



Guidance for Applying to The Inverness Common Good Fund

Contents

- 1. Introduction**
- 2. Our Minimum Standards**
- 3. What should you do first?**
- 4. Contact and Help**
- 5. Guidance on how to complete the Application Form**
- 6. Standard Conditions of Grant**
- 7. Standard Grant Criteria**
- 8. Once we receive your application form, what happens next?**

Introduction

The Highland Council is responsible for the allocation of over £26 million of public money to the Third Sector (voluntary and community organisations) in the form of grants.

The principles of openness, integrity and accountability apply to all Councils in their decisions on spending public money. These principles must also apply to funds and/or other resources transferred to external bodies.

2. Our Minimum Standards

We have established minimum standards of service which Third Sector Organisations should expect to receive when either applying to the Council for funding or seeking information on grant and discretionary funds which are currently available and managed by the Council.

Communication and Understanding

We will enter into partnerships with transparency, honesty and openness. Partners will strive towards continuous engagement and consultation and ensure that they are aware of the obligations, responsibilities, and limitations of other organisations.

Timescales

The Inverness Common Good Fund Sub-Committee normally meet four times a year. A timetable for application deadlines can be found [here](#). Applications of £10,000 or less will be considered by the Sub-Committee. Applications of over £10,000 will be considered at the City of Inverness Area Committee, who will consider recommendations from the Sub-Committee. We will endeavour to provide you with a decision regarding your application within two weeks of the relevant Committee.

Feedback

If your application for funding is unsuccessful, we will provide you with constructive feedback to why your application was not approved.

Equality

We will ensure that within partnerships there will be equality of access to knowledge, opportunities, and information.

Criteria

We will publish clear criteria for each fund which the Council manages.

Scoring of Applications

Where formal scoring of applications against criteria exists for funds, this information will be available to Organisations.

Information on Funds Managed by the Council

We will publish an up-to-date list of available funds managed by the Council on the website at [Grants: The Highland Council](#). This will include names and contact details of the appropriate grant fund managers.

Data Protection

In line with data protection standards, we will also publish a summary of grants and discretionary funding awarded to Third Sector Organisations from the Council including the purpose of the funding.

Advice

We will provide advice on completing application forms either directly or by directing you to partners (such as the CVS Network) for support where required.

Performance

We will work together towards the achievement of positive outcomes and will attain excellence through an on going monitoring and evaluation.

Monitoring

Our monitoring requirements will be proportionate to the level of funding applied for and awarded.

3. What Should You Do First?

The standard application, core criteria and conditions of any grant and discretionary funding are applicable to all Third Sector organisations (voluntary and community) applying to the Council for a grant.

BEFORE beginning to complete the application form, please read the conditions of award and award criteria. Please ensure that you have checked if the fund you are applying to has additional supplementary questions and/or criteria which you will be required to read and complete.

It is strongly recommended that if you are applying for a sum in excess of £10,000, please contact the Inverness City Area Manager or appropriate Ward Manager prior to completing and submitting your application.

4. Contact and Help

If you have general queries regarding a particular fund, such as eligibility, it is usually a good idea to contact the appropriate fund manager directly. In many cases it is actually preferable to speak to the fund manager (the Inverness City Area Manager will give advice on the Inverness Common Good Fund), in advance of submitting an application as this could save you a lot of time in the long term. Details of the contact person for the funding you are applying for can be found on the Council's website at [Ward managers | Ward Managers | The Highland Council](#).

5. How to Complete the Application Form

Please note the additional information which you should submit with your application:

- Completed applications should be sent to:

The Highland Council
Inverness Common Good Fund Applications
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX

Alternatively, applications can be emailed to policy6@highland.gov.uk

- A decision regarding applications received without a signed constitution or Company documents and accounts cannot be made until this information has been submitted.
- Do not send original documents with your application – please only send photocopies. Paper documents that are submitted with your application will be destroyed.
- If you are requesting less than £100,000 in all applications to the Highland Council in the current financial year your accounts can be verified by an appropriate independent person, who does not need to be an accountant or auditor. 'Independent' means a person who is not on the committee or closely

involved in the organisation, not related to any member of the committee or staff, and neither a provider or receiver of funds or services in relation to the organisation. This person should have some previous experience in understanding and managing accounts.

- If you are applying for any single item of equipment or service bought from a third party, you must provide at least one quote preferably three. If this is not possible for any reason (e.g. specialist service only provided by one organisation), you should provide a covering letter explaining this.

Please Note: any asset purchased with the grant must become wholly the property of the applicant.

- Organisations are encouraged to seek a range of prices for goods and services to ensure value for money.
- If you are applying for activities that could incur public liability (e.g., events), you should provide evidence of your public liability insurance, and permission for the event to take place e.g. event licence. If you do not yet have such insurance, please ensure that you include the cost of the insurance in your application.
- If you are applying for activities that involve building or other similar activities, you should provide evidence of planning permission or confirm that planning permission is not required.
- Where you are applying for funding that will be used to employ one or more people, you should include job description(s), even if these are still in draft form at this stage. These should detail proposed salaries.

Page 1:

Applicant Details

- a. Please provide the official name of your organisation.
- b. Please provide the project title.
- c. The address where the project will take part.
- d. Please provide a contact name, address, email address and telephone number for the main contact dealing with your application.
- e. If your organisation has a website, please include a link to it.
- f. To clarify which Council Ward the project or activity will cover, visit The Highland Council website which you can find at: [Ward managers | Ward Managers | The Highland Council](#)
- g. Please let us know if you have any additional needs to help you to fill in the application form, such as a large print version.

- h. What type of organisation are you? Third Sector (voluntary and community) Organisations. If your organisation is recognised by the Inland Revenue as a charity or Companies House as a company limited by guarantee, please supply your registration number and/or company number.

Please Note the Inverness Common Good Fund cannot accept applications from individuals.

- i. Please state clearly how much you are applying for.
j. Please include the start date and end date of your project.

Please Note retrospective applications will not be considered.

Page 2

Project Summary

- Tell us what the project aims to achieve and how you are going to do it.
- Is this a new project/service or an additional activity to an existing project or service?
- Is the support you are applying for to help with running costs or for a specific project or activity.
- If you are applying for support for an event, please ensure that you give the date and the exact location. Please try to apply for funding as early as possible in advance of any event as we cannot fund events which have already taken place.
- Tell us who will benefit from the activities that your organisation is going to carry out? It is important to state in your application how your project will benefit the citizens of the City of Inverness.
- Tell us how many people the project will benefit and the different ways they might get involved.
- **Please Note** that the Council (ICGF) will be unable to provide any resources towards activities/items not specified in your application or supporting information.

Page 3

Please give a summary of expected outcomes from your project

- How will the project benefit the local community or service users?
- What do you hope to achieve from the project?
- What will the project achieve in the long term?

- How will your project help the council meet its Public Sector Equality Duty to:
 - Get rid of unlawful discrimination, harassment and victimisation.
 - Make sure that people from different groups are treated fairly and have equal chances to use services and that there is more equality between groups.
 - Make sure that people from different groups get on together.
 - Groups are people who have “protected characteristics” in the Equality Act: age, gender reassignment, pregnancy and maternity, religion or belief, sexual orientation, disability, marriage and civil partnership, race and sex.
 - For example, these people with protected characteristics are likely to face barriers; how do you intend to tackle these barriers; does your project promote inclusion?
 - Will your project make a contribution towards the promotion of the Gaelic language?
 - **Please Note** if successful you will be expected to submit an Evaluation Report at the conclusion of your project and prior to payment of the final instalment of the grant. An Evaluation Form is provided.
 - **Please Note** if successful your grant will be valid for a period of six months (unless a specific timescale is stated in your application) from the date of the letter confirming your award. An extension can be applied for in writing if made within the period of validity.

Page 4

Project Costs

- Please provide a breakdown of all costs associated with your project, splitting between revenue and capital expenditure.
- **Please Note** grant recipients are expected to provide evidence of value for money.
- If you are applying for funds to pay a third party for either goods or services, please attach copies of three quotations with your application. If you are unable to obtain three quotes, please include an explanation why.
- If you are applying for staff costs, you should show the cost of each post. Don't forget to include “on-costs” – national insurance, pension etc.
- You may break down your other costs into whatever categories make sense to you – marketing/advertising, training, equipment etc.
- Remember to include VAT if applicable.
- We cannot give a grant on any items already purchased or ordered.

- You can only request funding for one year. This would not preclude you in applying for funding in subsequent years.
- **Please Note**, if successful, evidence of project expenditure will be required prior to payment of the final instalment of grant.

Project Funding

- How will your project be funded?
- Have you applied to any other organisations for funding? If yes, please list them and confirm the status of your application.
- Please state clearly how much you are applying for from the Inverness Common Good Fund.
- Please show your contribution to the project, this may include funding in kind, for example the value of volunteers' hours.
- It is always helpful to show some own contribution to the project costs.
- **Please Note** total project costs and total project funding should agree.
- If there is shortfall in the funding, please give an explanation in the box provided on how you propose to fund the shortfall.

Page 5

Further Questions about your Organisation

- Please tell us the year your organisation started. If a national organisation, please tell us when you started to operation in Inverness.
- What geographic area does your organisation cover? **Please Note** the Inverness Common Good Fund can only help projects that bring direct benefit to the citizens of Inverness.
- What communities of interest (e.g., young people, people with disabilities, people with an ethnic minority background etc.) does your organisation cover?
- Is there a restriction on who may join your organisation? If yes, please give details.
- Has your organisation received any funding from the Inverness Common Good Fund over the last 3 years? If yes please give details, date received, what it was for and how much received.
- Has your organisation received any other funding from the Highland Council or any other Common Good Fund over the last 3 years? If yes please give details, date received, what it was for and how much received.

Page 6

Your Bank Details

- Please give your organisation's bank account details, where, if successful you would like the grant paid into. **Please Note** the name of the bank account must be the same as the name of the organisation applying for the grant.
- The Sort Code should be 6 digits long.
- The Account number should be 8 digits long.

Checklist

- To ensure that your application can be considered you are required to submit the following supporting information.
 - Externally verified Statement of Accounts for the last 3 years. Or, if a new organisation which has been established less than 12 months, please give an estimate of income and expenditure.
 - A copy of your organisation's last 3 months bank statements (for very new organisations a single bank statement will be sufficient. Personal information may be redacted if necessary.
 - A copy of your organisation's constitution/Company Documentation.
 - Three quotes for goods or services (if applicable)
 - A Business Plan if requested.
 - Any other information you consider beneficial in support of your application, or any other information requested by the Highland Council.
- Please tick the boxes to show what you have enclosed with your application.
- **Please Note** if supporting documentation is missing there may be a delay in assessing your application.
- Please do not send original documents as any paper documents submitted with your application will be destroyed.

Page 7

Declaration

- Please provide two signatures.
- If you are applying electronically, you must submit a handwritten signature. This can be submitted via a scan or photograph of the final page of the application form.
- Please tick to confirm that you have read and understood the [Privacy Notice](#).
- Please tick to confirm that you have read and understood the Funding Terms and conditions found in these Guidance Notes.
- Completed forms should be emailed to Policy6@highland.gov.uk or posted to:

The Highland Council
Inverness Common Good Fund Applications
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX

6. Standard Conditions of Award

The following conditions apply to all Inverness Common Good Fund Grants:

1. The Highland Council will only provide funding for organisations which have substantial access to children if they have adopted the Highland Child Protection Committee's Child Protection Policy. Grant supported organisations which hire out their facilities must also check that relevant groups have an appropriate policy in place. The Child Protection Policy for Community Groups can be accessed at: [Policies - Child protection | The Highland Council](#)
2. Monies must be expended and claimed according to the timescale detailed in the letter of award. Where a project exceeds the original timescales or remains substantially incomplete at the expected conclusion date, the Highland Council reserves the right to withdraw the offer. Applicants should request an extension of the period of award, in writing, and should indicate the reason for this. No guarantee can be given that any request for extension of this period will be granted.
3. Payment of the award will normally be made on completion of the project and subject to all conditions having been met. In certain circumstances, however, some funds may be released prior to the final completion. Should your organisation require funding to be paid in advance of project completion a minimum balance of 10% will be retained by the Inverness Common Good Fund Sub-Committee to ensure that all conditions are met, and evidence of expenditure is received timeously. This is subject to receipt of a written request and a retained percentage of the grant. Grants may be paid in instalments, particularly for capital projects, on submission of suitable evidence of expenditure such as receipted invoices, project

accounts certified as a true and accurate record of expenditure by two office bearers of the organisation, audited accounts, architect's certificates etc.

4. Submission of the completed Evaluation Form along with satisfactory evidence of accounts and receipts for expenses. If applicable, submission of evidence of funding from other sources.
5. In most cases, the Council will make payments by Bank Automated Clearing System (BACS) unless alternative arrangements are made through agreement with the Council.
6. If costs incurred in any project are less than the amount approved by the Council, the grant will be adjusted accordingly.
7. If actual expenditure exceeds the amount of award, only the amount approved will be granted.
8. All awards must be used for the purpose for which they were allocated. If the project is materially different from that for which the award was approved, the award will not be paid or will be re-claimed unless changes have been agreed in advance and confirmed in writing. The award cannot be transferred to any other organisation without the written approval of the Council. If you give or sell items bought with the award to another owner, you will have to repay the award to the Council.
9. If the organisation that has received an award is disbanded, then goods, equipment or facilities purchased from the award will revert to the Council. If the goods, equipment or facilities have been lost, stolen or damaged and not replaced, all monies obtained from their insurance will revert to the Council.
10. Where it is intended that organisations dispose of equipment funded or supplied free of charge by the Highland Council then notification of intention to dispose should be made to the appropriate Council Service for consideration and approval.

11. Any equipment should be in the control of a named person at a given address in secure premises and must be adequately insured and regularly maintained by a qualified person. Any equipment should be supplied by a bona fide supplier and should comply with all statutory obligations under the relevant Health and Safety Regulations. Any assets purchased with a Highland Council grant must be wholly in the ownership of the applicant organisation.
12. Funding will be awarded on the understanding that any planning permissions / building warrants etc will be obtained. Applicants will be required to ensure that they meet all other statutory requirements. Evidence of compliance may be required before payment is made.
13. 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 an award will be released.
14. If the project is one that involves and is dependent upon contribution from a number of bodies, payment of award will not be made until the Council is satisfied that such contributions are forthcoming.
15. All financial records in connection with any project that receives grant and discretionary funding support from the Council must be available for inspection if required by an Officer from the Council or by the Council's Internal or External Auditors. Please do not dispose of any records for at least three years from payment of the final award instalment.
16. The Council will not accept liability for any damages or injuries associated with projects or equipment for which funding support has been given by the Council.
17. The Inverness Common Good Fund will not fund or support retrospective applications. The purpose of the application must not have started in any way prior to the approval of the award.
18. The Council has obligations to meet the requirements of UK Equal Opportunities legislation. Recent and impending changes to the legal framework extend our responsibility as a public body to promote and

encourage equal opportunities in addition to tackling unlawful discrimination. Equality and fairness are central to the way we conduct business. The Council reserves the right to withdraw its funding from an organisation which is deemed to be in breach of the principles within the Council's policies on equality and fairness. These policies can be accessed.

[Equal opportunities | Equal opportunities | The Highland Council](#)

19. Acknowledgement of the Inverness Common Good Fund in accordance with the Promotional Guidelines below:

- i. The Grantee agrees to any promotion of the award the Council may undertake.
- ii. The Grantee will acknowledge the Inverness Common Good Fund in all promotional material.
- iii. The Inverness Common Good Fund Logo to be used in all promotional material (a jpeg and other formats of the logo can be requested).
- iv. To use hashtag #ICGF when posting on social media about awards and activities.

20. Grantees to be available to attend (and where appropriate to perform) upon reasonable request being made by the Council at Promotional/Civic Events.

7. Standard Grant Criteria

The following core criteria apply to all Highland Council grants.

General

- Applicant groups must have a constitution/company documents.
- Be consistent with the purpose of the fund.
- Applicants should have procedures in place to monitor and evaluate projects.
- Applicants must demonstrate good value for money.
- Applicants must have all permissions in place prior to payment of the grant.

Please Note applications over £10,000 require City of Inverness Area Committee approval and further information may be required in support of your application e.g., Business Plan, Equal Opportunity Policy, Health and Safety Policy etc.

Specific

What the Inverness Common Good Fund will not fund.

- Applicant organisations must not be party political.

- The Council welcomes applications from religious organisations that want to carry out work in the community, but the Council does not normally fund projects or activities.
 - That are designed primarily to promote religion itself; or
 - Where people must take part in religious ceremonies in order to benefit.
- Unless exceptional circumstances apply, costs incurred retrospectively.