

Motherwell Community Empowerment Grant Fund
Application Guidance Notes
(2026 – 2027)

Guidance Notes

Introduction

Before you decide to proceed and complete your application, it is recommended that you read the following guidance notes to confirm your proposed project is eligible.

You should aim to maximise the chances of success for your application while respecting any personally sensitive information of your service users or commercially sensitive information of your organisation.

This grant fund is funded by the UK Government through the Pride in Place programme.

Motherwell Pride in Place

Forgewood, North Motherwell and Motherwell town centre has been awarded £19.6 million from the UK Government's Pride in Place Programme to develop and deliver a Pride in Place Plan and investment plans over the next ten years. The priorities within the Pride in Place Plan will be shaped by the feedback of local people through a community wide consultation to be carried out from May – September this year.

North Lanarkshire Council is the accountable body for the Motherwell Pride in Place programme and will work with the Motherwell Pride in Place (PIP) Neighbourhood Board once established (by July) to engage with communities and develop the Pride in Place plan. This current round of Community Empowerment grants to local organisations is designed to support local organisations with activities that assist North Lanarkshire Council and the Neighbourhood Board to identify key priorities for the Motherwell Pride in Place area.

Partnership working is integral to the successful delivery of the plan, by channelling funds to address the right local issues at the right time and ensuring that the community is central to decision-making so that funding is spent effectively, efficiently, and compliantly.

For more information on the UK Government's Pride in Place programme, visit:

[Pride in Place Programme prospectus - GOV.UK](#)

All applicants to the Motherwell Community Empowerment Grant Fund should demonstrate in their application:

- A good level of knowledge of Motherwell and the areas and communities they plan to deliver projects and activities for.
- That the services and/or activities they plan to deliver with the grant fund will either be within the communities of Forgewood, North Motherwell or Motherwell town centre or be accessible by or provide benefits to people residing in these areas.

Motherwell Community Empowerment Grant Fund 2026-2027

Acting in our role as lead accountable body, North Lanarkshire Council is now inviting local groups and organisations to apply for grant funding to:

- Deliver services, activities or events within Forgewood, North Motherwell or Motherwell town centre; or services, activities or events which are accessible by or provide benefits to people residing in these areas.
- Assist North Lanarkshire Council and the Neighbourhood Board to identify key priorities for the Motherwell Pride in Place area.

What types of projects, activities and events are eligible?

It is a condition of this Grant Funding that the funded activity supports awareness raising of the Motherwell Pride in Place programme and will help North Lanarkshire Council and the Neighbourhood Board (once established) to identify local priorities for change. This will involve:

- Accommodating branded materials (to be provided by North Lanarkshire Council) within your venue and/or any publicity material about the service, activity or event.
- Accommodating banners and leaflets (to be provided by North Lanarkshire Council) within your venue where the service, activity or event is to be delivered containing a link the surveys on local priorities for the area.

Eligible services, activities and events include **community capacity building** activities, **events** and **activities** delivered within the local area.

By **community capacity building** we mean activities that help local groups become stronger, more confident, better organised, or better able to take action in their community.

This might include things like:

- training or upskilling people to volunteer
- helping local people and groups to work together or share resources
- developing the skills of local young leaders or community champions
- supporting people to organise activities or take part in decision-making
- improving how a group runs or plans its work

By **community events and activities**, we mean activities and/or programmes targeted at supporting people in the local area, providing services or programmes for people in the local area and involving local people to celebrate their pride in Forgewood, North Motherwell and Motherwell town centre as a place to live and that support positive community activity.

This might include:

- holiday programmes for young people
- community fun days or celebrations
- family or youth activity days
- open days, workshops, or taster sessions
- awareness-raising events on local issues
- seasonal or cultural events that bring people together

Who can apply?

Community and Voluntary Sector (CVS) organisations operating within Forgewood, North Motherwell and Motherwell Town Centre.

On receipt of the formal applications, the fund management will complete necessary due diligence check - a routine check to make sure the applicant has the right paperwork, banking arrangements and safeguards in place so that public money is used safely and as intended – and will then carry out the final internal assessment of the application.

All successful applicants will be notified if their application has been approved.

What costs can be funded?

Generally, you will be able to apply for funding linked to three categories:

Category
1. Facilities/Property Costs
2. Employee Costs (Staffing and Volunteer Costs)
3. Project and Activity Costs

The fund will support short-term/one-off revenue costs only. **Core organisational running costs, such as overheads and long-term employee costs, are not eligible.** Light hospitality costs to support an activity or event are eligible under the 'Project and Activity costs' heading.

We will however consider short or fixed-term staff and overheads where applicants can demonstrate these costs are additional to core provision. Costs we can consider include: -

- Start-up costs for new groups and pilot projects.

- Purchasing equipment (small items), materials and other resources.
- Marketing and publicity costs for funded activity and associated engagement.
- Programme and activity costs.
- Community Events.
- Supporting Community Engagement and Participation - venue and equipment hire for community events, engagement tools, online engagement, improving accessibility, light hospitality.
- Capacity building and training activity.
- Undertaking community-led action projects relevant to creating opportunities for young people or other specific communities.

This is not an exhaustive list, and other costs will be considered if they meet the criteria for the fund, and if they enable the project / activity to operate. If you are unsure, please get in touch.

Project start dates should be no earlier than **1 June 2026** and should be completed by the **30 September 2026**.

What can't be funded?

Funding cannot be requested for:

- Items of equipment of a personal nature, or
- Repairs/improvements to premises
- Any payment of any type to committee members, directors, or trustees
- Capital works are not supported. This includes requests for structures, sheds, storage units, memorials and statues, and any infrastructure for example, pathways, lighting, and utilities etc.
- Proposals for ongoing project/service running costs.
- Proposals for activities that conflict with the policies of the Council and our Community Planning Partners.
- Proposals for statutory provision.

How much can be applied for?

We will pay out fixed awards for this funding round. You will have been invited to apply for up to £5,000.

Within the application form, you will be asked to breakdown you proposed expenditure. Grant administrators will be able to provide guidance on how to build up your funding request to get to your allocated value.

Completing the Application Form

Section 1: Details of your organisation.

Name of Organisation:

Include the full name of your organisation as it appears in the constitution or Memorandum and Articles of Association.

CVS Registration number: Please insert your CVS registration number.

Address and Post Code:

Enter the address details of your organisation. If you do not have your own premises, this can be the address of the main contact for your organisation.

Charity / Company Details:

If you are a registered charity and/or company limited by guarantee enter yes in the relevant box and provide charity number and/or company registration number.

Application completed by:

The person completing the application form, should provide their name, position within the organisation, and contact telephone number.

Section 2: About your organisation

What we need to know:

In this section, you will be asked to:

- Confirm that your organisation operates within the Motherwell area; and
- Confirm if your organisation is a member of the Motherwell Community Board and/or sub subgroups

Section 3: About your application

In this section, we are looking to find out more about your organisation and some of your plans, specifically:

- 3.1 Tell us if your organisation is open to all members of the town or community.
- 3.2 If not, then provide details of who your members are or who your target audience is. This can be communities of interest. By communities of interest this could include people who come together because they share things like:
 - A **common interest or activity** (e.g., arts, sports, music, environmental action)
 - A **shared life experience** (e.g., young carers)
 - A **shared protected characteristic** (e.g. ethnicity, disability, faith, LGBTQ+ people)

- A **specific need or challenge** (e.g., people affected by mental health issues, young parents)

3.3 Tell us how you plan to promote / target your services and activities.

Section 4: Financial information

4.1 Select the award value you are requesting.

4.2 This section focuses on the value of your funding request. Provide the total amount of funding you are requesting under each of the three categories.

Facilities/Property Costs:

Property costs can only be requested if you own the property or have a long-term lease in place. You can request funding for the hire or letting of facilities which are needed to allow you to run your projects and/or activities.

Employee / Volunteer Costs:

You are permitted to request funding towards the employment of staff. Staff should be directly involved in the delivery of the any projects and activities. For this fund, this can include hiring tutors who are employed by external agencies or who are self-employed, or the employment of sessional staff on an ad-hoc part-time basis.

Reasonable contributions for a management fee will also be considered, as will expenditure relating to the use of volunteers within any projects or activities.

Project Costs:

Detail here the costs involved in delivering your proposed projects and activities. It is expected that these costs will be linked to face-to-face work that you do. This can be for things such as: -

- Materials and small items of equipment
- Essential supplies required to deliver your service and activities
- Costs associated with educational trips and excursions
- Stationary and offer administration supplies
- Costs associated with publicity and marketing of your projects and activities
- Delivery of training
- Purchase of relevant training services
- Delivery of events and exhibitions and associated costs
- Celebrating success events
- Contributions towards residential experiences
- Contributions towards day trips and outings (but not for hotels / spas or luxury high-cost activities)
- Light hospitality (for example tea/coffee/biscuits – but not for full recharge for restaurant visits, or for the purchase of alcohol)
- Community consultations and engagement activities
- Travel costs, but only if the costs if are an essential and integral part of delivering your projects and activities

This list is not exhaustive. If you are unsure if your cost will be covered. Please contact us.

Please remember, that the overall total should not be higher than the value you have been invited to apply for.

- 4.3 Tell us, if the total cost of delivering your projects and activities is more than the amount you have been invited to apply for, and what the overall difference is expected to be.
- 4.4 If there is a difference, then please tell us how you plan to make this up.
- 4.5 Use this page to provide a full breakdown of your costings. Provide as much detail as possible.

Section 5: Project and Activities

This section provides you with the opportunity to provide important details about the projects and activities which you plan to deliver. The template has been inserted three times in case you plan to deliver multiple projects and activities.

The quality of your proposals is more important to us, than thinking you need to submit proposals for lots of projects and activities.

Each template asks you provide the following information:

- 5.1 Brief overview of the project/activity.
- 5.2 Brief overview as to why the project is needed.
- 5.3 How the service/activity or event will contribute to delivering against priorities within the Local Outcome Improvement Plan for Motherwell (if relevant).

The LOIP priorities for each of the nine community boards are outlined in the table below, and the hyperlink (blue underlined words) will take you to the Motherwell Local Outcome Improvement Plan on our website. The plan details all the priorities and provides clarification as to why the priority has been selected and the specific actions and tasks that we have identified with our partners to address the priority. This information will help you understand our intentions for each of the priorities. However, when you are thinking about how or whether your project links to the LOIP priorities, you only need to consider the high-level priorities listed.

This grant fund is only available for the Motherwell area. If your project contributes to a priority within the Motherwell Local Outcome Improvement Plan, please select the appropriate priority.

Local Outcome Improvement Plan Priorities by Town

Airdrie	Coatbridge	Bellshill	Wishaw	Motherwell	Shotts	Cumbernauld	Kilsyth	Northern Corridor
Poverty	Poverty	Poverty & Food Insecurity	Tackling Poverty & Inequalities	Tackling Poverty & Inequalities	Tackling Poverty & Inequalities	Food & Financial Insecurity	Food & Financial Insecurity	Children & Young People
Mental Health & Emotional Wellbeing	Mental Health	Mental Health & Emotional Wellbeing	Mental Health & Wellbeing	Mental Health & Wellbeing	Mental Health & Wellbeing	Youth Engagement & Consultation	Health & Wellbeing	Health Inequalities
Digital Inclusion	Digital Inclusion	Digital Inclusion	Digital Inclusion	Digital Inclusion	Digital Inclusion	Digital Inclusion	Digital Inclusion	Community Transport
		Community Safety	Community Safety	Community Safety	Community Safety	Greenspace Maintenance & Environmental Quality	Improving the environment with a focus on Kilsyth town centre	Social Integration & Inclusion
		Community Resilience and Participation	Community Engagement	Community Engagement	Community Engagement	Communication & Engagement	Youth Engagement	Building local relationships trust & communication
			Environment	Environment	Environment	Public & Community Transport	Public & Community Transport	Moodiesburn West
				Transforming Motherwell	Town & Community Hubs & Town Vision	Targeted action within identified communities across the Board area	Targeted action within identified communities across the Board area	
					Transport			

As detailed in the table above, the current LOIP priorities for Motherwell are:

- Tackling Poverty and Inequalities
- Mental Health and Wellbeing
- Digital Inclusion
- Community Safety
- Community engagement
- Environment
- Transforming Motherwell

Hyperlink to the Motherwell Local Outcome Improvement Plan:

[Local Outcome Improvement Plan Motherwell](#)

Section 6: Additional Information

In this section, you are asked to provide answers to various questions which will help us to understand more about your organisation and how you deliver important services and activities to our communities. Some of the questions, will also provide us with important details in terms of your plans, should you receive an award offer from us.

Specifically, there are questions covering:

- What difference the funding will make to your organisation and/or community?
- Partnership working.
- Participation levels.

- How your organisation is best placed to deliver the projects and/or activities.
- Monitoring and evaluation approaches used by your organisation.

Section 7: Supporting Documents

Organisations applying to the council for funding for the first time, will need to provide us with a range of supporting documents, including: -

Supporting documents
A signed and dated copy of Constitution or Memorandum and Articles of Association .
A copy of your most recent Bank Statement showing the account name, account number and sort code.
A copy of the organisation's most recent, fully signed, independently examined annual accounts covering the last full year of your operation.
A completed Bank Mandate Form

Section 8: Signature

The application must be signed by a member of your board of directors or trustees or by a committee office bearer. The person who completed the application should arrange for the application to be endorsed by another appropriate person who has recognised authority within your organisation.

The signature is confirmation that the information contained within this application and any accompanying attachments is accurate and that you agree to comply with the general terms of the grant operated by North Lanarkshire Council.

What happens next

Once you are happy with your application, please send it to **BOTH** emails listed below: CommunityEmpowermentNL@northlan.gov.uk & Motherwellprideinplace@northlan.gov.uk

On receipt, you will receive a confirmation email. This may be an automated response. Your application and any supporting documents will then be checked to ensure you meet the organisational eligibility requirements and then internally assessed by council officers to ensure appropriately linkages of your projects to supporting engagement on Motherwell Pride in Place.

Grant Award Process

A decision on the award of grant to applicants will be made by a selected panel of North Lanarkshire Council officers. There will be no public vote process for this grant fund.

Acceptance Forms

Organisations receiving an award will be required to sign and return an electronic Acceptance Form confirming that they will abide with the General Conditions of Grants; a separate Funding Agreement will be put in place for all awards made, prior to any funding being released. This will be based on the project and activity proposals and will be fully discussed and agreed before the award is paid.

Monitoring/self-assessment

All organisations receiving funding will be required to submit monitoring/self-assessment reports or case studies at the end of the funding period.

During the funding period or at the end of your project, we may ask you to provide us with statistical data. For example:

- Numbers of people from your organisation participating in democratic processes such as community boards
- Number of volunteering opportunities supported

All organisations will have an appointed Monitoring Officer who will contact you to arrange a mid-point visit / check-in to discuss progress, and to consider any support requirements which may be needed.

Where relevant, you may also be asked to share information on your project to the Motherwell Neighbourhood Board, Motherwell Community Board and/or Locality Plan subgroup. Information on your project may also feature in North Lanarkshire Council's reporting to the UK Government in regard to Pride in Place.

Other important information

General Conditions of Grant:

The following General Conditions shall apply to all organisations funded by North Lanarkshire Council, Chief Executives Office through the Community Partnership Team.

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.

- 1) The grant award may only be used for the purpose (or purposes) originally applied for, any changes must be submitted in writing and approval given.
- 2) 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.
- 3) The funded organisation must be free from any political bias and must not be involved political campaigning.
- 4) 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.
- 5) The funding contribution received from the council is acknowledged in any publicity, organisational website, and other marketing.
- 6) All purchases, equipment (small items only and must be approved) 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 3 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.
- 7) 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 will not be accepted, and late monitoring returns could affect your application during the scoring process).
- 8) Any unused grant should be returned to the council, and
- 9) In the event of the organisation disbanding, any remaining monies must be returned to us. The disposal or dispersal of any equipment purchased through the grant should be discussed with us in the first instance.

UKGDPR (General Data Protection Regulation)

The data you supply to us will be held and processed under the terms of the UKGDPR and the Data Protection Act 2018. The information you provide will be held electronically. It will only be used to enable a decision to be made about whether a grant to your organisation may be approved. We might give copies of all or some of this information to individuals and organisations we consult with when assessing applications, administering the programme, monitoring grants, and evaluating funding processes and impacts. We might use data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups. Individuals named in any application, or any official return will not be identified but the organisations in receipt of funding may be.

Equality Act 2010 and Public Sector Equality Duty (General Duty)

The Public Sector Equality Duty (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
- 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.

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

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.

2. 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

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 organises 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.

3. Foster good relations: -

Tackle prejudice, and promote understanding between people from different groups

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.

For more advice or information on how your organisation could better meet the needs of the general duty please contact the Equalities Manager by emailing equality@northlan.gov.uk