

# guide to grants

**This guide has step by step instructions to help you fill in your grant application form.**

**On the back page of the application form you will find the Council's 'conditions of grant'.**

**These conditions apply to all awards made under this grants scheme.**

**Most of your questions will be answered in this guide.**

**If you need more help, please telephone the Grants Information Line on 01563 576147.**

**Remember to complete ALL sections of the Application Form and enclose ALL required documents.**

## Guide to grants

### Introduction

East Ayrshire Council offers a wide range of grants to voluntary organisations as well as, in some instances, grants for business. This application form is for grants to voluntary organisations. In all cases grants are considered by central or local Council Committees.

### What are the grants to be used for?

The grants are intended to provide or maintain cultural, social, welfare, recreational or sporting facilities or to promote these activities. The grants are also provided to assist community-based projects that are in the interests of local areas or the environment. Don't assume that grant assistance will be given year on year for running costs. Groups should be encouraged to meet these running costs from their own means.

### What organisations can apply?

Any constituted voluntary organisation, based locally or nationally, or Community Council that meets the conditions of grant. Please contact the Grants Line if you require further assistance, for example, in establishing a Constitution.

### Are there any other sources of funding I can apply to?

There is a wide range of external funding sources available. Through the Council's website [www.east-ayrshire.gov.uk](http://www.east-ayrshire.gov.uk) you can access "East Ayrshire 4 Funding" which gives information on a wide range of external funding opportunities. You can also call the Council's Community Investment Team on 01563 553935 for additional assistance.

### How else can the Council help?

In some circumstances the Council may offer to grant assistance in kind rather than make a cash payment. If you want to know more about the help that is available ask an Officer of the Council or contact the helpline on 01563 576147.

### How can I find out more?

You may already have had contact with local Council staff such as Community Workers or Local Office staff. These Officers will be able to help you to complete the form. If you need further grants information please contact the helpline.

### How long will my application take?

Please apply for assistance long before you require the funding. An application for grant will take a minimum of 10 weeks for the administration and assessment of grant to be completed

### Is the application form available in other formats?

The form is available on the Council's website and can also be made available in formats suitable for the sensory impaired and for those whose first language is not English.

### What insurance will I need?

The Council strongly recommends that you get professional insurance and risk management advice from a member of the British Insurance Broking Association, an insurance company or your bank. After taking advice, organisations should then arrange the appropriate insurance covers to protect assets, liabilities and other relevant risks.

## What is this form for

The application form must be used for all East Ayrshire Council grants other than those for \*Business Development.

**All applicants must complete all sections of the form.** In addition, there are supplementary pages if your application involves **childcare** services or the **employment of staff**.

It is your responsibility to ensure the form and any supplementary pages are complete and that the application is submitted well in advance of the grant being needed.

It is vital that all current enclosures are included and that the declaration and enclosure checklist on page 1 of the form are signed off as **incomplete applications will be returned**.

*\*Call 01563 576143 for information on Business Development support*

**REMEMBER TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

## What you should do first

After reading this guide and the conditions of grant, gather together all the information you need to complete your application and read the enclosures checklist on the front of the form to see the other information you need to accompany your application.

If you need further copies of the form or any of the supplementary pages please contact the

Grants information line on 01563 576147.

**Please do not delay completing this form as late applications may lead to delays in your grant being considered.**

If you are not sure what to do next please call the Grants Information Line.

## Letter of Representation

**You must confirm that all information which may have an effect on our consideration of your application has been provided.**

To achieve this, those Office Bearers associated with the group must have considered the following:-

### Accounting Records

Please confirm that any additional information or other records which may be relevant to our consideration of your application but which may not have been specifically requested on the Enclosures Checklist have been made available.

### Laws and Regulations

Please tell us of any possible legal or regulatory issues which may affect the project or result in additional costs, eg potential fines or legal costs.

### Subsequent events

Please tell us of anything which may have happened in the period following the date on your financial statements or any other events which may be relevant to our consideration of your application.

## What happens next

You should now be able to fill out all sections of the form and any relevant supplementary pages. This guide will help you do that.

Next, ensure that all enclosures are included, **complete the enclosures checklist and declaration on page 1 of the form.**

Finally, submit the form to:

**Administration Manager, East Ayrshire Council, Council Headquarters, London Road, Kilmarnock KA3 7BU or by e-mail to [communitygrants@east-ayrshire.gov.uk](mailto:communitygrants@east-ayrshire.gov.uk)**

**If after sending in your application you find that you have made a mistake, please contact the Grants Information Line at once.**

**Please remember to allow plenty of time in applying for a grant as it will take at least 10 weeks to process from receipt of the application.**

**REMEMBER TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

## What the Council does

On receiving your form, the Council will check that all the required information has been submitted. **If any information is missing the form will be returned to you immediately.**

Once complete, your application will be processed and an Officer will be appointed to assess your application.

All grant awards are decided by the most appropriate Council Committee. The Officer dealing with your application will let you know what Committee will decide on your application.

You are, of course, welcome to attend the Committee meeting. However, you will not be able to take part in the meeting.

All applicants will be notified in writing, specifying the purpose of the award and advising of any special conditions that have been attached to the offer of grant.

If an award has been made, the Council will then arrange for the grant to be transferred directly into your organisation's bank account.

Please note that to enable the Council to monitor the spending of grants a progress report will be expected from you within six months of your grant being awarded.

## How to fill in the boxes

- Answer all the questions in the form;
- Write clearly, using blue or black ink;
- Write only in the spaces provided
- If you need help, look up the question or relevant box number in this guide;
- If you need more help contact the Grants Information Line on 01563 576147.

**REMEMBER TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

## Why we ask the questions

This is your page by page guide to the application form.	
<b>Page one</b>	
<p>➔ <b>Enclosures Checklist</b></p> <p>Please ensure that the enclosures checklist is completed and that all relevant enclosures are included. Failure to do this will lead to a delay in your application being considered.</p> <p>Please ensure that your last audited financial statement shows that it has been accepted at the AGM of your group.</p>	<p>➔ <b>Declaration</b></p> <p>This is a legal document and submitting it means that the organisation is agreeing to abide by the Council's terms and conditions of grant.</p>
<b>Page two</b>	
<p><b>1. Your organisation's name and address for correspondence</b></p> <p>We will need to contact you so it is important that we have your organisation's full name and address. If you would prefer the correspondence by email, please provide an e-mail address.</p> <p><b>2. Contact details for a representative from your organisation</b></p> <p>We may need to speak to you at short notice to discuss the application. It is important that we can do this quickly so please give full and accurate information and that this person is knowledgeable about the group and this application.</p> <p><b>3. Size of organisation's membership</b></p> <p>Please make it clear the number of people in your organisation</p>	<p><b>4. Attendance and benefit from grant</b></p> <p>We need to know how many people play an active part in the management of your group and the potential number of people who will benefit from the grant.</p> <p><b>5. Your organisation's meetings</b></p> <p>Please tell us how often your organisation meets and where it holds its meetings. Please give details of date, time and venue of the meetings.</p> <p><b>6. Geographic areas served by your organisation</b></p> <p>This helps us to identify the precise area and committees covered by your organisation.</p> <p><b>7 Eligibility for membership</b></p> <p>We need to know who your organisation is aimed at.</p>
<b>Page three</b>	
<p><b>8. Exclusions from membership</b></p> <p>The Council strictly enforce its equal opportunities policies in regards to all grant applications. If your organisation does exclude any section of the community from joining then we need to know why.</p> <p><b>9. Management of the organisation</b></p> <p>We need to know what management structure is in place to run your organisation, for example, management committee, voluntary or paid staff.</p> <p><b>10. Organisational affiliations</b></p> <p>Please tell us if your organisation is part of a larger body or is affiliated to other groups.</p> <p><b>11. Aims and objectives of organisation</b></p> <p>Please tell us why your organisation was set up and why it continues to operate.</p> <p><b>12. Letting or leasing charges</b></p> <p>We need to know if the project involves improvements to premises or requires</p>	<p>possession of land. Please tell us if you are the owner or a tenant.</p> <p><b>13. Registration under The Regulation of Care (Scotland) Act 2001</b></p> <p>It is important that we know if your organisation is registered.</p> <p><b>14. Registered Charity</b></p> <p>It is important that we know if your organisation is registered.</p> <p><b>15. Information on the Protection of Children (Scotland) Act 2003 can be found in the document - "Protection of Children (Scotland) Act 2003 - Guidance to the Voluntary Sector on Who needs to be Checked against the Disqualified for Working with Children Lists" which is also available on the Scottish Executive website</b></p> <p><a href="http://www.scotland.gov.uk">www.scotland.gov.uk</a> &lt;<a href="http://www.scotland.gov.uk">http://www.scotland.gov.uk</a>&gt;</p>

**REMEMBER TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

## Why we ask the questions (continued)

### Page four

#### **16. The grant, your project and measuring benefits**

Please tell us why you are applying for the grant and give us details of any specific project that the grant will be used for. Please also tell us how you will measure the success of the project, for example, higher attendance at meetings.

Grants will not normally be awarded in respect of:

- projects that have already started before the application is made;
- projects in respect of functions for which the Council or any other authority has a statutory responsibility or has otherwise agreed to provide;
- projects that involve purchasing items of a personal nature; and
- Grants for gratuity or cash gifts

#### **17. Benefiting from the Grant**

Please tell us the groups of people who will benefit from this grant.

#### **18. Total cost of project**

Please tell us what the total cost of the project is expected to be,

#### **19. Contributions from other sources**

Please tell us what contributions the group will receive from other granting bodies.

#### **20. Group's contribution**

We expect groups to make some contribution towards their projects. Please tell us how much you are contributing in cash or in kind.

#### **21. Grant requested**

Please tell us how much you are applying for.

#### **22. Breakdown of total costs**

Please give us details of all the costs that the project will involve. Continue on a separate sheet if necessary. The figures given should equal the total cost given at 18 above.

### Page five

#### **23. Contributions from other sources**

We need to know that you have the means to meet the total cost of the project and if contributions are being made from other sources, that these contributions will be forthcoming.

**Please give full details of the contributions the group will receive or is receiving from other granting bodies. Please specify if the grant has been refused, is pending or has been awarded.**

#### **24. Breakdown of grants received from other bodies**

Please give full details of the grants you have received in the last two years. For example, National Lottery, the Council, Sports Council etc.

**REMEMBER TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

## Why we ask the questions (continued)

### Page six

#### **25. Advice and Information**

Please tell us what advice you have taken about running the project or about making this application. Please include names of Council Offices or other agencies/organisations, ie Health Boards, local landowners etc and details of how they assisted you.

#### **26. Acknowledgement of completion of childcare supplementary form**

This helps us to ensure that your application is complete.

#### **27. Acknowledgement of completion of staffing supplementary form**

This helps us to ensure that your application is complete.

#### **28. Risk Management Assurance Statement**

It is the applicant's responsibility to ensure that the relevant insurance cover has been arranged in respect of the planned activity/ activities for which funding has been applied.

It is recommended that each applicant seeks professional insurance advice from a British Insurance Broking Association Member Company or from an Association of British Insurers Member Company.

### Page seven

#### **29. Bank account details**

Any grant awarded will be paid directly into your organisation's bank account so it is important that you supply us with full and accurate details. If you are a new organisation please submit an opening bank statement.

#### **30. Details of other accounts**

Please give full details of all the bank accounts that your organisation holds. Failure to do so may jeopardise your application.

#### **31. Details of other cash held**

Please give details of any cash your organisation holds that is not in the bank accounts detailed in questions 29 and 30.

#### **32. Other financial assets**

We need to know the net worth of the organisation.

#### **33. Authorised withdrawals**

For security reasons it is important that we have details of all the people who are authorised to make withdrawals from your group's bank accounts.

#### **34. Your organisation's funds**

We need to know the reason why you are not putting any funds that you may already hold towards the cost of this project.

**REMEMBER TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

### Staffing Supplementary Form

#### **S1 Staffing implications**

East Ayrshire Council operates an Equal Opportunities Policy regarding recruitment of staff. If you require advice on this section please contact the Employee Relations Section, Human Resources on 01563 576092.

### Childcare Supplementary Form

#### **C1 Number of children attending**

We need to know how many children your project serves. This section must be completed by all projects and holiday playschemes.

#### **C2 Education opportunities for parents**

Please give examples of available classes or courses.

#### **C3 Age of children attending**

We need to know the age range of the children your project serves.

#### **C4 Total opening hours**

Please tell us how many per week the project or playscheme will be open.

#### **C5 Daily opening hours**

Please tell us the hours each day the project or playscheme will be open.

#### **C6 Additional support needs**

We need to know how many children with additional support needs your project serves. This section must be completed by all projects and holiday playschemes.

#### **C7 Activities for children**

Please tell us the activities for children that your project or playscheme offers. It is recommended that full details are disclosed to your insurers,

#### **C8 Parental involvement**

Please tell us how parents and service users take part in the management of the project or playscheme. Please include details of the number of meetings each year.

#### **C9 Holiday playscheme dates**

Please tell us the dates the project or playscheme will be open.

## GENERAL GUIDANCE

### ENVIRONMENTAL POLICIES

Grant recipients should have in place appropriate mechanisms for assessing the sustainability of their working practices. The achievement of sustainable development requires the consideration of the social, economic and environmental impact of activities, and grant recipients should be able to demonstrate that processes are in place for doing so.

### PROCUREMENT POLICIES

Grant recipients should implement high standards of public procurement in relation to supplies and services and takes into account the basic principles of public procurement such as equality and fairness to all prospective contractors.

*The Council, at any time, may consider that specific projects merit consideration notwithstanding that they fall outwith any of the criteria in the foregoing guidelines.*

**REMEMBER TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM**