



## Shetland Community Safety Partnership Small Awards Programme 2011-12

### Application For Funding – Corporate Form Guidance Notes

These notes will help you answer the questions in the corporate application form. Any information specific for applicants applying for Community Safety funding is highlighted in red.

#### **Which department are you requesting financial assistance from?**

Community Safety is part of the Chief Executive's Office.

#### **Which grant are you applying for?**

The Community Safety Partnership Small Awards Programme 2011-12.

#### **Section 1(a) – Applicant Details**

All parts of this section to be completed by groups/businesses

##### **Question 1**

The legal name of your organisation (as shown in your governing document, constitution, set of rules or memorandum and articles of association).

##### **Question 2**

This should be your organisation's registered address

##### **Question 3**

Please indicate which sector your organisation falls under and what type of group/business you are

##### **Question 4**

Please enter the name of the person who you wish to be the contact for any correspondence/telephone calls etc

##### **Question 5**

The address of the named contact in question 4, if it is the same address as at question 2 just leave blank

#### **Section 1(b) – Organisation Details**

##### **Question 6**

Please use this section to describe the activities and services provided by your group or business. The constitution/memorandum of Association of your organisation should reflect the answer you give here so please check that this is the case and supply a copy of your constitution/memorandum of Association if you have not already done so. If you are a new organisation describe the activities and services, which you plan to provide.

##### **Question 7**

Please tell us when your organisation was set up. If your organisation is less than 2 years old or is a new organisation, you must tell us the month as well as the year.

### **Question 8**

We need this information for our records.

If you are registered for VAT it should be noted that the Council fund the difference between VAT, which can be claimed back and irrecoverable VAT.

### **Question 9**

Again this information is required for our records.

### **Question 10**

We use this information for statistical analysis.

**Applicants for Community Safety funding do not need to complete Section 2 as we do not award funding to individuals.**

### **Section 2 – Individual Applicant Details**

To be completed by individual applicants.

### **Question 11**

The name of applicant.

### **Question 12**

Complete as much of the information as possible.

### **Section 3(a) – Project Details**

All applicants should complete this section.

### **Question 13**

Give us details of what you want the grant for. We want you to describe briefly what your project/activity is and how you will do it. For example you should tell us about, any equipment you plan to purchase, etc.

**Remember that we will not fund applications received less than two full months before the project is scheduled to start.**

### **Question 14**

Describe why you are doing this project, for example is there a need for it? Will it progress your organisation?

### **Question 15**

Please give us details of what you want the project to deliver. You should describe the changes that this project will bring to you, your users and the wider community. We want to know what you, people or groups will be able to do that they could not before, or do better than they could before.

### **Question 16**

Please let us know what you are putting in place to monitor how the project is progressing and how you will know that the project has achieved what you set it out to achieve. What things can you measure or count that will show it has been a success?

### **Question 17**

You should describe the effect on your project should the Council decide not to offer funding. For example, will the project be able to be carried out on a reduced format; will refusal of funding be the end of the project?

### Question 18

For example you should enter the dates you envisage your project will start and finish, if you are attending a trip, when it is, etc.

### Questions 19 + 20

The Council's corporate plan contains the following elements. Your project should be able to link to **AT LEAST** one of them. Please use this section to note which elements are applicable to your project/activity and how they are applicable.

#### **Sustainable economic development**

Marketing Shetland  
Skills Development  
External communication links  
Economic diversification  
Strengthening rural communities

#### **Benefiting people and communities**

Improving health  
Equal opportunities  
Social justice  
Active citizenship  
Community safety  
Achieving potential

#### **Looking after where we live**

Our unique landscape  
Our natural resources  
Managing waste  
Our biodiversity  
Internal transport

#### **Celebrating Shetland's cultural identity**

Our cultural identity  
Think and act collectively  
Excellence

A breakdown of the above is available at:

[http://www.sic.gov.uk/services/org-dev/corporateplan/documents/Corporate\\_Plan.pdf](http://www.sic.gov.uk/services/org-dev/corporateplan/documents/Corporate_Plan.pdf)

Alternatively a paper copy can be obtained from any Council department.

### **Section 3(b) – Child Protection Project Details**

From 1<sup>st</sup> April 2008 any organisation seeking financial assistance from this grant aid scheme must comply with Child Protection requirements if they:

1. Organise activities for children and young people under the age of 18;
- or
2. Arrange activities attended by children and young people under the age of 18, and have staff or volunteers engaged in a 'childcare' position as defined in the Protection of Children (Scotland) Act 2003\*

If either of these conditions applies to your group, then you will need to ensure that you have in place **all** of the following: a Child Protection Policy and Child Protection Procedures; a Code of Conduct for staff and volunteers; an Equal Opportunities Policy. Templates for these documents are available from the Education and Social Care Department or at

[www.shetland.gov.uk/childsafeshetland/Grantaidtemplate](http://www.shetland.gov.uk/childsafeshetland/Grantaidtemplate) and must be approved and signed by committee members of your group. You must also carry out Enhanced Disclosure checks for any individuals working or volunteering in a 'childcare' position, to ensure that they are not on the Disqualified from Working with Children List. This is in order to comply with the Protection of Children (Scotland) Act 2003.

Staff or volunteers in a 'childcare' position include those 'whose normal duties include caring for, training, supervising or being in sole charge of children' and would cover, for example:

- Instructors or coaches who work with children (even with other adults present)

- Adults who accompany children on visits (even if their own children are part of the group)
- Adults who supervise other peoples' children who are 'sitting out' of activities

Even if your group does not fall within this list, it might still be subject to the requirements of the Act. If this is the case, you may wish to seek further advice from either the Central Registered Body for Scotland (CRBS), who process Disclosure checks for volunteers, on 01786 849777, or Disclosure Scotland on 0870 609 6006.

Contact details for local support on this subject and more information are available on the ChildSafe Shetland website: [www.shetland.gov.uk/childsafeshetland](http://www.shetland.gov.uk/childsafeshetland)

## **Section 4 – Application Costs**

### **Question 25**

Please make sure that your project/activity is budgeted accurately and realistically and that it represents value for money. You should break down the costs of the project/activity and list each eligible item and ensure that all the costs listed add up to the total detailed. If you have quotations or more details about how you worked out your costs, you should include this information with your application. Individual departments will have details of the items that they will and will not fund.

The Community Safety Partnership will NOT consider applications for funding to pay for staff wages; the employment of further staff whether full or part-time or for an organisation to provide a service that is being, or should be, provided by a statutory agency.

The funding available to you will be calculated as a percentage of the total estimated project/activity cost.

If the actual cost turns out to be less than you estimated, you may be required to repay a proportion of the funding.

Please tell us if you are applying to any other funding sources for the project and confirm if your application(s) for funding have been successful. You should make sure that the total funding for this project adds up to the same amount as the total project costs.

## **Section 5 – Application Costs**

Questions 26 & 27 to be completed by all applicants.

Questions 28, 29 & 30 to be completed if applicable.

### **Question 26**

In order to qualify for funding your group or business must have a bank or building society account. It must show the name on your constitution or set of rules or memorandum of association and articles of association. You must send in your most recent bank statement (a photocopy is acceptable) along with your completed application. If you send an original statement, it will be returned to you with your acknowledgement letter.

**OR**

If your group or business has a passbook account, you must send in a copy of the pages of your passbook clearly showing your name, account number and up-to-date balance.

**Question 27**

Please tell us how many people are required to sign cheques from your bank or building society. In the case of group/business applications we will only pay approved funding into the bank or building society accounts, which require a minimum of two signatures on every cheque or withdrawal. These authorised signatories should not be related.

**Question 28 & 29**

Please complete these details if applicable

**Question 30**

If your group/business has been operating for 12 months or more please refer to your latest annual accounts or income and expenditure account. As well as answering the question, you must enclose your most recent set of accounts. These accounts should show all income and expenditure in the last financial year and should be checked and certified as correct by either an independent auditor or by an individual who is independent of your group/business. This individual should not be:

- a current or former member of your group/business, trustee or member of staff involved in running the group/business
- someone who will benefit directly if you get funding
- related or married to a member of your committee

If your group/business has a significant amount of savings in hand you may be asked to explain why you are not spending some of these savings on this project.

If you have been running for less than 12 months, please give details on all your income and expenditure since you started, together with an estimate of your income and expenditure for the next twelve months.

If you are a new group/business with no income and expenditure, please give an estimate of your income and expenditure for the next 12 months. This should be signed by an office bearer in your group/business.

**Section 6 – Signatures**

Please sign as applicable.

**Section 7 – Checklist**

Provided to ensure that you have completed all necessary details and that you have enclosed any required paperwork.

The Shetland Community Safety Partnership has also set out some additional terms and conditions, specific to the Small Awards Scheme. These are:

Projects and initiatives must address an identified need and this must be demonstrated with substantial evidence.

Grants will **not** be made to private individuals.

No retrospective payment or pay off of bank loans or deficit will be made.

All grants will be small to assist local initiatives. The Partnership will **NOT** consider applications for funding to pay for staff wages; the employment of further staff whether full or part-time or for an organisation to provide a service that is being, or should be, provided by a statutory agency.

The amount requested should be precise and thoroughly costed.

Grants **must** be used for the purpose it was awarded. So that the Shetland Community Safety Partnership (CSP) can be sure that the grant is used for its purpose, successful applicants will need to provide a detailed report at the end of the project. If successful applicants fail to provide a required report or the report indicates that they have not used the grant for its proper purpose then the Shetland Community Safety Partnership can require them to repay the grant in full or in part.

A sub-group of the Shetland Community Safety Partnership will consider all applications received by the deadline. Each application will be acknowledged and considered fully and fairly. A fair hearing is promised, however the decision of the Partnership is final.

The CSP will not fund costs incurred prior to the application for a financial award being made.

The financial award will not be increased should the organisation overspend.

An appropriate acknowledgement to the Partnership **must** be included in any publicity or reports concerned with the project or initiative. Any documents or items produced with grant monies must clearly incorporate a statement referring to the support of the Shetland Community Safety Partnership and the Scottish Government.

In making any financial award the Partnership will not be regarded as responsible for the way in which the funds are spent. The applicant will be responsible for all aspects of the work, which the Award is supporting. The Partnership will have no legal liability or responsibility for any claim or loss, damage or expense, which may arise directly or indirectly from the Partnership's support. No relationship of master and servant will exist between the Partnership and any other person as a result of making an award.

Organisations may apply for a maximum of **£2500** from the Shetland Community Safety Partnership.

Projects requiring a larger financial award may apply however there is no guarantee that the full award will be given. There is an expectation on all organisations applying for funding from the Community Safety Partnership to contribute a percentage of the project costs themselves, or from an alternative funding source.

Applications are invited from public sector agencies, community & voluntary organisations.

Data Protection Act – details of your organisation and contact names and addresses may be held on file and on computer databases for the purposes of processing and/or monitoring your application. These

details will not be divulged to other organisations or companies without your express agreement. If you do not want your details stored please let us know.