

**Grant Awards Programme**

**Discretionary Funding to support Voluntary and Community Organisations**

**Application Guidance Note**

**2024 - 2025**

Completed Application Forms and Supplementary Information should be returned by email to:

CommunityDevelopment@northlan.gov.uk

***Please retain these notes for your information***

**General Guidance Notes**

**Introduction**

Before completing the application form you should read through this guidance document and the notes attached to each question on the application form. All relevant sections within the application form should be completed. Should your application not be completed in full, it will be returned to you. Sections not applicable to your organisation should be marked N/A.

**What is the purpose of this grant scheme?**

The Grant Awards Programme is the arrangement whereby the Council provides annual funding to local voluntary organisations and community groups contributing to the North Lanarkshire Partnership – Local Outcomes Improvement Plan (see list at 3.5 below).

**Who can apply?**

To apply you must be a voluntary organisation or community group operating in North Lanarkshire.

**What can be funded?**

Grants may be used for various purposes including employee costs, accommodation costs, administration costs and programme costs.

**What can’t be funded?**

Grants are not made for: -

* Activities that commenced prior to the application being made;
* Items of equipment of a personal nature, or
* Repairs/improvements to premises not owned by or leased to the organisation applying.

**How much can be applied for?**

Applications must be for a minimum of £1,000 and the maximum you can apply for is £50,000.

**What is the timescale for submitting applications?**

Application forms are available to download from the Council’s website [| North Lanarkshire Council](https://www.northlanarkshire.gov.uk/your-community/community-grants-and-awards/grant-awards-programme) from **8 December** **2023** and should be submitted by the **31st January 2024** for funding from **April 2024 to March 2025.**

**What is the application process?**

An application form should be completed and all additional information i.e. constitution, financial details etc. should be submitted with your application form.

**What happens next?**

On receipt of the application an email will be sent confirming that it has been received, allocating the application with a reference number and detailing any additional or missing information required.

**Grant Enquiry Form**

If you cannot decide if this fund is the best for you click on the ‘grant enquiries’ link on the webpage where you can fill in a grant enquiry form online.

We will email you the appropriate form and guidelines, or tell you if your activity is out-with our funding areas. Alternatively, phone or email the grants section for advice and guidance, using the contact us box.  If we cannot help you with funding we will try to suggest other funding sources you might try.

**Completing Section 1 of the Application Form**

* **Details of your organisation.**

**1.1 Name of Organisation**

The organisation should be the body which will have financial and managerial responsibility for the grant. Include the full name as it appears in the constitution or Memorandum and Articles of Association.

**1.2 Address of Organisation**

The address where the organisation meets or where the grant will be used to deliver the service or activity unless you are applying through an organisation’s main or parent office.

If the organisation is using a personal address for correspondence etc. please tick the appropriate box to let us know. Organisational addresses may be publically available but we will treat personal addresses as confidential.

**1.3 What type of organisation is it?**

If the organisation is a Limited Company – please let us know the registration number.

If the organisation is a registered charity – please let us know the registration number.

If the organisation is neither - use the *‘Other’* box to describe the organisation.

**1.4 Has your organisation received a grant through this programme before?**

Let us know if you have received an award through the Grant Awards Programme before and give us the reference number, if known.

**Completing Section 2 of the Application Form**

* **Contact details for your application.**

**2.1 Name of Main Contact / Signatory**

The main contact should be someone familiar with the operation of the organisation and conversant with the details within the application form as this person will be the main point of contact for the Council when requesting further information.

**2.2 Name of the Second Contact / Signatory**

The second contact should also be familiar with both the organisation and the application for as they will be contacted if the main contact is not available.

**Completing Section 3 of the Application Form**

* **About your application.**

**3.1 Which areas will your project cover?**

Tick the boxes indicating which area or areas your project will cover.

* Airdrie includes Blairhill, Calderbank, Chapelhall, Caldercruix, Coatdyke, Glenmavis, Greengairs, Longriggend, Plains and Whinhall.
* Bellshill includes Birkenshaw, Eurocentral, Holytown, Milnwood, Mossend, Newhouse and Viewpark
* Coatbridge includes Carnbroe, Cliftonville, Greenend, Kirkwood, Shawhead, Sunnyside and Whifflet.
* Cumbernauld and Kilsyth includes Abronhill, Banton, Condorrat, Croy, Greenfaulds, Queenzieburn and Westfield
* Motherwell includes Carfin, Cleekimin, Craigneuk, Forgewood, Muirhouse, Netherton, New Stevenston and Newarthill.
* Northern Corridor includes Chryston, Gartcosh, Glenboig, Moodiesburn, Muirhead and Stepps.
* Wishaw/Shotts includes Allanton, Cleland, Eastfield, Gowkthrapple, Harthill, Newmains, Overtown, Salsburgh and Waterloo

If you are unsure you will find details of the new Council ward boundaries on the Council’s website at <https://www.northlanarkshire.gov.uk/index.aspx?articleid=33038> or contact us for further help.

**3.2 Do you target any areas of poverty or deprivation?**

If your project specifically targets areas of poverty or deprivation – please tick the ‘yes’ box – if not tick the ‘no’ box. The targeting may be described in terms of a geographical area or in terms of people that share a common interest i.e. it could be a small local area that is experiencing a particular problem or it could be a scattered set of individuals jointly experiencing a specific difficulty. Note that projects covering a wide geographical area should tick the ‘no’ box unless, within that wide area, they are specifically targeting local poverty issues.

In any case, describe the area/subject this project will cover.

**3.3 Equality Act 2010 - Public Sector Equality Duty (General Duty)**

The PSED general duty is a proactive duty with three requirements:

1. Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct.
2. Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
3. Foster good relations between people who share a protected characteristic and those who do not.

This means that public bodies like the Council must take active steps to reduce disadvantage and encourage participation of people whose characteristics are protected by the Equality Act 2010. Those characteristics are: age (18+), disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnerships, with regard to eliminating unlawful discrimination in employment.

Although the onus of the duty is on public bodies, the Council requires that the organisations it funds should also pay due regard to the general duty. Below are some examples of how organisations could take specific actions to meet the three needs of the general duty.

1. **Eliminate unlawful discrimination, harassment, victimisation or any other prohibited conduct**

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| **Example of how this can be done:** An advice giving organisation changes the day and time of its drop-in session as it realised it could be excluding some religious groups from being able to access advice. The same advice organisation begins to produce information in different formats – easy read, large print different languages etc. to reach as many people as possible.These activities help eliminate indirect discrimination by removing practices that can disadvantage certain groups.  |

1. Advance equality of opportunity by having due regard to: -
* removing or minimising disadvantage
* meeting the needs of particular groups that are different from the needs of others
* encouraging participation in public life or in other activities where their participation is disproportionately low.

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| **Example of how this can be done:**A youth organisation is concerned that some of the young people who may be questioning their sexuality aren’t getting information and support that they may need. The organisation arranges Lesbian, Gay, Bisexual and Transgender (LGBT) awareness raising training for youth work staff. The organisation then organise activities as part of LGBT History Month providing access to information, support and advice for all the young people. These activities assist in minimising disadvantage and meet the needs of particular groups. |

1. Foster good relations

– tackle prejudice, and promote understanding between people from different groups,

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| **Example of how this can be done:**The management committee of a Neighbourhood Centre is concerned that very few people from the local Eastern European communities participate in centre activities. The committee speaks with the local nursery and school where many of their children attend and representatives from the centre are then invited to speak to the PTA. The two organisations then work together to encourage and build relationships and promote and develop appropriate centre activities.These activities will break down barriers between different groups of people and promote understanding.  |

If you think the activities of your organisation specifically address one or more of these needs – tick the appropriate box and explain by providing further details.

For more advice / information on how your organisation could better meet the needs of the general duty please contact:Audrey Cameron, Development Officer (Equalities), NLC Enterprise and Communities by e-mail: CameronAu@northlan.gov.uk

**3.4 What project activities will the grant help you to deliver?**

Please keep this list as short as you can. Some organisations may only have one activity and this is OK. Large organisations may have many activities but they should try and group these as succinctly as possible – this section is used for any subsequent monitoring reports so too much text here will cause extra work later on!

Organisations are asked to identify the proposed activities they are applying for funding for by describing them in the numbered boxes and detailing the numbers and ages targeted – please enter an approximate number in these boxes.

Organisations are also asked to identify if the activity targets any of the groups described under the Equalities Act. Some activities may not target any of these groups but if they do – please tick the appropriate box – numbers are not necessary here.

Finally enter the approximate date the activity will be completed by.

**3.5 How does your project contribute to the North Lanarkshire Partnership – Local Outcomes Improvement Plan?**

The Council wishes to ensure that voluntary groups in receipt of funding (a) contribute to the following local outcomes: -

* Building resilient communities;
* Tackling poverty;
* Tackling homelessness, and
* Supporting looked after children.

Tick the yes or no boxes that apply to your project and describe what steps your project will take to help achieve these outcomes.

**3.6 How is your organisation best placed to deliver the project?**

Use this section to detail any specific skills, abilities or expertise your organisation brings to bear on the development/delivery of the proposed activity.

**3.7 Will you partner with other organisation(s) to deliver the project?**

Use this section to detail your key partner agencies and any current joint working arrangements.

**3.8 If we are unable to fund your entire request, how will you manage the funding shortfall?**

Each year the council receives requests for funding well in excess of the budget available and as a result, many organisations are funded to a level that is less than the amount requested. In this section the Council wants to know how you would prioritise your activities if your award is less than you applied for.

Note that in the event of you receiving significantly less than you request, you will be given the opportunity to amend your activity targets accordingly.

**Completing Section 4 of the Application Form**

* Financial Breakdown.

Precise details are required in this section.

**4.1 Breakdown of grant requested.**

The total cost of the activity is not necessarily the same as the total costs for the applicant’s whole sphere of activity. For a small local organisation - it might well be their whole costs – but large organisations may have numerous activities – and some of these may not be pertinent to the grant application. Likewise, organisations encompassing a wider area than just North Lanarkshire should just show the total (or estimated total) for North Lanarkshire.

Break down the total requested into the following: -

Employee costs - only include here all the costs associated with the employment of core full-time or part-time staff engaged in the activity. Hiring in tutors who are employed by external agencies or who are self-employed - or employing sessional staff on an ad-hoc part-time basis should be detailed under programme costs.

Property Costs - note that, with the exception of rental or letting costs, property costs can only be considered for funding by the council if the organisation owns the property or has a long-term lease. Note also that the council can’t assist with rate costs if you are already claiming rates relief.

Administration Costs - include here what you need in terms of ‘office’ costs – but detail under programme costs, any consumables used within the activity – e.g. differentiate here between paper used as stationary and paper used (e.g.) for an arts activity.

Programme costs - detail here the costs involved in carrying out face-to-face work with the beneficiaries of the project. Please note that, while travel costs are included here, the council will only help to fund these costs if they are an essential and integral part of delivering the activity.

**4.2 Does the grant requested cover the total project cost?**

Most projects rely on a mixture of funding from various sources – if that is the case – please detail here how much you expect to get from other funding sources and what your organisation intends to raise through its own fundraising.

**4.3 Are you applying for property costs?**

If you are, detail here if the premises are owned, leased or rented.

Please note that if you are applying for property costs then your organisation needs to own the property or have a long-term lease or rental agreement in place.

**Completing Section 5 of the Application Form**

* Bank mandate for payment by BACs.

In order for the council to pay any award directly into the organisations bank account the details you enter in this section should be identical to those on your bank account. If you have any questions or difficulties with this – please contact us for further advice.

**Completing Section 6 of the Application Form**

* Supporting information.

You need to submit the following documentation before we can progress your application.

**6.1 Constitution or Memorandum and Articles of Association**

These documents (or alternative governing documents e.g. Royal Charter) describe the ‘rules’ that govern the organisation – they should be dated (at the point of their adoption by the organisation or at any subsequent revision) and signed (typically by the chairperson and secretary).

**6.2 Bank Statement**

In order to allow us to pay out any award directly into the organisation’s bank account you should submit the most recent copy of a bank statement, clearly showing the name of the organisation, account number and sort code.

**6.3 Annual Accounts**

Annual Accounts: The council requires applicant organisations to submit a copy of their most recent annual accounts (normally for the financial year immediately preceding the application date). Please note that payment of any award may be delayed until up-to-date accounts can be supplied. The Council expects annual accounts to be independently examined and to be signed and dated by both the organisation and the examiner\*.

*\* Independent examination of accounts is one of the two forms of external scrutiny that may be carried out under the statutory provisions in Scotland and is mandatory for registered charities (the other being a full audit). Independent examiners must be a member of an appropriate professional body and further information on this can be found on the website of the Office of the Charity Regulator* [*www.oscr.org.uk*](http://www.oscr.org.uk) *Advice and help with an independent examination can also be accessed through Voluntary Action North Lanarkshire.*

**6.4 Local branches of national organisations**

Please note that if you are applying as a local branch of a national organisation, the supporting information you need to supply is dependent on your legal structure. If you operate under your own constitution and have an independent bank account then you need to supply the local information.

If you don’t operate under your own constitution and if any monies are accounted for through the main accounts of the charity then you need to supply the national information.

**Completing Section 7 of the Application Form**

* Signature.

**7.1 Data Protection and Confidentiality**

Please read the statements at 7.1 and note that your information may be shared with other grant funders.

**7.2 Signature**

This application must be signed by a member of the Organisation’s Board or by one of the

Committee Office Bearers.

Please note that when you sign the application here at Section 5 you are also confirming that you will adhere to the following General Conditions of Grant.

**7.3 General Conditions of Grant**

The following General Conditions shall apply to all organisations funded by North Lanarkshire Council, Enterprise and Communities. Depending on the level of the award, the Council may wish to apply more detailed or stringent conditions through a separate funding agreement in addition to these General Conditions.

Failure to comply with any of the following conditions may void the grant approval and result in the withdrawal of any funding.

* The grant award may only be used for the purpose (or purposes) originally applied for;
* The Council’s liability shall be to make payment of the grant to the organisation. All other liabilities or claims are the responsibility of the organisation.
* The project must be free from any political bias and must not involve political campaigning;
* In the case of repairs/improvements to premises, (a) your organisation should own or lease property (at least five years), and (b) comply with any relevant legislation;
* The funding contribution received from the Council is acknowledged in any publicity materials;
* Undertake to keep any equipment purchases (a) secure (b) properly maintained and (c) not disposed of without prior permission from the Council;
* All purchases, equipment and/or services paid for through the grant award must remain under the ownership of the funded organisation and backed up with receipts. You may be asked to submit these receipts as proof of expenditure and so should retain these for at least 2 years along with all financial records relating to the grant award and its subsequent expenditure. These financial records and any equipment purchased should be made available for inspection by Council Officers if requested;
* Any monitoring reports that have been requested should be completed promptly. (N.B. failure to comply with monitoring requirements will mean that future grant applications cannot be accepted and late monitoring returns will delay the processing of applications;
* Any unused grant should be returned to the Council, and
* In the event of the organisation disbanding, any remaining monies, equipment or facilities purchased through the grant should be returned to the Council.

**What Happens Next**

**8.1 Sending in your application**

Please make sure that your application form is: -

* Signed by two members involved in running the organisation, one of which should be a committee or Board member, and
* Accompanied by appropriate supporting information, e.g. constitution or Memorandum and Articles of Association, a copy of a recent bank statement, bank mandate (available to download) and a copy of your annual accounts.

Application forms and additional information are available on the Council website [| North Lanarkshire Council](https://www.northlanarkshire.gov.uk/your-community/community-grants-and-awards/grant-awards-programme) If you need further help or advice in completing the application form, or need the documents in an alternative format, or have any other queries when completing the form please email CommunityDevelopment@northlan.gov.uk

Please email your application and supporting information to: - CommunityDevelopment@northlan.gov.uk

**8.2 Eligibility Check**

All applications are checked to see that (a) they are complete and all supporting documents have been received, and (b) that the organisation and the purpose are eligible for this particular grant scheme. You will receive an acknowledgement and be informed if any information is outstanding.

**8.3 Assessment**

All applications are assessed by an appropriate officer appointed by the council. This officer will make contact with you in order to discuss your proposal in detail. The Assessment Report is one of the pieces of evidence used to decide on any award recommended.

**8.4 Scoring**

All applications are considered by a Scoring Panel. They examine your application, the Assessment Report and any previous monitoring information in order to rank the applications in priority order.

**8.5 Committee Decision**

All applications are presented to the Youth, Equalities and Empowerment Committee for consideration. Any decisions on funding are recorded in the committee minutes and each applicant receives confirmation of this decision by email.

**8.6 Funding Agreements**

Organisations receiving an award of over £5,000 are required to sign and return an Acceptance Form confirming that they will abide with the terms of the Funding Agreement put in place for their award, prior to any funding being released.

**8.7 Monitoring/self-assessment**

All organisations receiving funding are required to submit monitoring/self-assessment reports at the 6-monthly stage and at the 12-monthly stage.

In addition, organisations receiving over £5,000 will have a nominated Monitoring Officer who will help with any general questions regarding the award and who will contact or visit the organisation immediately following the submission of the monitoring/self-assessment reports to verify the details. These organisations also need to comply with any additional monitoring arrangements set out within their Funding Agreement.