

Community Intervention Capital Grant Guidance Notes

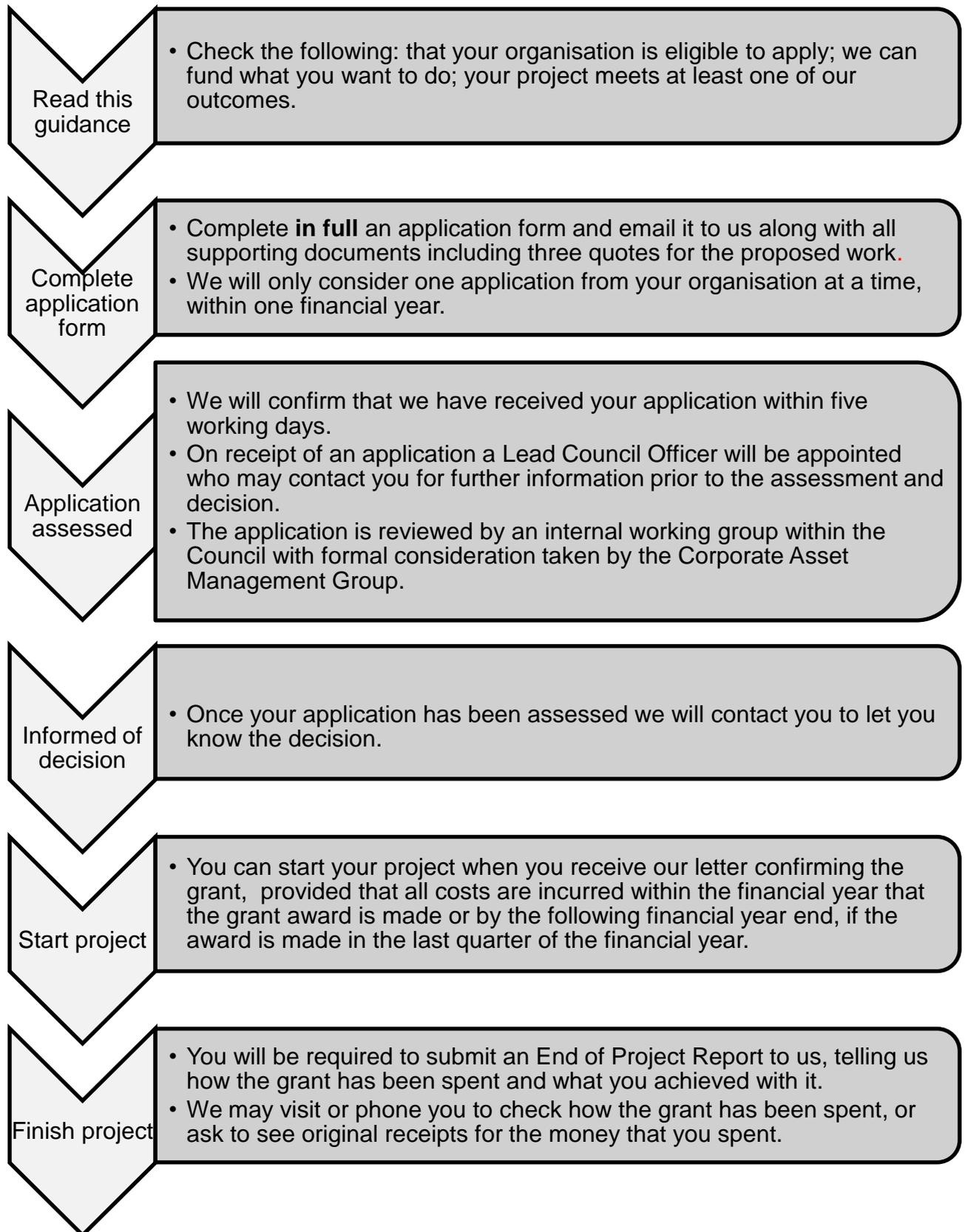
East Lothian Council recognises the importance of the community and voluntary sector in making a significant contribution to the quality of life of people living in East Lothian. The Council is committed to supporting the activities of the community and voluntary sector and the Community Intervention Capital Grant Scheme aims to provide support to a wide range of groups.

The Community Intervention Fund budget is considered each year as part of the Council's annual budget, and applications are considered each year within the available budget.

The process for submission of applications and assessment criteria are set out within this Guidance Note. Priority consideration will be given to capital projects/activities that embrace the objectives set out in the Council Plan and East Lothian Plan, the community planning partnership's Local Outcomes Improvement Plan (LOIP). Information about this can be found at <https://www.eastlothian.gov.uk/funding>.

We recommend that all applicants read this Guidance Note while filling out the application.

Application Process



What is the East Lothian Community Intervention Fund Capital Grant Scheme?

The East Lothian Council Community Intervention Grant Scheme aims to support constituted community groups / organisations throughout East Lothian with a grant towards the cost of a capital project.

We want to give capital grants to projects that continue to support the delivery of the Council Plan which aims to:

- *Grow our Economy*
 - Reduce unemployment
 - Improve the employability of East Lothian's workforce
- *Grow our People*
 - Reduce the attainment gap and raise the achievement of our children and young people
 - Improve the life chances of the most vulnerable people in our society
- *Grow our Communities*
 - Extend community engagement and decision making
 - Increase community and individual resilience
- *Grow our Capacity*
 - Deliver transformational change
 - Harness the opportunity technology offers in the provision of services

The East Lothian Plan is the community planning partnership's Local Outcomes Improvement Plan (LOIP) and can be found here:

https://www.eastlothian.gov.uk/info/210592/community_planning/11857/the_east_lothian_plan_2017-27

Examples of Eligible activities are:-

Eligible expenditure must meet the definition of qualifying capital expenditure, and be demonstrated to enhance the asset value. Examples of eligible capital expenditure include:

- Structural repairs to a building
- Improving public access
- Improving a community facility

Examples of items that we **will not** fund:-

- Endowments, loan payments or bank charges
- Projects where the beneficiaries are resident outside of East Lothian
- The cost of buying a second-hand vehicle
- Any item not deemed to be capital expenditure such as to support on-going running costs of an organisation
- Activities promoting religious or political beliefs
- VAT– you may need to pay VAT on purchases you make as part of your project.
- Items which will be covered by buildings insurance

Who Can Apply and Who Can't Apply?

Any formally constituted and established community group or charitable organisation based in East Lothian can apply.

Below is a list of who **cannot** apply:-

- Individuals
- Private Companies that aim to make a profit (e.g. private sector organisations)

How Much Money Can You Get?

The maximum available funding available to any project is 60% of eligible project costs up to a maximum of £50,000. Please remember that CIF funding should in principle, only be applied for when all other funding options have been explored/exhausted and should in general not be used as 'seed' funding or the main component of the project cost.

The decision on how much might be awarded will depend upon the individual project application, including evidence of securing other funding sources. Applications should not be submitted until you have confirmed match funding of the balance required is in place or provided a clear timeline of when the outcome of other funding applications will be known. Please note that your application may be held and not considered for award until all other funding sources are confirmed. Where funding and delivery move between financial year-end periods and cannot be delivered within the financial year that the grant was applied for ELC will need confirmation to enable applications to move between year allocations.

Please also consider when applying for projects grants that the overall budget must contain contingency. This is particularly important at present with the regular market increase in construction costs.

Lease Arrangements

If the grant is for capital costs or a property is fundamental to the project application, a minimum lease of five years is expected. The length of lease arrangement is dependent on the level of grant requested and the purpose of the organisation involved.

Supporting Documents

It is essential that you send the following documents with your application form where relevant.

Please tick to ensure that you have enclosed the following information:	
<input type="checkbox"/>	Three competitive quotes for the proposed work from different contractors
<input type="checkbox"/>	Bank Account statements (most up-to date)
<input type="checkbox"/>	Annual accounts (including a record of the reserves you hold at the date of application)
<input type="checkbox"/>	Minutes of the meetings in the last year
<input type="checkbox"/>	A copy of the organisation's Constitution/Trust Deeds/Memorandum/Articles of Association where appropriate.
<input type="checkbox"/>	Any planning permission and/or building warrants where appropriate
<input type="checkbox"/>	A copy of the organisation's Child Protection Policy or Vulnerable Adults Policy and Equalities Policy where appropriate.
<input type="checkbox"/>	Buildings insurance / public liability insurance where relevant.
<input type="checkbox"/>	Annual Report
<input type="checkbox"/>	Any other supporting information that is required to support your application e.g. research, feasibility study etc.
<input type="checkbox"/>	The declaration below has been signed. If you submit you application by e-mail and are able to include an electronic signature please do so, alternatively type your name. If your application is successful, your signature will be required at the offer of grant stage.

How we Assess Applications

When we have received a completed application form from your organisation, we will start our assessment. We will only consider one application from your organisation at a time. We will check that your organisation is eligible to apply and is properly constituted and that your project is something we can support. We will then consider-

- The need for your project
- Who will benefit
- How you will achieve our outcomes
- If we have funded your organisation before
- Your organisation's income
- The total project cost
- The wider community involvement
- The fit with the Council Plan and East Lothian Partnership's Local Outcome Improvement Plan and relevant Area Plan.

Applications are reviewed in full by the Council's Capital Investment and Asset Management Group (CIAMG) with approval considered by the Corporate Asset Management Group (CAG).

Payment of Grant

Applicants will be notified as to the outcome of the application.

Grant approval may be approved on a 'conditional basis' subject to securing confirmation of any additional match funding, and ensuring necessary approvals are in place e.g. Planning Permission.

The grant payment will be made on successful applications as soon as possible following confirmation of approval subject to clarification of the point above.

- All costs must be incurred within the financial year that the grant has been distributed or by the following financial year-end, if the award is made in the last quarter of the financial year.

Monitoring Your Grant

If we fund your project, you will need to complete an end of project outcomes evaluation report submitted to the Head of Communities once the project is over or you have spent the money. We may want to see original receipts or bank statements to see how the money was spent, and we may wish to visit the project once complete.

If successful, the Project must ensure that East Lothian Council's support is acknowledged in any publicity surrounding the capital project.

Deadline

Applications can be submitted on an ongoing basis during any financial year, subject to available budget. If the budget is fully committed during the financial year, notification will be provided on the Council's website that applications for the current financial year is closed.

Completed Application Form

Completed application forms along with supporting documents should be emailed directly to

Email: partnershipfunding@eastlothian.gov.uk