

Grant Awards Programme (GAP) 2027/28

Frequently Asked Questions (FAQ)

General Questions

1. What is the Grant Awards Programme (GAP)?

The Grant Awards Programme provides discretionary grant funding to support community and voluntary sector organisations delivering projects, activities and services that benefit communities across North Lanarkshire.

2. Who can apply?

Applications are welcomed from eligible community and voluntary sector organisations, including:

- Registered charities
- Scottish Charitable Incorporated Organisations (SCIOs)
- Community Interest Companies (CICs who meet our community control standards)
- Companies Limited by Guarantee (who meet our community control standards)
- Other recognised not-for-profit community organisations

Please refer to the Applicant Guidance for full eligibility criteria.

3. Can newly established organisations apply?

Yes. However, organisations must satisfy the eligibility requirements and complete the CVS Registration process before applying.

4. Do I need a CVS Registration Number?

Yes.

All organisations applying for community-focused funding through North Lanarkshire Council require a valid CVS Registration Number.

5. How long does CVS Registration last?

Registration remains valid for three years.

Organisations must notify the Council of significant changes and submit annual accounts during this period.

Application Process

6. How do I apply?

Applications must be submitted through the online Grant Awards Programme platform.

Paper applications are not normally accepted.

7. Can I save my application and return later?

Yes.

The online platform allows applicants to save progress and return to complete their application before submission.

8. Can more than one person work on an application?

Yes.

Many organisations involve multiple trustees, directors, committee members, volunteers or staff when preparing an application.

Funding Questions

9. How much funding can we apply for?

The maximum grant available is £10,000.

Category limits apply:

- Facilities and Property Costs – up to £2,500
- Employee Costs – up to £2,500
- Project and Activity Costs – up to £10,000

The total request cannot exceed £10,000.

10. Can we apply for staff costs?

Yes.

A contribution towards eligible employee costs can be requested within the programme limits.

11. Can we apply for volunteer expenses?

Yes.

Reasonable volunteer expenses directly related to delivering approved activities may be included.

12. Can we apply for venue hire?

Yes.

Venue and facility hire costs are normally eligible where they support delivery of approved projects and activities.

13. Can we apply for food costs?

Yes, in some circumstances.

Cooking ingredients, food education activities and light hospitality linked to project delivery may be eligible.

[Please refer to the Eligible Costs Information Sheet.](#)

14. Can we apply for catering for a party or celebration?

No.

Party catering, celebration events, restaurant meals and alcohol are not eligible.

15. Can we purchase equipment?

Yes.

Small items of equipment (up to £100) required to deliver approved projects and activities may be supported.

16. Can we purchase laptops, tablets or printers?

Possibly.

Applicants should contact us before including these items within an application.

17. Can we repair our building?

No.

Building repairs are generally classed as capital expenditure and are not eligible through the Grant Awards Programme.

18. What are capital costs?

Capital costs generally relate to purchasing, constructing, improving or significantly extending assets that provide a long-term benefit.

Examples include:

- Building extensions
- Major repairs
- Structural alterations
- Purchase of land
- Purchase of buildings
- Vehicles

Assessment and Decision Making

19. How are applications assessed?

Applications are assessed using a proportionate approach.

This may include:

- Desktop assessment
- Telephone discussion
- Virtual meeting
- In-person assessment visit

20. Will every organisation receive a visit?

No.

The assessment approach will depend on the circumstances of the application and organisation.

21. Are applications scored?

Yes.

Applications are assessed and scored using the approved programme assessment framework.

22. Who makes the final funding decision?

Recommendations are presented to the Communities Committee for consideration and decision.

Organisation Contribution

23. Do we need to contribute our own money?

No.

Financial contributions are welcomed but are not mandatory.

24. What counts as an organisation contribution?

Examples include:

- Organisation funding
- Fundraising income
- Volunteer time
- Donated facilities
- Donated equipment
- Partner contributions
- Professional expertise

Monitoring and Evaluation

25. What happens if we are successful?

Successful organisations will receive an award notification and may be required to complete an Acceptance Form and/or Funding Agreement.

26. Will we have to complete monitoring and evaluation reports?

Yes.

Successful organisations will be required to demonstrate how funding has been used and the difference it has made.

27. What evidence should we keep?

Organisations should retain:

- Receipts
- Invoices
- Attendance records
- Evaluation information
- Photographs (where appropriate)
- Other supporting documentation

28. Can the Council request evidence of expenditure?

Yes.

North Lanarkshire Council may undertake proportionate compliance and financial verification checks. All financial paperwork must be retained for 6 years.

Artificial Intelligence (AI)

29. Can we use Artificial Intelligence (AI) tools to help complete our application?

Yes.

North Lanarkshire Council supports the responsible use of AI tools.

30. Will using AI affect our application?

No.

Applications will not be disadvantaged because AI tools have been used.

31. What are our responsibilities if we use AI?

Your organisation remains responsible for ensuring all information submitted is accurate, relevant and reflects the activities and intentions of the organisation.

Participation and Inclusion Premium (PIP)

32. What is the Participation and Inclusion Premium?

The Participation and Inclusion Premium (PIP) is an additional funding opportunity designed to support participation, inclusion and accessibility.

33. How do we apply?

Applicants should indicate their interest within the Grant Awards Programme application form. We will then contact you to provide some additional information.

34. Does expressing an interest guarantee funding?

No.

Registering an interest does not guarantee that additional funding will be awarded.

Further Information

35. Where can I get advice?

If you require advice or support before applying, please contact the Community Partnership Team (Grants Section) or your local Community Partnership Officer.

We are happy to discuss eligibility, project ideas and application requirements before submission.