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## **Guidance Notes**

# **Empowering Communities Programme Investing in Communities Fund 2019-2020**

## Disclaimer

Applicants should be aware that the Investing in Communities Fund continues to be reviewed as the programme evolves and may be subject to change. The Scottish Government reserves the right to amend the published guidance during the period of the programme.

## Guidance

Date	Issue	Status
03/05/19	V1	Final

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## OUR PURPOSE

The Scottish Government supports community empowerment across Scotland, recognising its importance in enabling community-led regeneration and a fairer Scotland through which we can contribute to achieving the aims set out in our [National Performance Framework](#).

The Social Justice and Regeneration Division within Scottish Government focuses on supporting and enabling communities that are disadvantaged or fragile, to tackle poverty and inequality on their own terms. Our work contributes to the [National Outcomes](#) through delivering the actions and commitments in the [Regeneration Strategy](#) and [Fairer Scotland Action Plan](#) to change deep seated, multi-generational deprivation, poverty and inequalities. Furthermore the [Community Empowerment \(Scotland\) Act 2015](#) is giving people and communities more control over decisions that affect them, making it easier for local people to develop their own economies, wellbeing and environments.

Through our Empowering Communities Programme we provide a range of activity to drive inclusive growth by supporting and enabling communities to:

- become strong and resilient communities, increasing active inclusion;
- better understand and identify their local aspirations and needs;
- create local plans and proposals in collaboration with partners;
- prioritise local budgets and access funds;
- develop local assets, services and projects that respond to the needs of the people in their communities.

## AIMS OF THE FUND

The Investing in Communities Fund (ICF) is a new streamlined communities fund that builds on the learning from previous Scottish Government community funds and is delivered as part of the Empowering Communities Programme.

The fund aims to promote a more responsive, community-led place-based approach. One that is flexible and can adapt to existing and emerging community issues, circumstances and priorities; and in a way that encourages more effective strategic neighbourhood/place-based partnership working in a holistic way. In doing so supporting the best and most effective use of resources available to and within communities.

The fund brings together a staged funding approach to enable communities to develop funding proposals from:

- capacity building stage – to strengthen communities;
- design stage – to identify local priorities; and through to
- delivery stage – to address what is most important to the community.

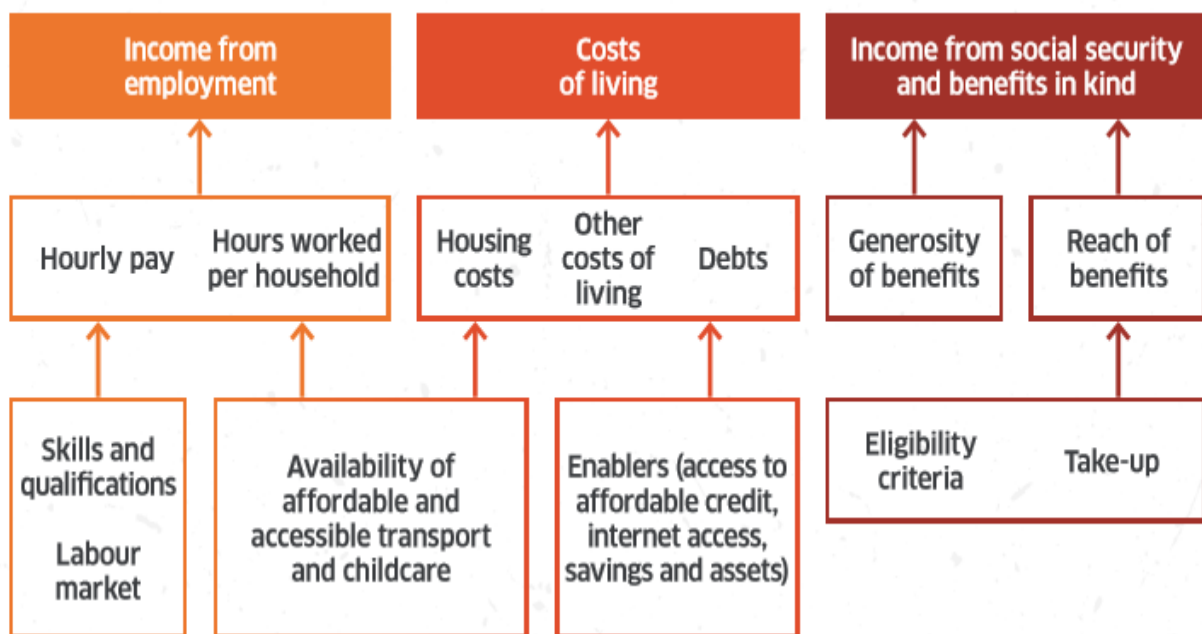
The fund will continue to develop and evolve, and begins to set out a pipeline approach to funding which recognises that longer term planning and support are needed to develop and support communities, which can help them to unlock longstanding issues

that grip people and communities in poverty. In response to the need for longer term planning, the fund makes available time-limited multiyear awards to provide essential stability for community-led activity.

This fund aims to tackle poverty in **all** its forms. However, the Scottish Government prioritises a number of specific themes within this context including child poverty, fuel poverty and food insecurity, which it monitors and reports progress on. Therefore, we ask that you identify which element(s) of poverty you aim to tackle with your proposal.

For example, the Scottish Government is committed to tackling and reducing levels of child poverty in Scotland. It is envisaged that many of the holistic projects which local communities identify will help to achieve the ambitious targets we've set for 2030, and complement the actions outlined in the first [Tackling Child Poverty Delivery Plan](#).

Projects can help deliver reductions in child poverty if they support children or their families to address any of the drivers outlined in the diagram below. If your proposal is intended to tackle other forms of poverty and inequality, identifying the relevant drivers will enable you to make the appropriate linkages.



Similarly, the Scottish Government is prioritising action that supports a dignified response to food poverty. The Scottish Government has adopted the four principles for more dignified food provision put forward by the Short-Life Working Group on Food Poverty: set out in their report [Dignity: Ending Hunger Together in Scotland](#). The Investing in Communities Fund will include support for projects that best address food insecurity by exemplifying the four principles for more dignified food provision.

## APPLYING FOR INVESTING IN COMMUNITIES FUND

### Why?

We want to know why the proposed activity is a priority for your local community and how the investment will make a difference for the community. You will need to evidence this in a number of ways:

- Stating why you know the demand exists. There are national tools which can help you evidence this; these include: The [Understanding Scottish Places](#), [Scottish Index of Multiple Deprivation](#) (SIMD) and [Socio Economic Performance](#);
- Evidence of engagement with local people - for example, community-led action research or community consultation to shape the priorities of your organisation and/or the project or service the community wants to be delivered;
- Setting out critical partnerships and relationships with other organisations and/or service providers – including statutory agencies such as local authorities, health and social care partnerships or health boards, as well as community bodies and third sector organisations as appropriate. As part of this, we want you to set out your approach towards linking activity and making best use of local resources; and,
- Identifying steps taken to enable, enhance and/or complement delivery of national and local priorities as set out in relevant local policy and delivery plans.

The activity will be community-led and will reflect Scottish Government's priorities as described in the National Outcomes.

### Where?

Fundamental to the fund is a focus on place. Place is where people, location and resources combine to create a sense of identity and purpose, and is at the heart of addressing the needs and realising the full potential of communities. We seek to promote and support communities to take a more joined-up, collaborative and participative approach to services, land and buildings, across all sectors within a place. This enables better and more sustainable outcomes for everyone, and increased opportunities for people and communities to shape their own lives. ([The Place Principle](#))

***All those responsible for providing services and looking after assets in a place need to work and plan together, and with local communities, to improve the lives of people, support inclusive growth and create more successful places***

The fund is for any geographical area where the people who live there experience inequalities of outcome as a result of deprivation or rural disadvantage, irrespective of the range and scale of settings and circumstances - be that in remote villages, towns, cities, regions or islands - where the deep-seated impacts of disadvantage, poverty and inequality need support to develop long term solutions.

## Who?

Eligible applicants include community anchor organisations<sup>1</sup>, community councils and third sector organisations that promote or improve the interests of their local communities, and community social enterprises that re-invest profits generated for the sustainable and lasting benefit of the local communities being supported.

Statutory bodies, individuals and sole traders, community organisations based outside Scotland, and non-departmental public bodies are not eligible to apply.

We can only support organisations that are solvent and are in a position to continue to successfully deliver services in the longer term, with robust governance arrangements in place.

We will normally expect the applicant to have legal personality, either via registration as a SCIO with OSCR, or as a company limited by guarantee registered with Companies House. Community Councils must have an agreed Scheme of Establishment with the Local Authority, have a written constitution and hold a bank account.

We will consider applications from other types of eligible organisation, however, you must bear in mind that where legal personality does not exist then individuals associated with the organisation may be held personally liable to repay any grant that is awarded in the event of default etc.

There are many legal forms that organisations may choose to adopt. It is for the organisation concerned to determine the most appropriate form for their circumstances, however, you can find some initial information here: <https://www.oscr.org.uk/media/2506/legal-forms-factsheet.pdf>

Through this fund we will encourage collaborative approaches that deliver community activity to tackle poverty and inequality. We are keen to advance collaboration between statutory bodies and local communities, and applications from a consortium of organisations will be considered, providing the consortium is governed by a memorandum of understanding (or similar) that confirms respective roles and responsibilities. The application must be submitted by a single eligible lead applicant on behalf of the consortium, and a copy of the memorandum of understanding provided with the application.

We recognise that partnership working and the approach taken will vary depending on the local context and the structures that are already in place. Applications should explain the collaborative approach that is being proposed and how the funding will be used as a catalyst to deliver local priorities. Securing additional funding from partnerships is encouraged but not compulsory. Partnerships must demonstrate the following qualities:

Partnerships must be evidenced and explained within the application, with a focus on:

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<sup>1</sup> <http://www.scottishcommunityalliance.org.uk/on-the-ground/anchor-orgs/>

- Explaining the community-led nature of the partnership or evidence that the service or activity required will act as a catalyst for engagement involving local people, whilst also providing opportunities and pathways for social and community integration.
- Demonstrating the added value of the collaborative approach i.e. greater impact, sharing responsibilities or better and new ways of working;
- A joint agreement by relevant partners of the approach and activity requiring funding, with clear links to the operational and strategic approach with other related service providers;
- Acknowledging barriers and how the proposed approach will attempt to overcome these;
- Or how the proposal will develop or enhance partnership working.

Please complete the pre-application eligibility checklist before you consider submitting an application to the fund. If your organisation does not meet the criteria then we will be unable to consider an application from you.

## What?

The fund will help community organisations and third sector organisations in our most disadvantaged and fragile communities. Its purpose is to enable the development, design and delivery of sustainable local solutions. By the end of the funding period applicants should be able to demonstrate how their proposal has contributed to one or more of the following fund outcomes:

- tackle poverty and inequality by addressing local priorities, circumstances and needs in a sustainable way;
- increase active inclusion and build on the assets of local communities to reduce poverty and inequalities;
- enable inclusive growth.

Volunteers are valuable assets in any community based project, with measurable benefits for individuals, organisations and communities as a whole. You might consider how volunteers could enable you to deliver the outcomes of your funding proposal and investigate how to support your volunteers and ensure you have adequate resources to invest in this important community asset. The Scottish Government has recently published its new National Framework '[Volunteering for All](#)' which sets the direction for Scotland's approach to volunteering over the next ten years. In addition the Scottish Volunteering Forum have produced the '[Invest for Success](#)' resource which should be considered when developing your proposal if you plan to involve volunteers.

We will accept applications that cover one or more communities of place. If the proposal covers more than one community of place please ensure that the application considers this in answer to each of the questions – you may wish to consider completing separate applications for each community of place depending on the nature of activity in each place.

Only the strongest proposals that best demonstrate a good fit with the fund's criteria will be supported. The criteria for applications is provided at **Annex A**



### What type of activity will the fund support?

The fund provides the opportunity for eligible applicants to apply for a staged funding approach, supported by a single application process. Funding proposals may focus on development activities, and/or design and delivery of local community-led solutions.

#### • **Development of Community Capacity – Section 4 of the application form**

This is building community capacity/capability. It is for community organisations whose proposed funding is required to support the organisation itself to build and/or enhance its capacity so that it will then be able to help deliver future projects and services that meet communities' needs.

Funding proposals will be considered from community organisations who are close to becoming sustainable, but need more support to help them achieve it, and where investment would enable it to work on more ambitious projects and initiatives.

Examples include strengthening local neighbourhood partnership working; increasing community anchor organisational capacity; increasing and/or enhancing community capability through focused activity between community organisations.

It might be that your proposal identifies a need for specialist support with this capacity building work. If this is the case then your application must include details of the support required and how you will procure this support.

#### • **Design and Delivery of Local Community-led Solutions - Section 5 of the application form**

This is for proposals where project and service delivery will tackle the priorities that matter most to communities in a holistic way. It may also include design activity, community engagement, and preparatory work to identify, support or inform solutions that address community issues, circumstances and priorities. It is for community organisations to describe what it is they propose to do, how this will help their community, how they will know and how they will demonstrate this success. We expect organisations to work in partnership with the community and possibly other public, private and third sector organisations, to deliver projects and services.

Examples of design activities include running a Community-led Design event (Charrette), community consultation/engagement, community-led action research, and/or a [Participatory Budgeting](#) event to empower communities to prioritise local funding.

Examples of project/service delivery include:

- providing financial capability support
- helping people to navigate through and manage welfare benefit changes
- supporting out-of-school provision and child care opportunities
- proactively tackling food insecurity in a dignified and holistic way
- support to help people to sustain their tenancies – but only for focused delivery that is over and above the core responsibilities of the landlord.
- supporting people towards employment and better economic prospects
- providing services and access to resources for those on the lowest incomes
- enabling improved health and well-being in a sustainable way.



Your proposal may include any combination or number of suggested activities. The sections that follow describe this in more detail.

As well as development-only and design/delivery-only proposals, applications proposing both the development and design/delivery of activities and services that address the needs of the community will also be considered. Proposals should demonstrate that the required skills and capacity either already exist within the organisation to deliver project activity, or that securing them is included as part of the proposal. Depending on the volume and quality of all proposals received it may only be possible to approve one element of your proposal.

If the design/delivery stage is dependent on the outcome of the development stage then you will also need to provide costed design/delivery stage information as part of your application form, noting that development stage funding does not automatically guarantee design/delivery stage funding. Instead, follow-on design/delivery stage proposals will be considered on their merits and quality of fit with the fund's criteria. This will require a report at the end of the development stage that details the work undertaken, outcomes achieved, the partners involved and how progress during the development phase will fit with design/delivery stage proposals.

- **Completing Sections 4 and 5 of the application form**

- Applicants seeking funding for **development** of community capacity building must complete Section 4 (Section 5 does not need to be completed).
- Applicants seeking funding for **design/delivery** of community-led solutions (projects or services) must complete Section 5 (Section 4 does not need to be completed).
- If your application is for both development of community capacity building **and** design/delivery of community-led solutions then you must complete both Sections 4 and 5.

What costs are **not eligible** for funding?:

- Costs or expenditure incurred before a grant offer is made and accepted
- Any costs which are solely for the benefit of people living outside Scotland
- Any costs which someone else is paying for, whether in cash or in kind
- Items or services that only benefit an individual
- Trips abroad
- The repayment of loans or payments of debt
- Capital projects/costs (for example purchase of buildings, building works including routine repairs/maintenance, maintenance service contracts, refurbishment and ICT infrastructure;
- Activities promoting a religion or political party
- Redundancy costs for project staff
- Any costs that do not directly support and enable delivery of the proposal/project or project outcomes (such as organisation's core costs, general improvements to public areas, notional costs contingency costs).

## How?

### How much can we apply for?

The total fund value for each of the years 2019-20, 2020-21 and 2021-22 is approximately £11.5 million, subject to confirmation following the outcome of the annual spending reviews. Successful applications for new projects awarded in 2019/20 will be expected to commence in autumn 2019 and end no later than 31 March 2022.

Depending on the nature, scale and duration of your proposal the **minimum** that you can apply for is £3,000 for a consecutive six month period, (for example, to undertake a feasibility study). The **maximum** that you can apply for over three consecutive years is £250,000. Only in exceptional cases will proposals that require more than £250,000 over the consecutive three year period be considered, and only where a strong justification for this is provided in the application form.

If you are successful in applying for funding over multiple years, year two and year three funding will depend on achievement of annual project outcomes and Scottish Government budgeting priorities. The 2019/20 grant offer will confirm the grant allocation for the project in the current financial year (i.e. to 31 March 2020), with an indicative in-principle grant funding allocation for subsequent year(s) (i.e. to 31 March 2021 or 2022) as applicable. You will not need to reapply at the end of years one and two, however, the information that you provide in the application will need to be as accurate as possible in terms of expected annual project costs, match funding, outputs and outcomes etc. Performance monitoring will include a requirement to update costings and outcomes for current and subsequent years (further information on monitoring and reporting will be provided in the grant offer if successful).

Demand for multiyear funding is expected to be high and applicants are asked to carefully consider their actual needs. You should also include costings for your proposal if funding can only be made available for one year.

Once the term of your grant offer ends you would need to re-apply for further funding to continue supporting the project, noting that this will be dependent on the annual spending review. There is no guarantee that your application will be successful.

The application requests details of your exit strategy for the project beyond the period of grant funding requested in your proposal.

Key responsibilities of all applicants include monitoring and reporting on the project's progress and performance; ensuring that appropriate documentation is retained to evidence expenditure and outcomes, and to fulfil audit obligations; and compliance with all appropriate rules and regulations.

### How will the grant be paid?

We will include detailed information about how and when to make a grant claim in the funding offer letters to successful applicants. Grant claims should be submitted quarterly and will be paid electronically through the Scottish Government's Housing and Regeneration Programme (HARP) grant payment system. The applicant organisation will need to have the necessary staff with IT/digital skills to enable completion and submission of claims via this online system.

### How to apply

- Download the application form from the Scottish Government's website, available here: [Empowering Communities Programme](#)
- You must return your fully completed signed application form; pre-eligibility checklist and the memorandum of understanding (or similar) if applying for a consortium to the [Investing in Communities email box](#). Please also include a Word copy of the completed application form.
- The deadline for receipt by us of all applications for 2019-20 is **18.00 hrs on 14 June 2019**.
- All information provided in the application form must be current and relate directly to the proposal.
- As demand will be high, and to ensure fair and open assessment, we will only be able to consider information that you provide in the application form itself. We will not consider supplementary attachments or information provided within any included hyperlinks.
- We will be unable to comment on draft applications.

If you have any questions regarding this guidance and/or the application process please send us an email to [InvestingInCommunities@gov.scot](mailto:InvestingInCommunities@gov.scot) and we will get back to you as soon as we can before the application deadline. We will also update the website to include a FAQ, to address commonly asked questions.

After submitting your application you will immediately receive an automated email message acknowledging receipt of your application. If you do not receive this, please check that you have sent the application to the correct email address and that the acknowledgment is not in your spam/junk folders.

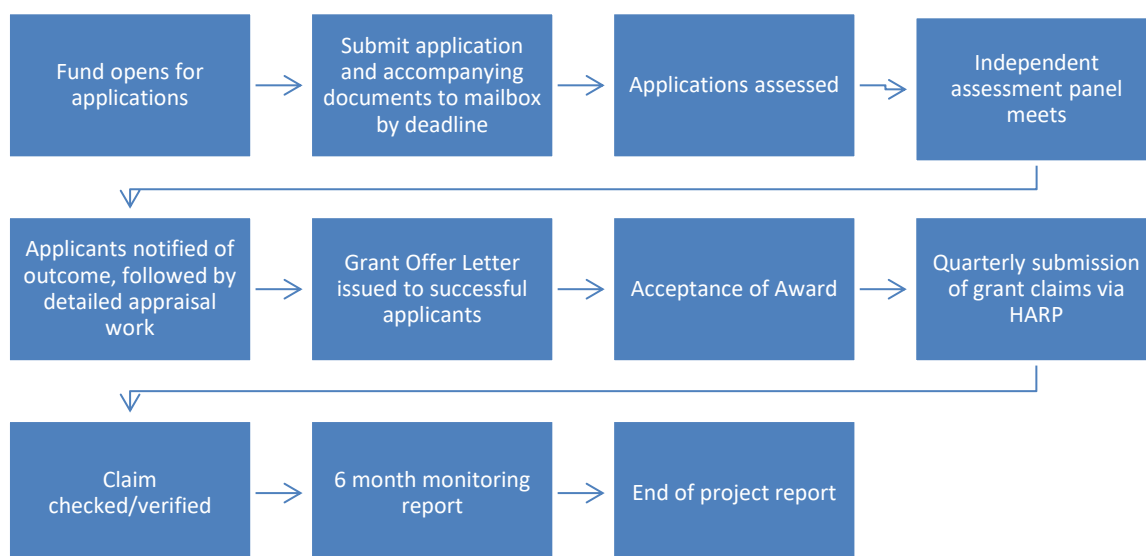
### How will applications be assessed?

We will assess applications to ensure they are fully completed and meet the Fund's criteria and eligibility requirements. Incomplete applications or those that do not meet the Fund's criteria and eligibility will be automatically rejected.

Applications will be assessed against the criteria as outlined in **Annex A** of this guidance. An independent assessment panel will make decisions on projects to be funded. The panel will include representatives from stakeholder organisations, including third sector organisations, local authorities, Scottish Government and government agencies. All panel decisions are final. There is no appeal process.

If your application successfully meets the assessment criteria, you may still be asked to provide more in-depth technical information to support your proposal. Only when we are satisfied that the proposal is viable, will you then receive an offer of grant detailing the conditions of funding. Further details will be provided if additional information is needed. We may share your application with Scottish Government colleagues, other agencies or grant making bodies if we consider appropriate.

The diagram below sets out the process:-



After the closing date, all qualifying applications will be reviewed. We will aim to notify all unsuccessful applicants by 30 September 2019.

## Additional Information and Legal Requirements

### Food Insecurity

As one of the themes included in the Investing in Communities Fund, we aim to support projects that give a more dignified response to food insecurity and help to move away from emergency food aid as the first response. To be funded, projects must show how they propose to meet the four principles for a more dignified response to food poverty, described by the Independent Short-Life Working Group on Food Poverty:

- That **people with direct experience of food poverty help shape and deliver the service or solution.**
- That projects **recognise the social value of food and aim to build community** around food to create the feeling of a place where people choose to go, rather than have to go.
- That projects **provide opportunities for people to contribute**, for example, through volunteering in different roles, sharing and learning new skills, growing food and participating in local community life.
- That projects **ensure that, as far as possible, people are able to choose what they eat**; that the choice should include fresh and healthy food, and that where people can pay something for their food they have the dignity of being allowed to do so.

As with all other types of project, we will expect to see strong evidence of partnership and community-based working to ensure that projects are well integrated with other local support and community activities.

### Participatory Budgeting

Participatory Budgeting (PB), better known in Scotland as Community Choices, is an approach that empowers people to make decisions on local spending priorities and contributes to local participatory democracy. Between 2016 and 2018 over 97,000 people voted for PB projects led by community organisations. More information is available in the [Community Choices Fund 2017/18 Report](#).

Taking a PB approach will enable communities to develop funding proposals from the first stages of capacity building to design stage by identifying local priorities that address what is most important to the community.

As we progress from small projects towards mainstreaming PB, which proactively involves people in a deliberative dialogue about the allocation of resources, applicants for this new fund are encouraged to use PB to meaningfully involve the local community in the decision making process.

Engaging communities in PB is an important way in which communities can become empowered beyond more routinely covered activities such as consultations, newsletters, and social media.

If you wish to take advantage of a more democratic approach to involve the wider community in financial decision-making, support costs would be provided of up to £3,000 for practical support to take forward a robust PB process and build capacity in the local community. Examples of support costs could include venue and catering, publicity and marketing and any other practical administrative costs to run an inclusive voting event. You should identify these costs in the financial section of the application form.

### Volunteering

Further information and useful resources to support your work around volunteering impact measurement and volunteer management are provided in these two guides produced by the Scottish Volunteering Forum:

[‘Invest for Success’](#)

[‘So What? Volunteering Impact Measurement: Top Tips to Get You Started’](#)

The table below provides some suggested questions you will wish to consider depending on the amount of funding you are applying for:

	*Funds <£20000	*Funds >£20000
1	How will you involve volunteers in the delivery of this project?	Detail the ways that volunteer activity is included in the delivery plan for this project.
2	How will you ensure that volunteers are adequately recruited, trained and supported?	What resources and infrastructure do you have in place to ensure that volunteers are recruited, trained and supported effectively? (More detail on this also requested in the budget outline for the project)
3	What change do you anticipate achieving by involving volunteers in this project?	What benefits and outcomes do you anticipate achieving by involving volunteers in this project?

\* suggested figures are a guide only as an indication of what you may wish to consider when developing your proposal/project.

## **Publicity**

The Scottish Government has a Communications Plan to ensure the information about our programmes reaches our target audiences, including applicant organisations.

If your application is successful, you must ensure that any marketing or publicity about your project acknowledges Scottish Government funding and any other match funders in all associated project materials.

## **State Aid**

State Aid is a European Commission term that refers to forms of assistance from a public body, or publicly-funded body, given to undertakings on a discretionary basis, with the potential to distort competition and affect trade between member states of the European Union.

The 'State Aid rules' are set out by the European Commission and comprise various articles of the EC Treaty, regulations, frameworks and guidelines, which set out what aid can be given. The European Commission governs member states' compliance with these rules and must be notified of all schemes involving State Aid. State Aid granted without Commission approval is viewed as unlawful and may be subject to repayment by the aid recipient. Where State Aid is involved, it must be provided under the cover of an exemption; approved scheme, or the de minimis regulation.

The Scottish Government, and all other public bodies (including bodies administering public funds), are required to ensure that they provide funding in adherence with the State Aid rules and must consider applications in order to establish whether a measure constitutes State Aid.

If your project is involved in economic activity i.e. your project is involved in the provision of goods or services, you must consider whether your project proposal may attract State Aid by applying the [4 test questions](#).

We will ask you to declare de minimis aid received in the last three fiscal years prior to the application. If you have received de minimis aid before, it will be highlighted in the grant offer letters from your funders.

We will look for the most suitable route to support approved projects to ensure State Aid requirements are met.

## **Data Protection, Freedom of Information & the Environmental Information Regulations**

Applicants to this Fund should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Environmental Information (Scotland) Regulations 2004, and current Data Protection laws.

Therefore, please note that information provided, including personal information, will be held, published and disclosed in accordance with this legislation. When submitting an application, please let us know if there are any parts of it that would prejudice your commercial or other interests if they were made public. However, given our obligations, please note we cannot guarantee confidentiality.

### **Equality and Environmental legislation**

All organisations submitting an application to the Investing in Communities Fund must satisfy themselves that they are compliant with relevant equalities and environmental legislation, including the requirement for Strategic Environmental Assessments (SEA) under the Environmental Assessment (Scotland) Act 2005.

Further information on equalities legislation can be obtained from the [Equalities and Human Rights Commission](#) and guidance on relevant environmental legislation from the Scottish Government. We may require proof from you that you have considered your obligations as required under legislation.

### **Fair Work**

If successful, we seek to ensure that in delivering the project the Applicant will consider steps that might promote fair working practices and the Scottish Business Pledge, including payment of the Living Wage as this relates to the Applicant's areas of responsibility. We may ask you for information periodically about how you have included this within your funded project/service.

### **United Nations Convention on the Rights of the Child (UNCRC)**

If successful, we seek to ensure that in delivering the project the Applicant will consider steps that might further promote and protect the rights of children and young people, consistent with the requirements of the United Nations Convention on the Rights of the Child (UNCRC) as this relates to the Applicant's areas of responsibility, as applicable.

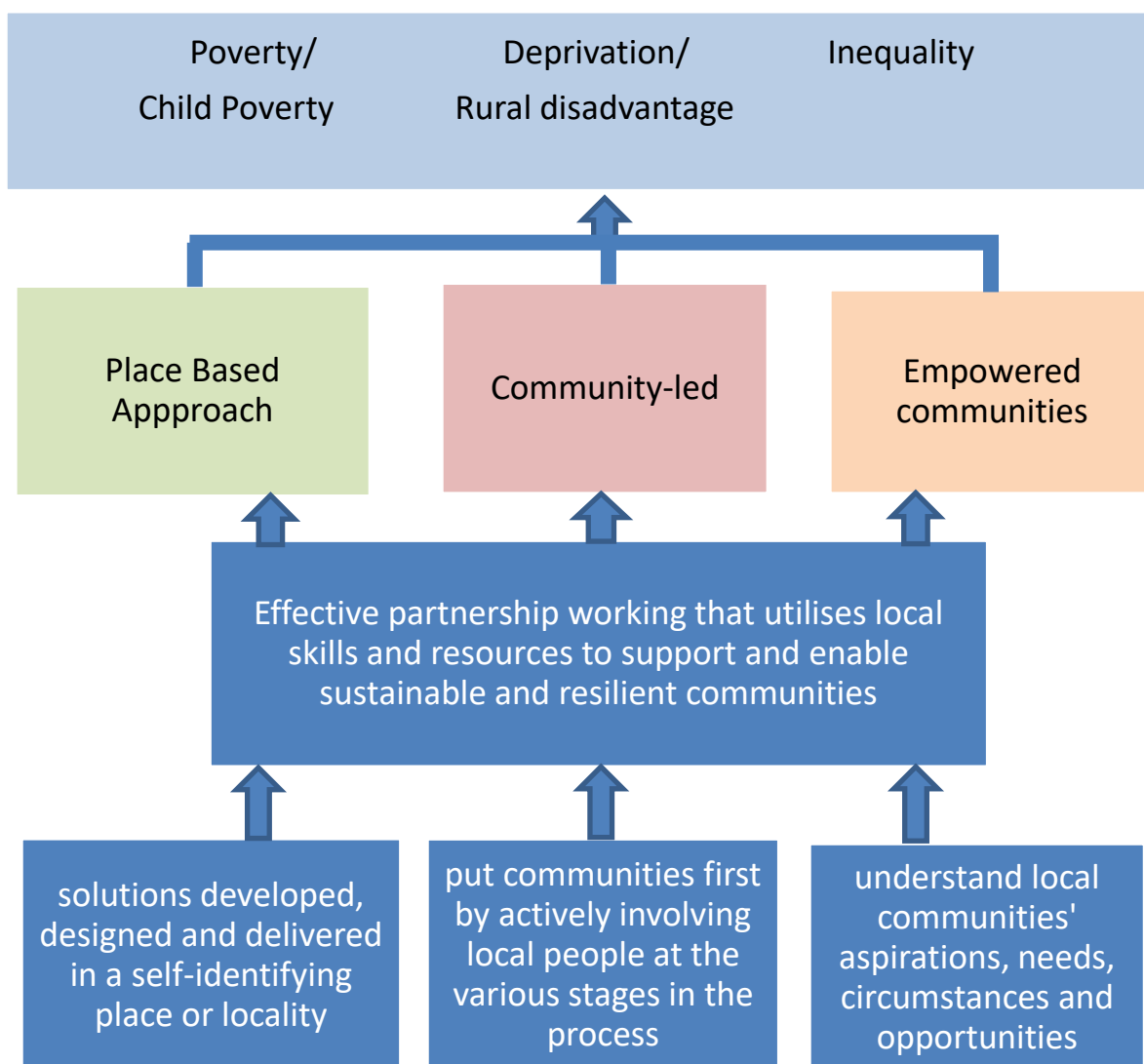
In addition, that the Applicant make its staff aware of the United Nations Convention on the Rights of the Child (UNCRC) and children's rights. We may ask you for information periodically about how you have done this within your funded project/service. We will ask for confirmation that this has been done at the time of your annual report. This information contributes to Scottish Ministers' Report to Parliament under Part 1 of the Children and Young People (Scotland) Act 2014 - specifically in relation to the duty on Scottish Ministers to raise awareness of children's rights. This objective applies only to the staff in your organisation (or working with your organisation) who are delivering work funded with this Grant.



### Investing in Communities Fund – Criteria

Applications to the Fund must demonstrate and evidence how they will deliver against the criteria set out below:

- Tackle poverty, inequality, deprivation and/or rural disadvantage.
- Take a Place Based approach – participative and collaborative
- Empower communities
- Be community-led



The table below indicates some of the themes that your proposal may aim to address or types of activity it may deliver. The list is not exhaustive. Holistically designed proposals will address more than one or multiple themes. Please tell us about all the themes your proposal will address and any others not listed.

Criteria	Themes / activity
Poverty/inequality/rural disadvantage  Contributes to 40% of scoring assessment	Child poverty / Food insecurity – dignified food provision / Fuel poverty Childcare Community transport Climate & environment Early Years / Early Learning Education, Learning & Skills Development Employability Family support Financial capability Homelessness Improving health & wellbeing Social isolation/ Loneliness Social enterprise development Safer communities
Place Based Approach Contributes to 20% of scoring assessment	Developing/enhancing collaborative partnership working Contributing to/informing local plans Identifying local assets and services
Community-led Contributes to 20% of scoring assessment	Community engagement/involvement Community-led action research Identifying & understanding local needs/priorities Developing local action plans
Empower communities Contributes to 20% of scoring assessment	Strengthening communities—building community capacity Participatory Budgeting Design Charrettes Volunteering

**Tackling Poverty, Inequality and Disadvantage (40%):** Please detail how your proposal/project will impact your community, in particular how will it support individuals and families out of poverty. How will it positively address deprivation, inequality and/or rural disadvantage? How will your proposal/project support people in a person centred holistic way to address multiple and complex challenges people experience? What are the long-term sustainable outcomes arising from your proposal / project and how will you evidence these have been achieved?

**Place Based (20%):** Please detail how the proposal project will contribute towards collaboration and partnership work, both between the members of a community or residents of a locality, and also with and between public agencies and other organisations. For example is the project that you are proposing a new, stand-alone initiative for your community, or is it intended to add value to an existing programme of work that your community has previously undertaken? What do you intend to do to continue supporting community participation in decision making and how will this proposal support you to develop your role?

**Community-led (20%):** Please detail how the proposal/project will enable all sections of the community to participate in the process, particularly in areas of deprivation and how it might support the engagement of groups or individuals who face barriers to engagement and participation. How will you ensure the principles of dignity, fairness and respect are built into processes and service delivery? How will you evidence community engagement for example through community-led action research?

**Empower Communities (20%):** Please describe what decisions will be taken by local people and how will you ensure that the process builds on the skills and experience within the community. How will local people participate in and lead design events, such as workshops, participatory budgeting and charrettes, or deliver ideas produced in previous community engagement processes? How will your proposal empower individuals and promote active inclusion and how will you know?

As you develop your proposal and/ or project you should consider opportunities that support and contribute towards the statutory targets for reducing greenhouse gas emissions. The Scottish Government's [Climate Change](#) Plan sets out how Scotland will transition to a carbon neutral economy. New proposals in the amendment to the Climate Change Bill aim to further accelerate our progress with a net-zero target for 2045

#### National Performance Framework

All applications must be linked to Scotland's National Performance Framework and we recognise that many of the proposals will contribute to many of the National Outcomes, directly or indirectly, however, those of most relevance are:

- We live in [communities](#) that are inclusive, empowered, resilient and safe;
- We tackle [poverty](#) by sharing opportunities, wealth and power more equally;
- We are [healthy](#) and active;
- We [grow up](#) loved, safe and respected so that we realise our full potential;
- We are well [educated](#) skilled and able to contribute to society;
- We respect, protect and fulfil [human rights](#) and live free from discrimination;
- We value, enjoy, protect and enhance our [environment](#);
- We have a globally competitive, entrepreneurial, inclusive and sustainable [economy](#) and;
- We have thriving and innovative businesses, with quality jobs and [fair work](#) for everyone.