



Grant Awards Programme

Discretionary small grant funding

to support Community and Voluntary Organisations

Application Guidance Note

2027 - 2028

Please retain these notes for your information

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.

What is the purpose of this grant scheme?

The Grant Awards Programme is the arrangement whereby the Council provides annual funding to community and voluntary sector (CVS) organisations contributing to the North Lanarkshire Partnership – [Local Outcomes Improvement Plans](#) and other important areas of work identified by the Council and/or Community Planning Partnership.

Who can apply?

To apply you must be a:

- Community and Voluntary Sector organisation operating in North Lanarkshire inclusive of registered charities and Scottish Charitable Incorporated Organisations.
- Company Limited by Guarantee / Social Enterprise or Community Interest Company (CIC) who are asset locked/not for profit with a board of directors elected by members (who predominately reside in North Lanarkshire) and have a minimum membership of 20 individuals and must have a dissolution/winding up clause which does not transfer any assets to private individuals or companies, and who have relevant objects related to community/social and charitable activities.

Notes:

Social Enterprises and Community Interest Companies will be required to submit a statement of any social/community investment or benefit delivered over the previous two-year period.

Applications will not be considered from individuals, companies limited by guarantee with shareholders and without membership; sole traders, political groups, or organisations with political purposes; or organisations who have failed to comply with previous funding agreements and organisations who operate unlawfully or against public policy.

Organisations who have a closed membership (with no reference to being open to all within their governing document).

Any type of business looking for funding to run commercial activities. Any activities/initiatives must be open to community members on a low cost/no cost basis.

Organisations who plan to subcontract projects to other organisations or businesses are not eligible. (Partnership projects will be considered, but they should be outlined at the time of application and involve the applicant organisation for a substantial part of the project).

What can be funded?

You can apply for a grant funding up to a maximum of £10,000. There are three categories of funding which can be supported. Each category has an upper limit, as follows:

Category	Limit	Value
1. Facilities/Property Costs	Up to 25% of maximum award	Up to £2,500
2. Employee Costs (Staffing and Volunteer Costs)	Up to 25% of maximum award	Up to £2,500
3. Project and Activity Costs	Up to 100% of maximum award	Up to £10,000

The total request cannot exceed £10,000

What can't be funded?

Funding cannot be requested for:

- Activities that commenced prior to the application being made
- Items of equipment of a personal nature, or
- Repairs/improvements to premises
- Any payment of any type to committee members, directors, or trustees

How much can be applied for?

A maximum of £10,000 can be requested.

What is the timescale for submitting applications?

Applications must be submitted by the deadline date provided on our [website](#). For the 2026/2027 period, this will be Sunday 21st December 2025.

What is the application process?

An application form should be completed. This can be downloaded from our [website](#). First time applicants should contact us before submitting, as they will be required to register with us beforehand.

Please note, due to the volume of applications received, incomplete applications will not be processed. The responsibility is on the organisation to fully complete and submit the application on time. If you are unsure of about any section of the application, then please contact us to discuss further.

Further information or enquiries:

If you need further help or advice in completing the application form, or need the documents in an alternative format, please contact us by email on:

grantawardsprogramme@northlan.gov.uk and your local Grants Administration

Officer will respond as soon as possible.

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:

Since August 2024, all organisations who wish to apply for any community focused funding will require to register with the council.

Once you have been registered, you will receive an email from us confirming your CVS registration number. This should be used in any communications with us, and inserted into future applications you make.

Your registration will remain valid for a period of three years. However, you should notify us of any changes; and email us annually with a copy of your accounts, which should be signed by an independent examiner or by your auditor.

First time applicants should contact us to register before submitting any application.

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:

- Provide details of the town(s) you operate in

Please select the best option which describes the town(s) you are operating in by using the tick boxes.

- Confirm if your organisation is a member of a 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:

- Tell us if your organisation is open to all members of the town or community.
- If not, then provide details of who your members are or who your target audience is. This can be communities of interest.
- If you plan to operate / deliver services in areas of poverty or deprivation. This list below has been extracted from the Scottish Index of Multiple Deprivation (SIMD – 2020) and should be used as a guide to our priority communities.

5% - 20%	
Community Board	Communities
Airdrie:	Thrashbush, Plains, Caldercruix, Drumgelloch, Petersburn, Craigneuk, Rawyards, Holehills, Gartlea, Whinhall, Calderbank, Chapelhall West, Longriggend
Bellshill:	Shirrell, Fallside, Viewpark, Orbiston, Milnwood, Hattenrigg, The Jewel, Holytown
Coatbridge:	Greenend, Cliftonville, Dundyvan, Townhead, Coatbridge West, Langloan, Kirkwood, Bargeddie, Kirkshaws, Sunnyside, Shawhead, Whifflet, Coatdyke
Cumbernauld:	Carbrain, Abronhill South, Kildrum, Seafar, Condorrat
Kilsyth:	Balmalloch, Central Kilsyth/Bogside, Croy
Motherwell:	Craigneuk, Muirhouse, Forgewood, North Motherwell, Motherwell South – Globe, Airbles and Watsonville, Knowetop, New Stevenson, Newarthill
Northern Corridor:	Moodiesburn West
Shotts:	Stane, Shotts, Eastfield, Harthill, Salsburgh
Wishaw:	Overtown, Greenhead /Dimsdale, Newmains, Newmains – Crindledyke, Coltness, Bonkle, Cleland, Cambusnethan, Pather, Gowkthrapple, Town Centre Area

- How you plan to promote / target your services and activities.

Section 4: Financial information

This section focuses on the value of your funding request (4.1). If the total cost of delivering your projects and activities is more than the amount you are requesting. You will be required to provide more details in terms of the difference between both values (4.2) and how you intend to make up the difference.

Most organisations rely on a mixture of funding from a variety of sources. Section (4.3) will allow you to detail any other funding sources or your plans for income generation and/or fundraising.

Section (4.4) allows you to breakdown your funding request into the categories which have been set. In a change from our previous programme, there are three categories for which you can request funding. These have their own upper limits (which you cannot exceed).

This adjustment is to reflect an increased emphasis on the delivery of projects to benefit the wider community, especially new activities and initiatives which directly link to the Local Outcome Improvement priorities and/or other important areas of work.

Facilities/Property Costs:

Property costs can only be requested if you own the property or have a long-term lease in place.

If you are considering applying for a contribution towards non-domestic rates, then you must not be in receipt of rates relief from North Lanarkshire Council.

However, you can request funding for the hire or letting of facilities which are needed to allow you to run your projects and/or activities.

You cannot exceed **25% of the upper limit of £10,000**. The maximum of **£2,500** towards Facilities/Property costs can be requested.

Employee Costs:

Due to changes in the upper limit of awards available, we can only now provide a small contribution towards employee costs. You cannot exceed **25% of the upper limit of £10,000**. The maximum of **£2,500** towards employee costs can be requested.

Only include here all the costs associated with the employment of core contracted 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 the employment of sessional staff on an ad-hoc part-time basis should be detailed under programme costs.***

Additionally, in line with changes introduced by the Scottish Government, any grant funding you receive from public sector organisations in respect to employee costs must comply with employment law and commit to the Scottish Government's Fair Work First guidance including the payment of at least the Real Living Wage for all staff. This is currently £12.60 per hour.

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 office administration supplies
- Costs associated with publicity and marketing of your projects and activities
- Sessional staffing costs
- Costs for ad hoc hire of specialist staffing
- Delivery of training
- Purchase of relevant training services
- Feasibility work
- 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 meals or full recharge for restaurant visits, or for the purchase of alcohol)
- Community consultations and engagement activities
- Travel costs, but only if the costs 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. However, please note that the upper limit is **£10,000 for this category**. However, if you apply for funding in the other categories, you will need to reduce your request accordingly.

Total Costs:

The maximum amount of funding that can be applied for is **£10,000**. But remember the category limits detailed above.

Please note that if you decide to apply for the full amount of project costs, then you will not be able to request funding under the other categories. However, you may choose to request any amount in between, and the balance of the upper limit of £10,000 can be used towards the other categories. For example:

- | | |
|-----------------------------|---|
| 1) Facility/Property Costs: | £0.00 (cannot be requested the maximum of £10,000 has been reached) |
| Employee Costs: | £1,500 (this is under the maximum amount for this category) |
| Project Costs: | £8,500 (this is under the maximum amount for this category) |
| Total: | £10,000 (maximum amount requested) |
| | |
| 2) Facility/Property Costs: | £2,500 (this is the maximum amount for this category) |
| Employee Costs: | £2,500 (this is the maximum amount for this category) |
| Project Costs: | £2,000 (this is under the maximum amount for this category) |
| Total: | £7,000 (this is under the maximum value) |

3) Facility/Property Costs:	£2,500 (this is the maximum amount for this category)
Employee Costs:	£2,500 (this is the maximum amount for this category)
Project Costs:	£5,000 (this is under the maximum amount for this category)
Total:	£10,000 (maximum amount requested)
4) Facility/Property Costs:	£2,500 (this is the maximum amount for this category)
Employee Costs:	£2,500 (this is the maximum amount for this category)
Project Costs:	£0.00 (this is under the maximum amount for this category)
Total:	£5,000 (this is under the maximum value)
5) Facility/Property Costs:	£2,500 (this is the maximum amount for this category)
Employee Costs:	£1,000 (this is under the maximum amount for this category)
Project Costs:	£2,000 (this is under the maximum amount for this category)
Total:	£5,500 (this is under the maximum value)

Please note, that each year the council receives requests for funding well in excess of the budget available and as a result, many organisations are offered funding to a level that is less than the amount requested. If this happens, we will contact you to discuss options to prioritise the projects and/or activities you deliver.

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.

Please be mindful that the funding is now classed as a small grant. Therefore, it is important to be realistic about the number of projects and activities that you can deliver using the funding.

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:

- Brief overview of the project/activity.
- Brief overview as to why the project is needed.
- How the project / activity will contribute to the Local Outcome Improvement Plan (LOIP) [LOIP priorities](#).

The LOIP priorities for each of the nine community boards are outlined in the table on the next page, and the hyperlink (blue underlined words) will take you to our website, where all the plans are available. Each 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 should be fully considered when preparing your response.

If you are requesting funding to deliver projects/activities within a specific town, then please select an appropriate priority for this town.

It is important that you help us understand how your projects/activities will help address or contribute to this priority. Please give this full consideration, as your description will help the scoring panels to decide who to fund. There is no requirement for this to be a substantial explanation. Use plain English to make the linkages as you see it.

If you are an organisation who provides services across North Lanarkshire, then we understand that this task could be a challenge to articulate clearly how you will meet all of the town focused priorities. Therefore, to keep things simpler, we are looking for you to explain your contribution to the one or more of the following **cross-cutting priorities - tackling poverty, digital inclusion, mental health and well-being and young people**.

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			

It is important that you help us understand how your projects/activities will help address or contribute to the priorities. The short description you provide will help us with the internal assessment. There is no requirement for this to be a substantial explanation. Use plain English to make the linkages as you see it.

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?
- Equalities and protected characteristics.
- Partnership working.
- Participation levels.
- How your organisation is best placed to deliver the projects and/or activities.
- How you will deal with any funding shortfall.
- Monitoring and evaluation approached used by your organisation.

Section 7: 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 as described in the guidance notes.

Checklist (to be completed by Officers)

This section is for Officer use only. You do not need to complete this part of the form.

What happens next

Once you are happy with your application, please email it to:

Grantawardsprogramme@northlan.gov.uk

On receipt, you will receive a confirmation email. This may be an automated response. Your application will then be checked by Officers, to ensure you meet the organisational eligibility requirements and have supplied all necessary information for the registration process.

Your CVS registration will remain valid for three years. However, you should notify us of any changes and email us annually with a copy of your accounts, which should be signed by an independent examiner or by your auditor.

Assessment

All applications are assessed by an appropriate officer appointed by the council. This officer will contact you to arrange a meeting to discuss your proposal in detail. The meeting should involve a minimum of two members of your board or management committee. If you prefer to involve one of your employees, this can be arranged. But one other from your board or management committee must be present.

The assessing officer will be required to complete an assessment report, and this will be regarded as supporting evidence for those involved in the scoring panels. The assessing officer will:

- Focus on dialogue around contributions the organisations will make towards the LOIPs and other important plans and locality structures to validate the linkages and offer guidance and support as may be necessary.
- Discuss how the organisation will monitor and evaluate their work and record some initial targets.

So that the visit can be more purposeful and focused, the traditional diligence and governance checks will now be dealt with as part of the new CVS registration process.

Scoring

It has been agreed by the Council that scoring panels will be retained for the new Grant Awards Programme. The scoring panels will be aligned to the community planning structure with involvement of the established Local Partnership Teams with representation from communities via our Community Board structures.

Four panels will be convened:

1. North (Cumbernauld, Kilsyth, and Northern Corridor)
2. Airdrie and Coatbridge
3. Bellshill and Motherwell
4. Shotts and Wishaw

Each panel will involve:

- 1 manager from NLC – Community Partnership Team
- 1 manager from our community planning partner agencies
- Chairperson or agreed representative of community boards (if available)
- All panels will be supported by a grants officer and manager

The local Community Partnership Manager or Assistant Manager will chair the panel.

Each scoring panel will be presented with all applications (related to their own areas) which have passed the eligibility and assessment process. They will examine each application, the assessment report, and relevant details from the registration process. From the 2026/2027 period any submitted monitoring reports and other evaluation evidence will also be used.

Each panel will also receive a share of applications from organisations who cover multiple areas for scoring. In the first instance these will be allocated based on the organisational base address.

Committee Decision

All applications along with the recommendations of each scoring panel will be presented to the Communities Committee. Any decisions on funding are recorded in the committee minutes and each applicant receives confirmation of this decision by email.

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; and for awards over £5,000 a separate Funding Agreement will be put in place for their award, prior to any funding being released. This will be based on the initial targets determined during the assessment process (amended as appropriate, to reflect any lower awards).

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.

In addition, organisations receiving over £5,000 will have to complete a short update pro-forma at the 6-month point. This will then be sent to the nominated Monitoring Officer who will contact you to arrange a mid-point visit to discuss progress, and to consider any support requirements which may be needed.

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