

Community Grants Scheme/Community Pride Fund

Guidance Notes



These Guidance Notes apply to two funding programmes – the Community Grants Scheme and the Community Pride Fund, now with a single application process. Whilst there are many similarities between the two programmes, there are also differences therefore it is important that you carefully read and understand these notes. The table overleaf fully explains the differences and similarities.

To apply an organisation must be working in Stirling Council area and must:

- be constituted
- be well run and properly managed
- have sound financial procedures
- have the capability to effectively deliver the project/activity for which they are applying for funding
- have reported on any previously Community Grants/Pride funded projects (see Monitoring and Feedback below)

The project/activity must meet Stirling Council's strategic goal to develop vibrant, resilient communities where people are proud to live and work

How long does it take?

A list of the submission deadline dates and decision dates is issued with each application form. There are usually 9 funding rounds each year. Your project cannot commence before a decision has been made; for a decision to be made it is essential that all the necessary supporting information has been submitted along with your application form (please refer to the checklist on page 1 of the application form). When the application is received you will be sent an acknowledgement letter. The application will be checked to see if it is fully completed, eligible and all necessary information has been included; incomplete applications may be returned or you may be contacted for missing information.

Who makes the decisions?

If the application is eligible and complete, discussion and consultation takes place among Council officers.

Council officers work to the Community Grants Scheme/Community Pride Fund criteria and budget. They also take into consideration:

- level of community benefit and impact of the project
- the organisation's financial situation, including free reserves and capacity to generate income

Application details and a recommendation are then included within a bulletin which is circulated to all Councillors who make the final decision.

What happens next?

If awarded a grant you will be notified by letter. All grants are made subject to standard terms & conditions, listed on the application form. In some circumstances an organisation may be asked to accept additional conditions, e.g. confirmation of other sources of funding, which will be specified within the award letter. When a grant has been approved, and any additional terms & conditions met, payment is usually made directly to your organisation's bank account, occasionally by cheque, normally within 14 working days of formal notification; BACS transfer advice or cheque will usually be sent to the Treasurer.

If you are not awarded a grant, you will receive a letter explaining why. Unsuccessful applicants can reapply in future if they have an eligible project.

Monitoring and Feedback

A blank monitoring & evaluation report is issued with your award letter; this should be completed and returned as soon as your project is completed. All grants must be spent within 12 months of award. **Further applications cannot be considered until previous projects have been satisfactorily monitored and accepted as complete. For Community Councils and Development Trusts, who may have had multiple projects funded, all outstanding reports must first be submitted.**

What else do I need to know?

If you are not sure about applying then you can ring the Funding Officer direct on 01786 233143, email: cowiej@stirling.gov.uk or, if you have a Stirling Council Community Link Officer in your area, they can offer you advice.

Return your completed application form to:

Funding Officer, Localities & Partnerships Team, Old Viewforth, 14-20 Pitt Terrace, Stirling, FK8 2ET.

Email: cowiej@stirling.gov.uk

Community Grants Scheme / Community Pride Fund

	Community Grants Scheme	Community Pride Fund
Maximum grant award	£1500	£1500
Minimum grant award	£100	£100
Who is it open to?	The following organisations if their regular annual income is less than £200,000: <ul style="list-style-type: none"> • Community Councils • Development Trusts • Incorporated organisations • Charities • Constituted community/voluntary groups • Social Enterprises and Community Interest Companies provided they are not sole traders 	The following organisations if their regular annual income is less than £200,000: <ul style="list-style-type: none"> • Community Councils • Development Trusts • Incorporated organisations
How often can organisations apply?	Once within a financial year with an exception made for Community Councils and Development Trusts where they can show they are supporting a range of different projects	Multiple applications will be accepted provided they are for different local projects each time
What sort of projects will be funded?	Projects which benefit residents within Stirling Council area, whether within a single community or widely across Stirling Council area, or which benefit communities of interest (including hobby/sports groups)	Local projects delivered for the benefit of single geographic communities in the Stirling Council area
Examples of projects that may be funded (these are just examples; a wide range of capital and revenue project costs will be met)	<ul style="list-style-type: none"> • Start up costs (including first year running costs) • One off capital or equipment costs • Community events, activities or performances • Provision of training courses • Advertising an event or work 	<ul style="list-style-type: none"> • Physical e.g. improvements to existing facilities; structures; benches; fencing • Environment e.g. sustainable floral displays; recycling facilities; spring cleans • Activity that promotes your community or fosters community spirit (but not bonfires/ firework displays)
What specific costs/projects are excluded?	<ul style="list-style-type: none"> • Regular running costs including annual maintenance costs, eg grass cutting, bedding plants • Retrospective funding (costs that have been incurred or goods or services ordered before applying for the grant, or before an application has been considered) • Projects that can be met from the organisation's existing resources • Projects supporting/promoting religious or political beliefs • Projects which benefit only an individual • Trips abroad • Fireworks • Christmas Lights • Projects where a key purpose is fundraising for other cause(s), or where any part of the grant would be re-distributed. 	<ul style="list-style-type: none"> • Regular running costs including annual maintenance costs, eg grass cutting, bedding plants • Retrospective funding (costs that have been incurred or goods or services ordered before applying for the grant, or before an application has been considered) • Projects that can be met from the organisation's existing resources • Projects supporting/promoting religious or political beliefs • Projects which benefit only an individual • Trips abroad • Fireworks • Projects where a key purpose is fundraising for other cause(s), or where any part of the grant would be re-distributed.
Exceptions/restrictions	<ul style="list-style-type: none"> • Annual Gala Days/Community Fun Days restricted to a maximum award of £400; if an event is being run for the first or only time it may be awarded more but will then be restricted as above • Lunch Clubs/OAP clubs and other clubs with annual outings will be awarded a maximum of £250 for up to 20 participants, £350 for more than 20 participants • Individual uniformed organisations cannot apply – only Area or District branches can apply for a per capita award of 75p towards running costs 	<ul style="list-style-type: none"> • Annual Gala Days/Community Fun Days restricted to a maximum award of £400; if an event is being run for the first or only time it may be awarded more but will then be restricted as above

If you need help or this information supplied in an alternative format please call 01786 404040.

