

**Grant for Communities**

**One Council Partnership Fund Guidance Note**

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| East Lothian Council recognises the importance of the community and voluntary sector in making a significant contribution to the quality of life in our communities. The Council is committed to supporting the activities of the community and voluntary sector and the Grants for Communities scheme aims to provide support to a wide range of groups.    Money, however, within the scheme is limited and not all projects will be supported. Funding, therefore, is not guaranteed and the quality of the application submitted is an important part of the assessment process.    Priority consideration will be given to projects/activities that embrace the objectives set out in the new Council Plan:    [The Council Plan 2022-27 | Our performance | East Lothian Council](https://www.eastlothian.gov.uk/info/210603/performance_and_spending/12729/the_east_lothian_council_plan_2022-2027)  and East Lothian Partnership’s East Lothian Plan, the Local Outcome Improvement plan (LOIP):  [East Lothian Plan 2017-27 | East Lothian Council](https://www.eastlothian.gov.uk/downloads/download/12534/east_lothian_plan_2017-27)    **We recommend that all applicants read this Guidance Note before they start and refer to the guidance notes while filling out the application.** |

**Application Process**

Read this

guidance

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Check the following: your organisation can apply; we can fund what

you want to do; your project meets at least one of our outcomes.

Complete

application

form

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Complete an application form and email it to us along with supporting

documents.

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We will only consider one application from your organisation at a time.

Application

assessed

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We will confirm that we have received your application within five

working days.

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We might contact you with questions during our assessment but this is

often not necessary.

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We will assess your application.

Informed of

decision

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If we offer you a grant it will be conditional on you signing and returning

our offer letter and accepting our terms and conditions of grant.

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If your application is unsuccessful we will write to you and we can

provide feedback on why the application has not been supported.

Start project

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You can start your project when you receive our letter confirming the

grant.

Finish project

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We will ask you to complete an end of project report, telling us how the

grant has been spent and what you achieved with it.

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We may visit or phone you to check how the grant has been spent, or

ask to see original receipts for the money that you spent.

**What is the East Lothian One Council Partnership Fund Grant Scheme?** The East Lothian Council One Council Partnership Fund Grant Scheme aims to support organisations throughout East Lothian with a grant towards the cost of a project which help to reduce inequalities and relate to the outcomes in the [East Lothian Council Plan 2022 to 2027 | East Lothian Council](https://www.eastlothian.gov.uk/downloads/file/32562/east_lothian_council_plan_2022_to_2027) and the [East Lothian Plan 2017-27](https://www.eastlothian.gov.uk/downloads/download/12534/east_lothian_plan_2017-27)

**Projects Must Support at Least One of the Following Outcomes:-**

The following outcomes are things we are trying to achieve. We want to give grants to projects that work towards achieving these:-

* **Address inequalities and the impact of the cost of living crisis**
* **Promote wellbeing and reduce social isolation**
* **Provide more youth work opportunities for our children and young people**
* **Respond to the Climate Emergency**
* **Promote volunteering**

**Who Can Apply and Who Can’t Apply?**

Below is a list of who **can** apply:-

* Registered charities
* Social Enterprises
* Sport & Recreation Organisations
* Trust Organisations
* Volunteer led organisations
* Youth Groups

Applicants must be based in East Lothian or have demonstrable track record of operating in East Lothian for the benefit of East Lothian residents.

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

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

**What we Can and Can’t Fund (eligible and non-eligible expenditure)** Below are examples of types of eligible items that we **will** fund:-

* Buying new equipment and materials
* Hiring equipment
* Venue hire or event costs
* Start-up costs
* Staff costs
* Other running costs (e.g. heating and lighting)
* Volunteer expenses
* Training
* Travel expenses
* Advertising or marketing for a community event or service

Below are examples of non-eligible items that we **will not** fund:-

* Alcohol
* Endowments, loan payments or bank charges
* Projects where the beneficiaries are resident outside of East Lothian
* The cost of buying a second-hand vehicle
* Activities promoting religious or political beliefs
* VAT that your organisation can recover – You may need to pay VAT on purchases you make as part of your project. You must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs

**How Much Money Can You Get?**

The decision on how much might be awarded will depend upon the project and fit with the Council Plan and East Lothian Plan priorities and the available approved budget that the Council has at its disposal. There is a preference for applicants who seek to obtain match funding from other sources. Organisations applying for a grant must provide details of their latest reserves position.

**Supporting Documents**

It is essential that you submit the following documents with your application form:-

* A copy of the organisation’s Constitution/Trust Deeds/Memorandum/Articles of Association.

* Latest audited annual accounts, including a record of the reserves you hold.

* A copy of the organisation’s most recent bank account statement. This must be in the name of the organisation, with at least two unrelated signatures required to sign or withdraw money

* Latest Annual Report.

* Any other information you feel may support your application, e.g. community consultation, letters of support, research, feasibility study, etc.

We will require successful applicants to demonstrate that they have appropriate organisational policies/procedures in place, i.e. employment, equalities, grievance and complaints procedure, disciplinary policy, environmental policy, Adult and Child Protection policies and disclosures, and appropriate insurance policies. Your staff and volunteers must be suitably trained to deliver the project. Your Data Protection/Confidentiality/GDPR policy will also be required. **Please tick to confirm that you have these in place.** **You should not provide these at this stage**. If successful, you may be asked to provide copies. If your organisation does not have any of these policies in place, support can be provided from Volunteer Centre East Lothian (VCEL).

# 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 can apply 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 your organisation has received other funding from East Lothian Council
* Your organisation’s income and reserves position
* The total project cost
* The wider community involvement
* The fit with the Council Plan and the East Lothian Plan – the Local Outcome Improvement Plan (LOIP) and if appropriate, the local Area Plan.

**Monitoring Your Grant**

If we fund your project you will need to complete an end of project monitoring form 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. We may also wish to visit the project once complete.

**Deadline**

Organisations seeking One Council Partnership Funding for 2024/25 should submit their application by **Friday 1st December 2023**. Applications will be considered and assessed to ensure compliance with the criteria. Applicants will be notified if their application has been successful by mid-March. Partners may only apply for funding once in any financial year.

**Completed Application Form**

Completed application forms should be emailed to partnershipfunding@eastlothian.gov.uk

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| **Ensure that you have enclosed the following information:** |
| Copy of most recent constitution or Memorandum and Articles |
| * Statement of Accounts, which have been externally verified including a record of reserves. A copy of the organisation’s most recent bank account statement. This must be in the name of the organisation, with at least two unrelated signatures   required to sign or withdraw money.   * If your organisation has been established for less than 12 months submit copies of last three months’ bank statements. In this instance, please also give an estimate of first year’s income and expenditure. |
| I have read and understand the stated strategic outcomes and can confirm my    organisation’s project will contribute to achieving one or more of these outcomes. |
| Any documentary evidence that is required to support your application (research,    reports, etc.). |
| We will require successful applicants to demonstrate that they have appropriate organisational policies/procedures in place, i.e. employment, equalities, grievance and complaints procedure, disciplinary policy, environmental policy, Adult and Child Protection policies and disclosures, and appropriate insurance policies. Your staff and volunteers must be suitably trained to deliver the project. Your Data    Protection/Confidentiality/GDPR policy will also be required. **Please tick to confirm that you have these in place.** **You should not provide these at this stage**. If successful, you may be asked to provide copies. If your organisation does not have any of these policies in place, support can be provided from Volunteer Centre East Lothian (VCEL).  Organisations which receive an award of grant will be required to participate in a Governance Health Check (to include annual trustee training) and provide statistics to VCEL to support the “State of the Sector” reporting requirements. |
| The declaration above 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. |