Economy and Communities
Connected Communities

Notes of Guidance for Applicants
and Conditions Grant

Awarded by Locality Planning Partnerships

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

For further information please contact:
Funding Officer
St John’s Primary School Base
Morrison Avenue
STEVENSTON, KA20 4HH
Tel: 01294 475935
Email: rosemaryfotheringham@north-ayrshire.gov.uk
NURTURING EXCELLENCE IN COMMUNITIES FUND
for community and voluntary organisations

Aims of the Fund

• Research, consultation and community engagement activities – aimed at identifying local community needs and aspirations.

• Training and learning – which facilitates capacity building at local community level, and empowers participants to contribute effectively to the process of community development.

• Community activity – which contributes to the development and sustainability of local community infrastructure, community anchor organisations and related processes of participating and social inclusion.

• Community programmes, equipment, projects, activities and much more.

Relevant activities could include, but need not be limited to:

• Organising local community engagement events.

• Accessing professional advisory services and technical expertise in the undertaking of feasibility studies, business plans and tenders as preparation for community led funding bids and asset transfers.

• Developing local action plans.
How much can you apply for?

- New organisations can apply for a start-up grant of up to £250.
- Gala days, festivals and events can apply for a grant up to £500.
- Organisations seeking to put together a package of funding from a variety of sources can apply up to £1,000.
- Youth groups/organisations can apply for a grant up to £1,000.

How does the scheme work?

The funding programme for community and voluntary organisations consists of:

- Nurturing Excellence in Communities – capacity building
- Nurturing Excellence in Communities – start-up funding

The scheme is administered and supported by locally and centrally based staff of Participation and Empowerment Team, Connected Communities, Economy and Communities. In addition to issuing and receiving forms, the staff will be 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.

Further assistance on any aspect of this grant scheme, help with completing an application, or advice on other sources of funding can be obtained by contacting the Funding Officer on 01294 475935.
Decisions on applications will be made by the Locality Planning Partnerships established by North Ayrshire Council:

- Ardrossan, Saltcoats and Stevenston
- Arran
- Kilwinning
- Irvine
- Garnock Valley
- North Coast and Cumbrae

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 North Ayrshire Council.

**What we fund**

- New organisations start up grants up to £250.
- Gala days, festivals and events up to £500.
- Organisations seeking to put together a package of funding from a variety of sources up to £1,000.

**What we do not fund**

- Clothing of a personal nature.
- General running costs.
- Projects that have already started prior to grant application.
- Projects that are not under the complete control of the applicant organisation.
- Trips abroad.
- Groups/organisations that do not have constitution and bank account under the name of the group.
How to apply:

The grants scheme is open to any properly constituted community group or voluntary organisation active in the local community.

The application form which accompanies this “Notes of Guidance” should be completed and returned to:

**Funding Officer**
**Economy and Communities**
**Connected Communities**
**Participation and Empowerment Team**
**St John’s Primary Base**
**Morrison Avenue**
**STEVENSTON, KA20 4HH**
**Tel: 01294 475935**
**Email: rosemaryfotheringham@north-ayrshire.gov.uk**

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 Locality Planning Partnerships considering your application.
Conditions of Grant

1. The main purpose of the provision of grants to voluntary organisations is:
   - Organising local community engagement events.
   - Accessing professional advisory services and technical expertise in the undertaking of feasibility studies, business plans and tenders as preparation for community led funding bids and asset transfers.
   - Developing local action plans.

2. Bodies who are entitled to apply for assistance must have a constitution, bank account in the name of the group/organisation and keep up to date income/expenditure sheet covering a financial year, unless the applicant is for start-up funding.

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 groups in drawing up an Equal Opportunities policy.

4. Only schemes or projects that are under the complete control of the applicant are eligible for funding. Grant aid will not 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 Locality Planning Partnerships has been given.

6. Group or organisations may not dispose of any equipment purchased in full or part using grant aid without the prior agreement of the Locality Planning Partnerships.

7. Within six months of a grant awarded copies of receipts/accounts and other methods of proof of expenditure will be required by the Locality Planning Partnerships, together with a report on the spending of grant aid.

8. Equipment, buildings, events that the Locality Planning Partnerships has granted funding must be fully insured by the group/organisation to provide (equipment – for full replacement value if damaged or destroyed). Equipment must be in the charge of a named person, normally the secretary of the organisation. Public liability should be in place for all groups/organisations.

9. The Locality Planning Partnerships should be acknowledged in any publicity material produced by the applicant relating to the grant aid received. For a copy of the logos please contact the Funding Officer on 01294 475935.

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 as far as possible that the Locality Planning Partnerships are 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:
   - New organisations start-up grants of up to £250.
   - Gala days, festivals and events up to £500.
   - Organisations seeking to put together a package of funding from a variety of sources up to £1,000.
   - Youth groups/organisations up to £1,000.

13. Applicants in receipt of grant will be expected to submit signed/audited accounts for the year ended prior to the release of any grant in the subsequent financial year.

14. Applicants will be expected to make a contribution from their own resources towards the overall cost of any project of at least 10%.

15. Applicants can ordinarily only apply once in any financial year e.g. 1 April to 31 March.

16. If a group/organisation that has received a grant is disbanded then any goods, equipment or facilities purchased from that grant will revert to the Locality Planning Partnerships. 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 Locality Planning Partnerships.
Financial Conditions

1. If the project is one that involves and is dependent on contributions from a number of bodies, the Locality Planning Partnership 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 the Locality Planning Partnership as the applicant will be required to satisfy the Locality Planning Partnership that they have the means to meet the total costs of the project.

2. The Locality Planning Partnership will encourage applicants to explore the potential of securing other sources of finance in addition to any grant the Locality Planning Partnership may award and will provide advice and support in this respect.

3. Funding will not be available for projects in respect of functions for which the Locality Planning Partnerships or any other authority has a statutory responsibility.

4. All financial records in connection with any project that receives grant aid from the Locality Planning Partnerships 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 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 Locality Planning Partnerships unless otherwise agreed.

7. Only the Locality Planning Partnerships 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.

**Land or Building 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.
Following the Public Pound

All funding of external organisations by the Locality Planning Partnerships is governed by the Council’s Code of Practice for Funding of External Organisations which can be read on the Council’s website:  [www.north-ayrshire.gov.uk](http://www.north-ayrshire.gov.uk). This includes standard Conditions of Grant which apply to all Council/Locality Planning Partnerships grants, including those within this scheme, and provide more detail than contained here. These should be ready by organisations applying for funding.