The Highland Council
Comhairle na Gàidhealtachd

Guidance for Applying for a Grant or Discretionary Funding from The Highland Council

Contents

Our Minimum Standards

This application process has been developed in accordance with the values and principles within The Highland Compact and we expect all Third Sector Organisations making an application to the Council for grant and discretionary funding to be aware of the principles and behaviours within the Compact. The Highland Compact can be accessed at
http://highlandlife.net/community/the_highland_compact

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.

The Highland Council: Our Minimum Service Standards

Compact Principle: 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: we will strive to provide you with a decision regarding your application within a **maximum** period of six weeks. If this is not possible (for example due to the application being incomplete or required to be considered by a Council committee), we will inform you within six weeks the date that the application will be considered. *For many funding streams, such as Ward Discretionary Budgets, it is likely that these will be considered in a much shorter period of 2-3 weeks.*

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

Compact Principle: 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 exist 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 www.highland.gov.uk/thirdsectorfunding This will include names and contact details of the appropriate grant fund managers.
- In line with data protection standards, we will also publish a summary of grant 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.

Compact Principle: Performance: We will work together towards the achievement of positive outcomes and will attain excellence through on going monitoring and evaluation.

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

What should you do first?

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

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.

Contact and help:
If you have any general queries regarding particular funds, such as eligibility, it is usually a good idea to contact the appropriate fund directly. In many cases, it is actually preferable to speak to fund managers (for example Ward Managers for Ward Discretionary Funds or Common Good Funds) 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 www.highland.gov.uk/thirdsectorfunding

Please read the check list on the application form (Part 5, page 15) to see the other information you need to accompany your application.

Local support for applying for funding and support is also available through the nine Councils for Voluntary Service, contact details which are below.

Caithness Voluntary Group – www.cvg.org.uk Telephone 01955 603453	CVS North Voluntary – www.cvsnorth.co.uk Telephone 01971 511783	Voluntary Action Badenoch & Strathspey Telephone 01479 810004
Ross-shire Voluntary Action – www.rossvolact.org.uk Telephone 01349 862431	Skye & Lochalsh CVO- www.slcvo.org.uk Telephone 01478 612921	Voluntary Action Lochaber – www.valochaber.org Telephone 01397 706044
Voluntary Groups East Sutherland – www.vges.org.uk Telephone 01408 633001	Council for Voluntary Services Inverness – www.cvsinverness.org.uk Telephone 01463 714303	Council for Voluntary Services Nairn – www.cvsnairn.org.uk Telephone 01667 455234

How to complete the Application Form

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

- Completed applications and documentation should be sent to:
  The Highland Council Grant and Discretionary Funding Applications,
  The Chief Executive's Office,
  Highland Council Headquarters,
  Glenurquhart Road,
  Inverness,
  IV3 5NX
  Fax: 01463 702830
  E-mail: policy6@highland.gov.uk

- A decision regarding applications received without a signed constitution and accounts can not be made until this information has been submitted.
- **If your Organisation has applied for funding within the last 12 months, then you are not required to resubmit your constitution unless there have been any changes to it since it was last submitted. If in doubt, please contact the appropriate grant fund manager.**

- 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 requesting more than £100,000 in all applications to the Highland Council in the current financial year your accounts must be fully audited by a professional accounting body or a registered auditor.

- Where you have documentary evidence (e.g. statistical reports, survey data, research, etc.) to support your answer to question 2.9, you should include this with your application **(if applying for £10,000 or more)**.

- If you are applying for equipment over the value of £500, you should provide evidence of your contents insurance. 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 any single item of equipment or service bought from a third party over the value of £3000, you must provide three quotes. 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. 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. If you do not yet have such insurance, please ensure that you include the cost of the insurance in your application.

- 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.

SUMMARY (Page 2):	
Funding Stream	- Please tick as appropriate
Amount applied for	- Please tick as appropriate
Total Amount applied for	- Please fill in amount
Is there a closing date for the fund you are applying to?	- Not all funds will have a closing date. Please check to see if there is a closing date for the fund you are applying for and fill in date if required.
Estimated cost of funding in kind applied for	- Please fill in estimated costs of funding in kind which could include Council staff time, use of premises or equipment or administration support contributed to your project/organisation by the Council.

What type of organisation are you?	Third Sector (voluntary and community) Organisations are separate from the public and private sector and are established for social purposes. They include:
	  - registered or unregistered charity;
	  - co-operative;
	  - friendly society;
	  - company that is not-for profit business;
	  - Social Enterprise or;
	  - unincorporated association.
	
	Please specify you are applying as an individual or on behalf of a Private company.

	a) & b) Is your organisation recognised by the Inland revenue as a charity or Companies House as a company limited by guarantee – if yes, please supply your registration number and /or company number.

PART 1 : ABOUT YOUR ORGANISATION	
Question	**Information to include in answer**
Q1.1 What is your organisation's name and address	• Please provide the main contact address for your organisation – this might be different from the contact address for this application. If your organisation has a website, please provide the address. • To clarify which Council Ward the project or activity will cover, visit The Highland Council website www.highland.gov.uk and click on Council Wards on the left hand side of the home page.
Q1.2 Who is the main contact for this application	• The main contact should have a good knowledge of the application. They may be contacted by the Council requesting further information. • 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.
Q1.3	a) When did your organisation first start meeting or running activities or projects? b) Does your organisation cover the whole of the Highland Council area or just a certain area? Does your organisation assist or support a particular range of people e.g. children or people over 50 years? It might be that your organisation supports more than one of these groups. c) Please tell us if your group excludes any individuals or groups from taking part in your organisation's activities or membership and tell us why. d) How many people are on you committee? You should have a minimum of three people. e) It is important that you include all Highland Council Elected Members, Community Councillors and Council Officers involved in your organisation. Please note that this will not affect your application.
1.4 Does or has your organisation receive(d) any other funding from The Highland Council?	Please include all information on the amounts and purpose of all funding and funding in kind provided by the Council over the last 3 years.

PART 2: ABOUT YOUR ACTIVITIES OR PROJECT	
Question	**Information to include in answer**
Q2.1 What is the name of your activities or project?	• This may be a different name to that of your organisation e.g "Teen Zone internet café" project being delivered by the Highland Community Safety Partnership.
Q2.2 When will your activities or project take place?	• This should cover the complete lifespan of the project.
Q2.3 What activities or project do you want us to support?	• Tell us what the project aims to achieve and how you are going to do it. • Is the support that 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 exact location. Please try and apply for funding as early as possible in advance of any event. Contact specific fund managers to clarify decision time scales for the fund to which you are applying. (see 2.2) • Tell us who will benefit from the activities that your organisation is going to carry out? • Tell us how many people the project will benefit and the different ways they might get involved.
Q2.4 Does your activity or project involve building or landscaping work?	• If your project involves building work or landscaping you need to have ownership of the land or building, or hold a lease that cannot be brought to an end by the landlord for at least 5 years. We may request further information if your application is approved.

Q2.5 Please tell us which excluded, under represented and vulnerable groups are likely to face barriers to benefit from you project and how you intend to tackle these barriers?	• There are always some people who will find it easier to benefit from a project than others. Please tell us which groups of people you think will be likely to face barriers in benefiting from your project and what you aim to do to overcome these barriers. For example:
	  - If you are providing activities for young people, how will you ensure that disabled young people can be involved as much as everyone else?
	  - If you are aiming to improve benefit uptake across the community, how will

	you ensure that people from all ethnic groups are able to access your service? • You do not need to explain how you will include every 'equalities' group in your project, but you do need to consider which groups are likely to face barriers and how you might overcome them.
Q2.6 Where relevant and appropriate, please describe any contribution your project may make towards promotion of the Gaelic language?	• If relevant to the aims of your project, please describe the ways in which your project will promote / incorporate Gaelic e.g. signage, use on promotional materials, interpretive materials, use of spoken / written / recorded materials.
Q2.7 Please tell us if you have spoken to anyone about your application for advice and support	• To help us to collect a full overview of your organisation and this application, it is helpful to be aware of any Council, Community Council or Council for Voluntary Service representatives who you have discussed your application with. It may be useful for us to contact anyone you have spoken to about this application to gather further information. Please do not worry if you have not spoken to any of these representatives.
2.8 Please tell us about any funding in kind you are seeking from the Council:	• Please fill in the detail and estimated costs of funding in kind which could include: Council staff time, use of premises or equipment or administration support contributed to your project/organisation by the Council.
2.9 Please tell us about any funding in kind you have accessed from other organisations	• Please fill in the detail and estimated costs of funding in kind which could include staff time, use of premises or equipment or administration support contributed to your project/organisation by another organisation.
Q2.10 How much will your activities or project cost and how much do you require from Highland Council?	• Please give as much information as possible about how you have reached the total cost within your application. It is important that we are able to see that funds given to organisations are achieving the best possible 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 you application for items over the value of £3000. • If you are applying for staff costs, you should

	show the costs of each post (or type of post if you are applying for more than one of a particular type of worker). Don't forget to include 'on-costs' – e.g. national insurance, pension provision and travel.
	• You may break down your other costs into whatever categories make sense for you – e.g. accommodation, equipment, stationery, training, etc.
	• Remember to include VAT where this applies.
	• Tell us what contribution your organisation is making to the overall package, if any. Please note that your organisation does not necessarily have to make any financial contribution.
	• Give details of the value of any contribution from other organisations for this project.
	• Has your organisation applied to other funding bodies for this project and have they made a decision yet?
	• Please check your figures to ensure that the rows and columns add up!

If you are applying for <u>less</u> than £10,000 per financial year you are <u>not</u> required to complete Questions 2.11 to 2.15

Q2.11 Please tell us how you know there is a need for these activities or project?	• Please tell us how you know that there is a need for your project and that the approach you intend to take will actually tackle this need.
	• To show us that the project is something that is needed, you could provide: - Evidence of community support for your project (e.g. results from a community survey) - Statistical evidence of need related to the purpose of your project (e.g. crime data for your area)

	• It would also be helpful if you could explain **how** your project will meet the need. To do this, you could provide:
	   - Evidence from similar projects in the Highland Council area or elsewhere which demonstrate positive impacts
	   - Research which reviews a range of approaches and indicates that your approach will be effective

	• Here are two examples to help with this question:
	a) Project to develop a youth drop- in Cafe. In this example, evidence might include: - A local community survey which shows

	that tackling issues of youth disorder is a high priority for local people; - Crime statistics showing that there is a problem with anti-social behaviour by young people; - Research which shows that youth drop-in cafes help to divert young people away from anti-social behaviour, or an evaluation of the effect of a youth drop-in café in another local community. b) Project to provide activities for older people in your community. In this example, evidence might include: - Survey data showing the number of older people in your area who feel isolated - Statistics about the number of older people in your area and/or the number of older people living on low incomes - Evaluations of similar projects in the Highland Council area or elsewhere.
Q2.12 Is this a new or additional service **a -if yes, what changes will your activities or project make in your community?**	• What is the change that the project is trying to create for people and/or the local community in the longer term – e.g. the reduction in unemployment resulting from the improved skills of people attending the training course. • Here are a couple of examples to help with this question: a) You want to develop a youth drop in cafe. - In question 2.3 you would state that you intend to develop a youth drop in cafe. - In <u>this</u> question, you would explain what change you want to achieve in your community by developing the cafe. This might include things like less youth disorder, reduced fear of crime, or greater community satisfaction amongst young people. You will also need to think about how you will measure these changes for question 2.13. b) You want to run some activities for older people in your community. - In question 2.3, you would explain the type of activities you want to run. - In this question, you would explain what change you want to achieve in your

	community by running these activities. This might be something like less isolated older people. You will also need to think about how you will measure these improvements for question 2.13.
b – If no – how has you activities or project been funded in the last three years?	• Please state all sources of current or previous funding for this activity or project. Tell us if this funding has stopped or has been reduced and tell us why.

Q2.13 Please tell us how you know that your activities or project is working?	• Please tell us how you will know that your project is working and that you are making things change in your community. You will need to ensure that these targets are measurable as you will have to report on progress towards them.
	• Here are 2 examples to indicate the kind of things we might expect for this question:
	a) Project to develop a youth drop-in café.
	   -Number of anti-social behaviour calls to the police :Target Year 1 – 5% reduction on previous year.
	   -Number of young people saying they are satisfied or very satisfied with their area as a place to live: Target year 1 – 5% increase on previous year
	   (For a one-off projects we would only expect you to provide targets for one year, not to report every year)
	
	b) Project to provide activities for older people in your community.
	   Number of older people attending at least one activity per month :Target Year 1 – 10 older people attending: Target Year 2 –20 older people attending.

Q2.14 How will the Award help the Council achieve its goals and objectives?	• Please refer to the criteria on page 16. Please tell us which of the local outcomes in the Single Outcome Agreement **or** priorities within the Highland Council Programme your project will target. Please tell us how your project will help us achieve these outcomes and priorities.
Q2.15 If it is intended that this activity or project continue beyond the period of Council	• Please tell us about your plans for an exit strategy beyond the term of the funding from the Highland Council. This may take different forms, depending on the nature of the project: - Some projects may be time-limited (e.g.

support, how will this be funded?	capital projects) and therefore it will not be necessary to provide much detail in this section, other than an explanation that the project will not continue beyond the period of the funding. - Some projects may be piloting a new approach. In this instance it will be important to explain how you will evaluate your project and how this evaluation will be used to seek mainstream or other funding. - Some projects may require further funding beyond the period of the grant but be unsure at this stage as to where these funds may be found. In this instance it will be important to explain what mechanisms you have put in place to seek further funding sources. - No project should work on the assumption that it will receive further funding from The Highland Council after the period to which funding has been approved.

PART 3: SPECIFIC QUESTIONS RELATING TO THE FUND WHICH YOU ARE APPLYING TO	
Question	**Information to include in answer**
Q3.1	*To be completed only if there are very specific additional questions which require to be completed by the applicant in relation to particular subject matters. If this is required it will be made clear in the criteria for the fund applied for.*

PART 4: YOUR BANK DETAILS AND OTHER INFORMATION	
Question	**Information to include in answer**
Q4.1 Name of Bank	• Provide details of the bank account that you would like any award of funding to be paid into. Please note that the name of the bank account must be the same as the name of the organisation applying for a grant. • The sort code should contain 6 digits. • The Account number must be 8 digits long.
Q4.2 Please show other bank or building society accounts held	• Please provide details of any other bank accounts held. These bank accounts should be shown in the Statement of Accounts submitted with your application.
Q4.3 Please list	• Please give names of Committee members, staff

everyone who can authorise transactions from the accounts	or volunteers who are able to make withdrawals from the organisation's bank account. • The people listed should ideally not be related to each other e.g. husband and wife.
Q4.4 Reserves	• It is normal and acceptable for you group to have reserves. Please tell us about the reserves you have in your bank account(s). It may be useful to make a distinction between restricted funds (i.e. funds allocated to a particular project) and unrestricted funds (i.e. funds which can be used by the organisation for anything that fits your general aims).

PART 5: CHECKLIST AND DECLARATION	
Q 5.1 To ensure that The Highland Council can consider your application, please tick boxes to show what you have enclosed.	• Please enclose the requested information. This is required to assess your application and, if missing, will result in a decision regarding your application being delayed. • You may be requested to provide a range of other information depending on the type of grant fund you are applying to. • Please **only send photocopies** of your documentation. Any paper copies of documents that are send it with your application will be destroyed.
Q5.2 Declaration	• Please provide two signatures. Signatory 1 must be the Chairperson of your Organisation and signatory 2 must be the person who completed the application form. • If you are applying electronically, a signed paper copy must also be forwarded to the address detailed on page 6.

Standard Conditions of Award

The following conditions apply to all Highland Council grants and discretionary funding to Third Sector organisations (voluntary and community)

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: http://www.highland.gov.uk/download/downloads/id/162/child_protection_policy
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 Arrangements: Depending on the type of award, payment may be made in a number of ways for example: • For awards under £3000, the Council will consider paying a full award at the beginning of a project. Only in exceptional circumstances will the Council pay the full grant up front for amounts over £3000; • A proportion of a revenue award (usually maximum of 50%) made as an initial payment and the remainder on project completion; • On completion of project; • Staged payments for capital projects on production of suitable evidence of expenditure e.g. 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. In most cases, the Council will make payments by Bank Automated Clearing System (BACS) unless alternative arrangements are made through agreement with the Council.
4	If costs incurred in any project are less than the amount approved by the Council, the remainder of the award must be returned to the Council.
5	If actual expenditure exceeds the amount of award, only the amount approved will be granted.
6	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.

7	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.
8	Where it is intended that organisations dispose of equipment funded or supplied free of charge by the Highland Council then notification of intension to dispose should be made to the appropriate Council Service for consideration and approval.
9	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.
10	This funding has been 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.
11	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.
12	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.
13	The Council will require you to give due recognition of the Council's contribution by using The Highland Council logo on all relevant publicity material. Publicity requirements and the Council logo are available on the Council's website here: guidelines and logo download
14	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.
15	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.
16	The Highland Council 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.
17	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 here.

Standard Criteria for Grants and Discretionary Funding to Third Sector Organisations

The following core criteria apply to all Highland Council grants and discretionary funding to third sector organisations (voluntary and community). Some funding streams may have additional criteria which the applicant requires to consider.

General

- Applicant groups must have a constitution
- 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

Specific

For applications <u>over £10,000</u>, Applicants must demonstrate impact on the Priorities identified within the Highland Council Programme which is available at:
http://www.highland.gov.uk/downloads/file/4611/programme_of_the_highland_council_2012_-_2017

Or

Applicants must demonstrate impact on the 15 local incomes within the SOA

What the Highland Council Third Sector Grant Schemes won't 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 services in order to benefit.

- Costs incurred retrospectively

- Hospitality – The Council would not normally fund hospitality unless deemed to be a critical part of an Organisation's activity or project. Please check with specific grant fund managers.

Once we receive you application form, what happens next?

Diagram A: What happens to your application?

Your application is logged by Central Grants Administrator

↓

We send you an acknowledgement of receipt with a unique reference number for the application

→ If all documentation is not attached, we will contact you requesting the required information. **A funding decision cannot be made without key documentation.**

↓

Your application is passed to the appropriate Service.

↓

Your application is assessed and a decision made

↓

If your application is supported **or** not supported

← If supported, you will be informed of any conditions and of monitoring requirements which require to be agreed.

→ If not supported, the Service will provide you with the reasons for the decision

↓

We will discuss and agree finance payments (e.g. advance / retrospect/ 50% / quarterly)

→ We will monitor the progress of your project against the original aims within the application form.