example, the arts therapy group will be held at the Rose Community Hall every Monday and Wednesday from 10am to 12pm.

We need you to provide as much detail as possible to help us fully understand your project. We're looking for this information for each of the years being applied for. There is a 1000-word limit for each of the three sections.

32. We want to understand who will support you in delivering this project. Please tell us about any collaborations or partnerships you have, including with Council Family partners. We're interested in learning about how these partnerships will contribute to the success of your project.

We want to ensure that services are working in partnership to complement each other and avoid any possible duplication. How does your project collaborate with or share information and ideas with other organisations to deliver local priorities? How are people and communities supported to access the right services at the right time?

Council Family comprises of:

- Glasgow Health and Social Care Partnership
- Glasgow Life
- Education Services
- Financial Services
- Neighbourhood and Regeneration Services
- Chief Executive's Office

There is a 1000-word limit on this box.

About Your Beneficiaries

We want to know a bit more about **WHO** your project is designed to support. This information will help us to understand the reach of your project.

33. Please select from the options below which descriptions best apply to your beneficiaries. Please tick all that apply:

Here you should select all categories that your project will support. To assist, we have included descriptions below for some of the categories listed in the application:

- Disability: someone who has a mental or physical impairment that has a substantial long term adverse effect on their ability to carry out normal day-to-day activity.
- Ethnicity: White, Black, African, Caribbean, Indian, Chinese, Bangladeshi, Pakistani, Mixed Background (people whose parents are of a different ethnic background to each other) and other.
- Gender: Male, Female, Non-binary
- LBGTQ+: Lesbian, Bisexual, Gay, Transgender, Queer and others.

34. Now we want to know if your project predominantly supports or focusses its support on a specific group of people.

If at least 75% of the people you support share protected characteristics, then your project is considered to be for a specific group. If this is the case, please tick the relevant option(s).

For example – if your organisation supports only women aged 70 and over that have disabilities, you should choose: Disabled people, Older people (65 and over), Women and girls. This helps us determine if your project's primary focus is tackling/reducing inequality.

35. To help us better understand the scale of your project, could you please tell us the total number of beneficiaries that you anticipate will benefit from your project in each financial year. Please complete for each year you're applying for.

A beneficiary can be an individual person or organisation depending on the type of service you offer.

We need you to provide a single number and not a range for this answer – we understand that this is an estimate at this time. For example, if you were to list the names of every individual and/or organisation who would benefit, count how many names would be on your list.

We understand there may be individuals or organisations that access more than one of your activities or services or receive the same service across multiple years. When calculating these figures, please remember to count the number of beneficiaries and not services.

For example - Person A attends your arts workshop, sports class and lunch club. Person A would be counted as one individual beneficiary. If you expect Person A to attend the service in each year of funding, they would be counted again in each year they attend.

We understand that the beneficiary totals can vary between projects and that some organisations provide support for large groups of people/organisations and some provide bespoke support to a small number of people/organisations. Projects with both high and small numbers of beneficiaries have an equal opportunity to secure funding.

For any year you're not applying for please insert '0'.

36. To help us understand the type of beneficiary you support, please tell us if the beneficiaries are individuals and/or organisations.

We're aware that the majority of organisations support either individual people or organisations and in some instances, they provide support to both. Providing a breakdown will help us better understand your project. The total of this section should match the total at Q35. You will be asked to report on these figures as part of our monitoring requirements.

37. Now that you've given us the total number of beneficiaries that you anticipate will benefit from your project, we need you to tell us how many you anticipate will come from each individual Ward. This should cover the total funding period applied for.

Please select each relevant Ward where you will deliver your project by inputting a number to represent the number of beneficiaries from that individual Ward.

The total for this question should match the total for Q35.

We appreciate this will be an estimate at this time and that accurate figures will be presented in the monitoring information. Information at ward level is valuable to the Council, we want to know who will benefit from your project and where they live.

For example:

<i>Ward 2 - Newlands/Auldburn</i>	<i>23</i>
<i>Ward 3 - Greater Pollok</i>	<i>100</i>
<i>Ward 4 - Cardonald</i>	<i>60</i>

<i>Ward 12 - Victoria Park</i>	<i>25</i>
<i>Ward 13 - Garscadden/Scotstounhill</i>	<i>70</i>
<i>Total</i>	<i>278</i>

For more information on the neighbourhoods within each Ward, please refer to the [website](#)

38. Please tell us the total number of volunteers (excluding Board / Management Committee members) you anticipate will support you to deliver your project. Please complete for each year applicable. If not applicable, please enter '0'.

We're looking for the number of volunteers that will support the project you're applying for and not the organisation as a whole.

Please provide a single number and not a range – we understand this is an estimate at this time.

Your Evidence and Impact

In this section, we want to get a better understanding of how you identified the need for the project, whether your project aims to address any gaps in service provision and of the overall impact of your project.

39. Please tell us how you know this project is needed within the community.

Here we want to know why you think there is a need or demand for your proposed project. Have you identified a gap in service provision? Are you operating in a recognised area of deprivation? Have you been approached by a community of place, interest, circumstance or identity to deliver a project? What target groups have been identified, what barriers do they experience?

Be sure to include a summary of any feedback or input from community members that highlight the need for this project; any data, studies, or research that indicate a demand or gap in services; any consultations or meetings with local stakeholders or groups to discuss the needs and priorities of the community. There is a 1000-word limit on this box.

Information is available on the [Scottish Index of Multiple Deprivation \(SIMD\) website](#) and [Child Poverty Dashboard](#) which can be used to help you evidence place based need and/or focus in on particular neighbourhoods with high levels of child poverty.

Please note, official data on poverty and deprivation may not fully reflect local needs. Reasons could include recent area redevelopment or temporary accommodation placement in certain city areas though this is not exhaustive. Where place-based need can be demonstrated via other methods, this will also be considered as evidence.

40. We want to know how you engage and involve members of the community in your project.

Communities are well placed to identify and deliver solutions that will work best for them. This Fund aims to ensure that people in communities of place, interest, circumstance or identity are empowered and actively engaged in what happens in their communities.

We want to know what opportunities there are for people to contribute to your project. For example, participatory engagement, consultation events, community-led action research, volunteering opportunities as part of your service delivery. We also want to know if/how people have been involved in designing this project. How will they input to decisions about the development and/or delivery of your project. There is a 1000-word limit on this box.

41. We want to understand how your project will contribute to the Fund outcomes. Please tick all applicable outcomes and provide a brief summary of how your project will work towards these.

Please note you will be asked to report on these outcomes as part of your monitoring requirements. Please only choose the outcomes that are most relevant to the project you're applying for. Picking more outcomes will not improve your chances of funding.

- 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.

There is a 1000-word limit on this box.

Q42. To help us better understand how your project aligns to the overall aims and objectives of the Fund, we have developed five Fund themes which support the missions of the Council's Strategic Plan - Grand Challenge One.

Each theme includes specific outcomes designed to help you to demonstrate the focus and impact of your project.

Please select one Primary theme that most closely aligns with the core activities and goals of your project.

You will then have the option to choose a Secondary theme, if you feel you are unable to demonstrate this within one theme - please consider this as entirely optional.

Please review the available five themes and determine which **one** theme best represents your project overall; this will be known as your **Primary** theme. Each theme and its associated outcomes should be broad enough to capture the main focus of your project. However, you may choose a **Secondary** theme if your project goals and activities cannot be captured by the Primary theme. The five fund themes are:

- Theme 1 - Supporting Children, Young People and Families
- Theme 2 - Promoting Culture and Creativity
- Theme 3 - Developing Community Infrastructure
- Theme 4 - Improving Health and Wellbeing
- Theme 5 - Challenging Violence Against Women and Girls

Once you have selected a fund theme, you will be presented with a list of outcomes related to that theme. Please tick all that apply and provide a brief summary of how your project will work towards achieving each outcome chosen.

Only choose outcomes that are relevant and achievable. You can select a minimum of one outcome, with no maximum. Please note that selecting more outcomes will not necessarily improve your chances of funding.

Assessments will be based on your Primary theme. All fund themes are treated equally with no theme being prioritised over another.

Examples:

- 1) *A community hall that facilitates counselling services, support groups, lunch club, parent and toddlers and a community meal, would be best placed within the **Developing Community Infrastructure** theme.*
- 2) *A project that supports young people's mental health through the use of arts, mentoring, tutoring and physical activity would be best placed within the **Supporting Children, Young People and Families** theme.*

Both examples have a wide variety of activities on offer, yet the main focus of the project can be captured within a Primary theme.

Full details of the fund themes and associated outcomes are included as **Appendix 1** to this document.

43. Please tell us how you will evaluate the impact of your service. Please describe how you will know if you're making a difference as outlined in Q30 and how you will demonstrate this difference.

How do you know that your service is making an impact? Do you have a way to measure and show your impact? How do you identify areas for improvement? For example, interviews, focus groups, user feedback forms.

How do you report achievements or highlights? For example, annual reports, case studies, film etc. There is a 1000-word limit on this box.

44. Please describe the tools and systems you will use to measure the outcomes as outlined in Q41, and the overall impact of your service.

How do you know that you're on track to meeting your intended outcomes? We want to know how you gather and record your measurement data. For example, written reports, online surveys, participant trackers. Please include any particular Management Information Systems you use i.e. Microsoft Excel tracker, Upshot.

We want to know what systems/framework you have in place to capture and report on these outcomes and overall impact. For example, online surveys, interviews, focus groups, testimonies. There is a 1000-word limit on this box.

Your Funding

This section will tell us how much funding you're applying for from the Glasgow Communities Fund, any other funding you require and the total project costs for each financial year.

45. You will need to submit a detailed Budget Template as part of this application. You should complete the Budget Template first to help you to work out the overall totals. Further guidance on how to complete the Budget Template is included in the Help notes in the first two worksheets of the Template.

You can access the Budget Template on the [GCF webpage here](#). This is available in Excel format only.

You can upload a maximum of 1 file. This must be in the file format .xlsx file size less than 50MB.

Please ensure that you upload the Budget Template we've provided. Other budget documents will not be accepted and may render your application ineligible.

46. Please tell us how much your overall total project costs are for each year. The figures included below must match those in the Budget Template you uploaded. This should include the cost of everything related to your project, even things you're not asking us to fund.

Please enter a '0' in any years that you're not applying for. Please ensure this figure only relates to the project you're applying for, and not your overall organisation.

47. Now tell us how much funding you're applying for from the Glasgow Communities Fund. The minimum you can apply for in each year is £20,000, the maximum you can apply for in each year is £200,000.

Please enter a '0' in any years that you're not applying for. These figures should match those in the Budget Template you uploaded.

48. Please tell us how much other funding you have or will need to deliver your project. We want to know about funding that's confirmed, unconfirmed and any income that is generated.

We're looking for information on the names of each funder, how much has been awarded or applied for and whether it is confirmed or unconfirmed for each financial year. We appreciate that any generated income may be an estimate at the time of applying so please put 'unconfirmed' against generated income if this is the case. Please complete this information for each financial year you're applying for. Please enter a '0' in any years you're not applying for. Please note there is no requirement for

match funding. This information helps us to understand the scale of your project and the resources that are required.

49. Please detail your plans for the project beyond the end of your requested funding period. Please include details of how you're working to make your project sustainable. If your project is short term, please share your proposed exit plans including what will happen to your beneficiaries.

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. There is a 1000-word limit on this box.

50. Please tell us what the impact will be on your project if your application to the Glasgow Communities Fund is unsuccessful.

Describe any alternative plans or strategies you have in place to mitigate the impact of not receiving funding. Mention any other funding sources you're pursuing or potential adjustments to your project. There is a 1000-word limit on this box.

Information Page

This section will provide us with a summary of the key information points you've input to your form. Please take the time to read this carefully and if any of the information is inaccurate, go back and amend before you proceed.

Your application will be assessed solely on the information you have provided so please take time to check your submission. We're looking for you to confirm here that you are happy to proceed with the application.

Checklist

Please make sure that you have submitted each of the items in the checklist. Your application will be deemed ineligible if we haven't received all the required documents at the time of submission. Please confirm you have submitted each item, by checking each box in the list.

Please review the summary information from your application displayed on the screen and check the box to confirm you are happy to proceed.

Declaration

Please read the declaration and each of the terms. Check the box to indicate that you agree to each statement.

To submit, press the 'Complete Application' button. Once submitted, details of confirmation of receipt of your application (including receiving a copy of this application for your records), and next steps will be displayed on screen.

APPENDIX 1 - FUND THEMES AND OUTCOMES

THEME 1 - SUPPORTING CHILDREN, YOUNG PEOPLE AND FAMILIES

This theme focusses on addressing the challenges faced by children, young people and their families, particularly those caused by poverty, inequality and social isolation.

We recognise that families can face a variety of challenges that can exacerbate inequalities and that when a child's or parent/carers needs are left unaddressed, it can impact the whole family.

We also understand that the needs of individuals or families accessing support are often complex, interlinked and require collaboration between multiple services.

We acknowledge that **early intervention and prevention, holistic support for the whole family** and **organisations working collaboratively** are crucial to effectively addressing these challenges. This approach recognises the strength of services that are responsive, inclusive and seamless, enabling children, young people and their families to have access to the right support at the right time.

To support this, we are looking to fund services that are person centred, trauma informed, strengths-based and rights based. To fund activities that empower **families** to overcome challenges and improve their quality of life; and activities that foster learning, enhance well-being, offer new experiences and promote leadership within **children and young people** to support them to remain inquisitive, feel safe, valued, connected and happy.

Funded activity could include but not be limited to:

Support for Children and Young People

- **Pre/post School Support:** activities provided outside of school hours
- **Support for Learning:** homework/tutoring, vocational classes, positive pathways for those not in education
- **Physical Activities:** play, dance, sports, physical fitness, games
- **Youth Engagement:** youth work, diversionary activities, outreach programmes
- **Youth Health:** activities that support positive mindset and enhanced well being
- **Youth Leadership:** activities fostering youth voice, youth leadership
- **Skills Development:** volunteering, mentoring, befriending, coaching
- **Support for Inclusion:** tailored activities or services within this theme for those with additional support needs and/or protected characteristics who experience additional barriers and exclusion

Support for Families

- **Parenting Support:** pre/perinatal and parenting related activities
- **Childcare:** wraparound or respite care for the most vulnerable families
- **Therapeutic Activities and Support:** advice/info/groups tailored to family support needs, peer support, counselling
- **Family learning:** activities that promote family learning

- **Support for Inclusion:** tailored activities or services within this theme for those with additional support needs and/or protected characteristics who experience additional barriers and exclusion

Theme specific Outcome(s)

1. Families have equitable access to services that are holistic, trauma informed, and rights based.
2. Families are better equipped to manage challenges, increase resilience, stability and independence.
3. Children are protected from the adverse effects of living in poverty.
4. Children and young people report enhanced mental, emotional and/or physical wellbeing.
5. Children and young people are supported to grow, build confidence, develop new skills, broaden their perspectives and aspirations to enhance their future opportunities.
6. Children and young people feel more connected, supported, valued and heard within their families, schools and communities.

THEME 2 - PROMOTING CULTURE AND CREATIVITY

This theme aims to ensure that Cultural diversity across all Glasgow's communities is recognised, celebrated and supported to enhance wellbeing, practice our cultures, engage and collaborate.

We recognise the vital role Culture and Creativity play in reducing inequality, combating social isolation, improving individual wellbeing and promoting diversity and inclusion within communities.

To support this theme, we are looking to fund activities that widen access and participation, enhance well-being and celebrate the diverse cultural heritage of our citizens, through fostering engagement and collaboration in communities.

Funded activity could include but not be limited to:

- **Wellbeing Activities:** making workshops, arts therapy, family and intergenerational sessions
- **Creative Engagement and Participatory Arts:** activities that encourage active participation and artistic expression
- **Creating places and spaces for culture and creativity:** performance and exhibitions, community events, heritage events
- **Skills Development:** arts development, training, volunteering
- **Support for Inclusion:** tailored activities or services within this theme for those with additional support needs and/or protected characteristics who experience additional barriers and exclusion

Theme specific Outcome(s)

1. Individuals develop skills, economic potential, capacity and confidence through the use of accessible community led arts and crafts.
2. Marginalised individuals have equitable access to arts and creative activity to improve health and wellbeing, increase communication, widen participation and support re-integration.
3. Marginalised individuals are better represented as participants, artists and collaborators to lead cultural activity in their own way.
4. Communities are more cohesive and collaborative through shared cultural experiences.

THEME 3 - DEVELOPING COMMUNITY INFRASTRUCTURE

This theme emphasises a **place-based** approach to supporting **individuals** and **communities** experiencing poverty and inequality while further addressing the needs of those who identify with and/or as communities of **interest, identity** and **circumstance**.

We understand the importance of creating spaces and places where people can access essential services, share resources, socialise and connect with others, learn, volunteer and take active roles within their communities.

Additionally, we also understand the importance of equipping community organisations and groups, that provide these local spaces and places, with tools to support their capability and capacity to grow, become sustainable and remain responsive to local need.

Through the use of locally accessible and inclusive community spaces, places and services, we are looking to fund activities that aim to bring people together, promote well-being, develop skills, build capacity, foster community cohesion and empowerment.

Funded activity could include but not be limited to:

- **Community Spaces:** halls, centres, hubs, cafes, gardens
- **Wellbeing and social activities:** activities promoting health, wellbeing and social connection
- **Integration activities:** activities that promote inclusion, integration and settlement
- **Learning and Skills Development:** adult learning such as literacy, numeracy, ESOL, digital inclusion and activities that enhance life skills
- **Community Food:** gardening, food growing, community meals, pantries/larders
- **Advice and Guidance:** workshops, signposting, surgeries,
- **Advocacy and Support:** activities that promote, raise awareness or advocate for the rights of a particular community of identity, interest or circumstance
- **Capacity Building:** activities that support individual or organisational capacity, training, volunteering, peer support, networks
- **Support for Inclusion:** tailored activities or services within this theme for those with additional support needs and/or protected characteristics who experience additional barriers and exclusion

Theme Specific Outcome(s)

1. Individuals are aware of and have equitable access to locally based spaces and services that reduce isolation, enhance wellbeing and encourage active participation in community life.
2. Marginalised individuals are equipped with knowledge, skills and capacity to integrate and improve their quality of life.
3. Individuals have improved life chances through learning, skills development and personal growth.

4. A stronger sense of belonging, support and control is fostered within communities, creating lasting relationships and networks that empower individuals and drive collective resilience and positive change.
5. Communities of place are safer, more connected, resilient and inclusive, with improved opportunities, resources and quality of life for all residents.
6. Third Sector organisations and community groups are supported to grow, innovate and effectively respond to emerging needs through focussed capacity building interventions, volunteer engagement and peer support.

THEME 4 - IMPROVING HEALTH AND WELLBEING

This theme focusses on reducing the impact of poverty and inequality on peoples' health and wellbeing.

We understand that persistent exposure to these challenges can make it more difficult for people to develop and remain in good health, access essential services and avoid harm.

We recognise the importance of early intervention and prevention in helping people build their capacity, confidence, resilience and recovery. By addressing issues early, we can reduce the risk of developing complex needs, additional health problems and improve overall quality of life.

To support this theme, we are looking to fund community driven solutions that are inclusive and promote improved physical health, positive mental health, social connections, personal resilience and greater independence.

Funded activity could include but not be limited to:

- **Wellbeing Activities:** interventions that promote mental health and wellbeing i.e. healthy cooking, outdoor, creative or recreational activities, conversation cafes, issue-based workshops
- **Therapeutic Support:** advice, listening services and counselling
- **Social Support:** befriending, peer support, lunch clubs, volunteering
- **Physical Activities:** dance, play, movement and balance activities, sports, physical fitness, games, coaching
- **Care Services:** day care, reminiscence, programmes that support specific conditions, recovery and resettlement
- **Support for Inclusion:** tailored activities or services within this theme for those with additional support needs and/or protected characteristics who experience additional barriers and exclusion

Theme Specific Outcome(s)

1. Individuals are equipped with tools and resources to support, adopt, maintain and enhance their physical health and well-being.
2. Individuals are aware of and have equitable access to rights based mental well-being support/activities that aim to improve emotional resilience, increased capacity and enhanced overall sense of control.
3. Individuals are equipped to maintain their independence through advice and support, increased social interaction and connections.
4. Individuals are empowered with knowledge, skills and confidence to maintain their own wellbeing, whilst contributing to the care and support of others in their community.

THEME 5 - CHALLENGING VIOLENCE AGAINST WOMEN AND GIRLS

This theme focusses on challenging and reducing all forms of violence against women and girls, to stop it occurring in the first place and to address the underlying attitudes and systems that perpetuate it.

We understand that in order to provide safety, positive outcomes, and recovery for those women and girls affected, everyone has a part to play in reducing and raising awareness of the harms caused by this.

To support this aim, we are looking to fund services that focus on providing person centred, holistic support to survivors of all forms of violence against women and girls with a focus on reducing risk, increasing safety and promoting wellbeing.

Funded activity could include but not be limited to:

- **Prevention & Early Intervention:** awareness raising, issue-based workshops
- **Advocacy and Signposting:** Independent Domestic Abuse Advocacy and referrals to relevant support services
- **Therapeutic support:** advice, counselling, emotional support
- **Recovery support:** one to one, peer and group support
- **Outreach:** activities within accessible locations
- **Skills Development:** volunteering, mentoring, training and development
- **Support for Inclusion:** support for women and girls with additional support needs and/or protected characteristics who experience additional barriers and exclusion

Theme Specific Outcome(s)

1. Women and girls and those affected by violence and abuse have equitable access to specialist support services that allow them to make informed decisions best suited to their needs.
2. Women and girls and those affected by violence and abuse live and thrive in their communities with increased resilience, self-esteem, confidence and improved sense of safety and overall wellbeing.
3. Organisations work together to reduce and raise awareness of the harms caused by all forms of violence to individuals, families and communities.