

EDUCATIONAL SERVICES

**COMMUNITY DEVELOPMENT
GRANTS SCHEME**

**Notes of Guidance for
Applicants and
Conditions of Grant**

Awarded by Area Committees

Please take time to read these notes before
you complete the Application Form

Educational Services
Cunninghame House
IRVINE
KA12 8EE Tel: (01294) 324460

For further information please contact:
Performance/Grants Information Officer
12 Princes Street, Ardrossan, KA22 8BP
Tel: (01294) 465401



LAND OR BUILDINGS CONDITIONS:

All necessary planning permissions, building warrants and other permissions should be obtained prior to the application being submitted. Where a project involves improvement of premises or requires possession of land, the applicant will require to be the owner or tenant (on a lease for 5 years or more) of the premises or land before a grant will be released. Applicants will require to ensure that they meet all other statutory requirements.

ASSISTANCE OR ADVICE IN RELATION TO THE SCHEME:

Further assistance on any aspect of this grant scheme, help with completing an application, or advice on other sources of funds can be obtained by contacting staff at one of the Community Learning and Development Offices listed below. For child centred groups please contact: **Children's Outreach Services, Springvale Resource Centre, McGillivray Avenue, Saltcoats, KA21 6BN, Tel: (01294) 465591.**

Applicants should contact the office closest to the location of their group or organisation.

Contact points for information and application forms on the Community Development Grants Scheme are as follows:

Community Learning and Development
12 Princes Street
ARDROSSAN, KA22 8BP
Tel: (01294) 465401

Community Learning and Development
1st Floor, Bridgegate House
IRVINE, KA12 8BD
Tel: (01294) 324970

Community Learning and Development
The Strands
19 Braehead
DALRY, KA24 5EY
Tel: (01294) 833173

Community Learning and Development
Arranton
Lamlash
Isle of Arran, KA27 8SW

Community Learning and Development
Central Admin Office
Woodlands Centre
16 Kilwinning Road
IRVINE, KA12 8RU
Tel: (01294) 272185

Advice on Playschemes is available from:

Children's Outreach Services
Springvale Resource Centre
McGillivray Avenue
SALTCOATS, KA21 6BN
Tel: (01294) 465591

Forms, once completed, should then be sent to:

Performance/Grants Information Officer, Educational Services
Community Learning and Development, 12 Princes Street,
Ardrossan, KA22 8BP

HOW DOES THE SCHEME WORK?

The scheme is administered and supported by locally and centrally based staff of Community Learning and Development, Educational Services. In addition to issuing and receiving forms, these staff are available to offer support and advice to applicants, or to suggest Officers of other directorates who would be better placed to give specific advice on aspects of an application.

Decisions on applications will be made by either one of the three Local Area Committees established by North Ayrshire Council, i.e.

2. The council will encourage applicants to explore the potential of securing other sources of finance in addition to any grant the council may award and will provide advice and support in this respect.
3. Funding will not normally be available for projects in respect of functions for which the council or any other authority has a statutory responsibility.
4. All financial records in connection with any project that receives grant aid from the council must be available for inspection if required by an Officer of the council or by the council's auditors.
5. It shall be a condition of grant that monies must be expended within a period (not normally exceeding 12 months) from the date of approval, unless the nature of the project or other circumstances warrant payment over a longer period. Where it is considered that these circumstances warrant payment over a longer period, applicants should specifically request extension of the period at the stage of accepting the conditions of grant and should indicate the reasons for that request. No guarantee can be given that any request for extension of the period will be granted.
6. If the costs actually incurred in any project are less than the amount approved, the remainder of the grant must be returned to the council unless otherwise agreed.
7. Only the council's proportion of total actual expenditure incurred will be paid, even although this may be less than the amount of grant originally approved. If actual expenditure exceeds the amount of grant, only the amount approved will be paid. The applicant may choose either to meet the balance or make supplementary application for grant. There is, however, no guarantee that any supplementary application will be approved.

14. Funding will not normally be available for projects that involve purchasing items of equipment of a personal nature.
15. Applicants in receipt of an annual grant will be expected to submit audited accounts for the year ended prior to the release of any instalment of grant in the subsequent financial year.
16. Applicants will be expected to make a contribution from their own resources towards the overall cost of any project.
17. Only in exceptional circumstances would more than one application from any group be considered in each financial year e.g. 1 April to 31 March.
18. If a body that has received a grant is disbanded then any goods, equipment or facilities purchased from that grant will revert to the Council. If the goods, equipment or facilities have been lost, stolen or damaged and not replaced then all monies obtained from their insurance will revert to the council.

FINANCIAL CONDITIONS:

1. If the project is one that involves and is dependent on contributions from a number of bodies, the council will require to be satisfied that such contributions are forthcoming before payment of grant will be made. Applicants should ensure therefore, that approaches to other bodies are made at the same time as, or in advance of, submission of the grant application to North Ayrshire Council as the applicant will be required to satisfy the council that they have the means to meet the total costs of the project.

Irvine, Kilwinning, Dreghorn & Springside Area Committee Garnock Valley, North Coast, Arran & Cumbrae Area Committee Three Towns Area Committee

Committees of the Council normally meet on a six weekly basis and as a result applicants should not experience a long delay in receiving a decision, except in cases where application forms have been incorrectly completed, or further information is requested.

Following each meeting, applicants will be advised of the outcome of their application. Groups awarded grants will subsequently receive a cheque or bank transfer via the Chief Executive or Educational Services.

WHO CAN APPLY?

The grants scheme is open to any community group or voluntary organisation that is actively promoting community development either on a council wide or national basis.

HOW TO APPLY:

The application form which accompanies this "Guide to Grants" should be completed and returned to:

***Performance/Grants Information Officer
Educational Services
Community Learning and Development
12 Princes Street
ARDROSSAN
KA22 8BP***

Your application will be acknowledged and an Officer of the Council will contact you or your group in order that an assessment report and recommendation can be provided to the Committee considering your application.

CONDITIONS OF GRANT:

General Conditions:

1. The main purpose of the provision of grants to voluntary organisations is:
 - (a) to provide or maintain cultural, social welfare, recreational or sporting facilities or to promote activities of this nature;
 - (b) to assist community-based projects which in the view of the council are in the interests of the council wide area or environment.
2. Bodies who are entitled to apply for assistance are community councils and voluntary bodies, including community groups. Voluntary bodies must have a constitution, operate on a voluntary basis and be independent of North Ayrshire Council.
3. The council would expect organisations in receipt of grant aid to develop best practice in equal opportunities and fully comply with the spirit of all appropriate legislation. Officers will be able to assist clubs/groups in drawing up Equal Opportunities policies.
4. Only schemes or projects that are under the complete control of the applicant are eligible for funding. Grant aid will not normally be available for projects that will be controlled by organisations other than the applicant. Organisations cannot apply for funds on behalf of another organisation.
5. The grant shall not be used for purposes other than those detailed in the application except where written approval of the council has been given.
6. Groups or organisations may not dispose of any equipment purchased in full or part using grant aid without the prior agreement of the council.
7. Within six months of a grant award copies of receipts/accounts and other methods or proof of expenditure will be required by the council, together with a report on the spending of grant aid.
8. Equipment or buildings that the council has grant aided must be fully insured by the club/organisation to provide for full replacement value if damaged or destroyed. Equipment must be in the charge of a named person, normally the secretary of the organisation.
9. North Ayrshire Council should be acknowledged in any publicity material produced by the applicant relating to the grant aid received.
10. Prior to submission, applicants should ensure that all necessary discussions and consultations with other agencies/organisations have taken place e.g. Local Enterprise Companies, Health Boards, local landowners, etc. Evidence of these discussions having taken place will be required.
11. Applicants should ensure that the local Councillor is kept informed of the project in order that his/her advice and guidance may be available.
12. The amount of grant any applicant can receive will be variable and will be determined by the Council.
13. Projects that have commenced prior to application for grant being made will not normally be funded.