



Scottish Government
Riaghaltas na h-Alba
gov.scot

Application Form Help Notes

**Empowering Communities Programme
Investing in Communities Fund
2019-20**

Investing in Communities Fund

Please complete the application form accurately and in accordance with the guidance. Any errors or missing information may result in rejection of your application or lead to delays in processing your application and submission to the assessment panel. Points to note when completing the form:

- Do not alter the application form, other than to expand text boxes to accommodate your response (a guide to the level of information required is indicated for some questions)
- Please answer the questions asked as clearly and concisely as possible as the information that you provide will form the basis of funding decisions with reference to the criteria for the fund.
- Answers should initially be drafted in a Word document to ensure it does not exceed the maximum word count for each question
- Use Arial minimum font size 11 to answer questions

Applications from Consortiums

Applications for this fund are open to individual organisations or groups of organisations. If the latter, then a lead applicant will need to apply to this fund on behalf of the other organisations. This will be on the understanding that the various other partners have agreed a memorandum of understanding (or similar) for consortium applications, appointing the lead applicant.

Applications must be submitted to the Investing in Communities Fund mailbox investingincommunities@gov.scot by 1800 hours on Friday 14 June 2019.

Late applications will not be accepted.

Section and question	Information sought/why we are asking?
Section 1: Applicant Details	
Applicant Details (this is the lead applicant for consortium applications)	
1.1 Name of organisation	Insert the name of the organisation or name of the lead organisation if applying as part of a consortium. Note: Throughout the remainder of these application help notes the terms ‘applicant’ and ‘organisation’ relate to the lead applicant or lead organisation for consortium applications.
1.2 Registered office address	Insert the organisation’s full registered office postal address including post code. This is required in the event of a query regarding the application.
1.3 Website address / Social media page (if applicable)	Please provide links to your organisation’s website and/or social media pages.
1.4 Applicant’s legal status	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

	<p>Authority, have a written constitution and hold a bank account.</p> <p>However, please provide details about your legal status to ensure that you meet the eligibility criteria for the Fund. There are many differing forms of legal structure, all of which have important implications for the liability of the individuals or organisation applying for funding. The Grant Applicant receiving funding should be aware of these implications and determine the most appropriate legal status accordingly. It is for applicants to determine which legal status best suits their purposes.</p> <p>The type of legal structure which is right for your organisation will depend on the scale of your plans and the level of risk involved. For example, whether you intend to take on staff and run premises are important questions which are likely to influence your choice of structure.</p> <p>Further information on legal structures are available from a range of sites including SCVO and OSCR.</p>
<p>1.5 Registered company number</p>	<p>Applicable if your organisation is registered as a company with Companies House. If not, please leave blank.</p>
<p>1.6 Registered SCIO number</p>	<p>Applicable if your organisation is a Scottish Charitable Incorporated Organisation (SCIO) registered with OSCR. If not please leave blank. SCIO is a legal form unique to Scottish charities and enables the organisation to enter into contracts, employ staff, incur debts, own property, sue and be sued. It also provides a degree of protection against liability.</p>
<p>1.7 If not registered as a company or SCIO, is your organisation constituted with memorandum and articles of association, and with a management committee and/or board that has responsibility for planning and decision-making?</p>	<p>This helps us understand the legal status and governance structure of your organisation.</p> <p>If yes, we may ask to see your organisations memorandum and articles of association. If these do not include the names of the members of your organisation then please provide this information in the space provided.</p> <p>If liability does not rest with a legally recognised organisation then, should funding need to be returned/repaid, the named individual members of the organisation would be personally liable to return those funds.</p>

	<p>You may wish to consider partnering with an organisation with legal personality as the lead applicant who could apply to this fund.</p> <p>If no – please note that you are not eligible to apply for this fund.</p> <p>You may wish to consider partnering with an organisation eligible to apply.</p>
1.8 If your organisation is a subsidiary of / or affiliated to a parent company, please provide details	Please provide the organisation's name, address, contact details, organisation structure, company or SCIO details and relationship to your organisation.
1.9 Does your organisation have a UK bank account, annual accounts or current projected annual accounts that have been approved by its management committee or board and control over all income and expenditure?	<p>Recipients of funding must have a bank account with a UK registered bank.</p> <p>If you have been running as an organisation for less than 15 months, please send us a 12 month projection of your income and expenditure along with your application form.</p> <p>Note: If the answer to this question is No then you are <u>not</u> eligible to apply.</p>
1.10 VAT Registration Number (if applicable)	Please provide your organisation's VAT registration number, or insert Not Applicable in this section.
Contact details for correspondence regarding this application	
1.11 Name of main contact	Please provide the name of the main contact for your application– this will be the person we get in touch with if we require any further information
1.12 Job title/designation	Please tell us the job title of the main contact named above
1.13 Full address, including postcode (if different from 1.2 above)	Please tell us the full business address of the main contact (if different from Q 1.2)
1.14 Telephone number	Please provide telephone number for the main contact
1.15 Email address	Please tell us the email address for the main contact
1.16 Are you a member of / or partnering with any of the following umbrella organisations:	This will help us understand what support your organisation has in place or is able to access.
<ul style="list-style-type: none"> • Community Enterprise in Scotland (CEIS) • Development Trusts Association Scotland (DTAS) • Highlands and Islands Enterprise (HIE) • Scottish Community Development Centre (SCDC) • SURF <p>Other - Please specify</p>	

Section 2: About your organisation

Overview

This fund aims to empower communities, particularly those experiencing disadvantage and/or inequality, to deliver local solutions that address local aspirations and needs in a sustainable and inclusive way. Empowering communities can be achieved by:

- delivering on community-led solutions that tackle priorities that matter most to communities, or
- for more vulnerable and harder to reach groups, through local interventions that act as a catalyst for engagement and offer opportunities and pathways for social and community integration.

Places are shaped by the way resources, services and assets are directed and used by the people who live in and invest in them. The Place Principle aims to encourage better collaboration and community involvement, and improve the impact of combined energy, resources and investment in Scotland's regions, cities, towns, neighbourhoods, villages and islands.

The Place Principle was developed to help partners', public, third, private and community to develop a clear vision for their place, through a shared understanding of place. By taking a more joined-up, collaborative approach, the principle encourages and enables local flexibility in responding to issues and circumstances in different places.

Throughout your application please consider and describe how you will demonstrate alignment with the Place Principle.

2.1 What is it your organisation does?

(Max 300 words)

Please provide an overview of what your organisation does. This will give us an understanding of what it is that your organisation has been set up to do and its main purpose.

Please include information about your organisation's objectives and purpose. Please include the following if applicable,:

- your vision statement
- aims and objectives of your organisation, purpose and mission

2.2 What are your key achievements? Please tell us about the skills, experience, track record and capacity you have to develop, manage and deliver local community-led projects and/or services.

(Max 500 words)

Please tell us about:

- your organisation's track record and experience of delivering services, support and/or products to beneficiaries/target groups
- any services/projects you currently deliver; their location and the geographical coverage of support available
- the skills, experience and capacity available within your organisation to deliver the services/projects
- evidence that there is sufficient capacity within your organisation to deliver the

	<p>proposed activity in this application (if applicable).</p> <p>If your proposal is for funding to strengthen your organisations capacity we will ask for more detail at section 4 of the application form.</p>
<p>2.3 Please tell us who is actively involved in managing and delivering the organisation’s projects and/or services e.g. staff, board members, volunteers, service delivery agents etc.</p>	<p>To help us understand the capacity and resilience of your organisation to deliver projects / services please provide details of:</p> <ul style="list-style-type: none"> • number of staff from your organisation who will be involved in the management/delivery of the activity in your proposal. • what those staff will be doing (their roles and responsibilities) as part of your proposal. • what experience these staff already have to support delivery of your proposal.

Section 3: Participation and engagement

Overview

In this section we would like you to tell us how your organisation will exemplify the behaviours reflecting the core of the Place Principle? For example, how do you engage with people in your local community, tell us about your ethos of engagement? How do you seek and provide opportunities for engagement with groups who are more vulnerable or harder to reach? How do you secure the participation and/or engagement of your local community? How do you participate with other community interests and public service providers in your local area and how has this impacted upon the way you prioritise activities and what you prioritise?

3.1 Please describe how you involve local people in the design, development and delivery of your organisation’s priorities and objectives
(max 300 words)

To help us understand the extent of the involvement of local interests in how your organisation works to tackle disadvantage and inequality. Please outline how you have secured the participation of those representing local interests, particularly those experiencing disadvantage. For example you may have experience of participatory budgeting or design Charrettes.

In addition, the [National Standards for Community Engagement](#) are good-practice principles designed to support and inform the process of community engagement, and improve what happens as a result.

You may also wish to describe how you will involve volunteers in the design development and delivery of this proposal. If so, how will you ensure that volunteers are trained and supported?

3.2 How does your organisation link with and contribute to current local delivery plans such as Local Action Plan, strategic plan of the local authority and/or emerging locality plans?
(max 250 words)

This information will help us understand whether, how and what you propose is supportive of the aspirations and priorities agreed by other local organisations and potential partners. It will contribute to our understanding of how you work in a Place Based approach.

There may be several local plans for any one local area. Examples of local plans include Local Outcomes Improvement Plans, Locality Plans and Local Development Plans.

Each of the 32 Community Planning Partnerships (CPPs) produce two types of plan which describe its local priorities, what improvements it plans for its local communities and when it will make these improvements:

1. a Local Outcomes Improvement Plan, which covers the whole CPP area.
2. a Locality Plan, which covers smaller areas within the CPP area. In some areas these are referred to as Local Action Plans or Neighbourhood Plans. Each local authority is also required to produce a Local Development Plan which allocates sites either for development, such as housing, or sites to be protected.

You should be able to access these plans via the relevant local authority website.

Your application should evidence close links between your organisation, local partners and/or the local community, and if applicable ways in which you engage in the development or delivery of activity supporting Health and Social Care delivery plans.

3.3 What assessment have you made of the support available in your community currently? How does your proposal align with or complement other activity within the community?
(max 250 words)

The Place Principle encourages collaboration between all partners working in a place or community. In doing so communities are better able to plan and prioritise service delivery that is important for everyone within the community. This enables service providers to maximise resource and investment available to meet the needs of the community.

How does your proposal enable a more joined-up collaborative approach with partners as a catalyst to deliver local priorities? Telling us about how you have considered or what you have learnt about the work and services delivered by other organisations in your

	<p>community helps us understand how you are applying the Place Principle.</p> <p>You should provide examples of your partnership working with other community organisations and local strategic partners if applicable</p>
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Note for Applicants

The following two sections of this form request further detail regarding your proposal.

Section 4 should be completed by community/third sector organisations who wish to apply for **organisational capacity building support**. If your application is not for capacity building, please leave blank.

Section 5 should be completed by community/third sector organisations who wish to apply for funding **for a specific project (i.e. design/delivery)**. If your application is not for a specific project, please leave blank.

Sections 4 and 5 should be completed by community/third sector organisations who wish to apply **for both**.

Please see the application guidance and help notes for further details.

Section 4: Organisational funding – building community capacity

Overview

This section will help us understand more about the circumstances, capacity and capability of your organisation. In this section please tell us about what is it that you intend to do, why you need to do this, what your evidence is to support this need:

A portfolio of evidence should include relevant data and information, supplemented by intelligence about the views, perspectives and experiences of local communities.

Who will benefit from the activity / investment, what challenges / barriers you need to overcome, and what impact you plan to achieve.

Only complete this section if the funding you are applying for is to help develop your organisational capacity and capability – we describe this activity as community capacity building.

This section will help us understand more about the circumstances, capacity and current capability of your organisation.

4.1 What do you plan to do with this funding? Please tell us about any capacity issues currently facing your organisation and how will you use the proposed funding to overcome these issues? (max 500 words)

To help us understand what it is that you propose to do with this funding and why.

- Describe how your project contributes towards national outcomes.
- Demonstrate how you have engaged with local people and how this has shaped the proposal.
- Describe what you plan to do and why, explaining how your project will improve outcomes for people who experience disadvantage.

	<p>Please include the people/beneficiaries/target groups you work with</p> <p>Please note that any expenditure incurred prior to the approved start date of the project or service is ineligible and cannot be claimed.</p>
<p>4.2 Please tell us why the activity is needed and what evidence demonstrates this need. (max 500 words)</p>	<p>Please include the people/beneficiaries/target groups you work with. This may include:</p> <ul style="list-style-type: none"> • the need for your project and approach, highlighting the issues the intervention will tackle; • evidence and data to justify the need for the project – for example how target groups have been identified, what barriers do they experience, what evidence and data have you used, what discussions you have had with local people/beneficiaries; • how your project will contribute towards tackling poverty and inequality, and promote social inclusion; and / or • the proposed start and end dates for this project or service.
<p>4.3 Who will deliver the activity? How will your organisation ensure they have the necessary skills and support to achieve the desired outcome(s)? (max 250 words)</p>	<p>Typically funding will be requested for a new staff role – for example a development advisor, to lead on specific tasks that will help the organisation develop skills and organisational capacity, explore potential delivery options or to develop solutions to issues the organisation has found challenging. For example feasibility or process for community asset transfer. Please tell us who you are proposing will deliver the activity you plan to undertake and how the organisation will ensure they have the skills and support they need to fully deliver against the intended outcomes</p> <p>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.</p>
<p>4.4 How will this funding impact your organisation? Please describe how this will make a difference at community level.(max 300 words)</p>	<p>Please describe:</p> <ul style="list-style-type: none"> • What difference it will make to the capacity and capability of your organisation; • How this will help you improve outcomes and reduce inequalities in your local community;

	<ul style="list-style-type: none"> • How it will help your organisation to become more embedded in the community and enable it to be sustainable. <p>Please describe what difference this funding will make to the community. Who (young, old, families, single people, etc.) and how this will make life better for people in your community and what impact will that have on the wider community? How will you know? What is it you will do to measure benefit, improvement or success of the project or service delivery? Please also explain you will monitor and evaluate the project as it progresses.</p>
<p>4.5 Please tell us about how you have assessed your organisations activity within your community, including any evidence that the proposed funding will not duplicate activity already being delivered / available for the community. Please also tell us about any previous or current funding you have received for this activity.</p>	<p>This will help us to understand the overall capacity within the community and how individual organisations are working together in a place based approach. Please describe how you have assessed your activity within your community, how does it align with or complement other activity in your community. How have you assessed and how can you evidence whether the proposed activity duplicates activity or services already delivered or available in the community, for the same target groups/beneficiaries. What justification is there for duplicating activity, why is this activity needed? You will evidence this as part of your investigations and consultation work.</p> <p>Please also tell us about any previous or current funding you have received for the activity. Section 7 of the form seeks details of match funding and from the information provided in this section we wish to gain an understanding of history of the activity and potential impact / success that this proposal would add.</p>
<p>4.6 Please provide details of key milestones during the requested funding period.</p>	<p>Payment of grant is dependent on progress towards achieving and evidencing milestones, therefore, they must be specific, realistic, and achievable within the timescale, and easily evidenced. Please list these in ascending chronological order.</p>

Section 5:- Project Proposal

Overview

Tell us about your proposal. What is it that you intend to do? What is the rationale for doing this?

The rationale should explain why are you doing what you intend to do. What the evidence of need is, circumstances and opportunities. Please include in your evidence relevant data, information and intelligence about the views and experiences of local communities. Understanding of need is built upon appropriate evidence and perspectives obtained from effective community engagement. Who do you expect to benefit from the work undertaken? How will they benefit?

In describing your project please tell us how the lived experience of people has shaped the design of your project/proposal, how local people will be involved in its delivery and/or how the project may encourage enhanced engagement and positive destinations. How will you ensure that dignity and respect will be built into the design and delivery of your project or service? Who do you expect to benefit from the work undertaken? How will they benefit? What are the expected outcomes from your project? What effect will this have in supporting individuals and families out of poverty?

Only complete this section if the funding you are applying for is to help design and/or deliver a specific project.

This section will help us understand more about the activities you propose and the expected sustainable outcomes resulting from this activity.

5.1 Please complete the table below by listing your key project tasks/milestones with estimated timescales for completion, noting that these must all be completed by the end of your requested grant funding period. Please indicate the anticipated start date of your project.

E.g. If you plan to recruit staff in the 1st quarter of the project and develop and launch new social media page in the 2nd quarter you would complete as suggested below:

In order for us to understand progress during the course of the proposed activity, we need to have an understanding of what tasks are expected to be completed and by when.

Please list these in ascending chronological order.

5.2 Please use this box to describe the project activity in more detail - what you plan to do and why. Please provide the evidence that supports the need for your proposal.

(max 500 words).

Please use this space to describe your project in more detail. What activities will your organisation be undertaking? 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?

Please provide the evidence that supports the need for your project / activity. Who will benefit from the activity – what target group(s) or individuals will the activity support?

	<p>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 you provide evidence that supports the need for your activity in each place that you intend to deliver the intervention/service – you may wish to consider completing separate applications for each community of place depending on the nature of activity in each place.</p>
<p>5.3 Please list your key outputs from this project in the undernoted table as well as the resultant, sustainable outcomes that the project will deliver/enable by the end of your requested grant funding period.</p>	<p>Please details the key outputs for the project, what will be delivered? How will this support people and families experiencing poverty? How will it improve the lives of people in your community? What difference do you expect it to make, for example how will it support more positive destinations, increase community resilience. You will find it helpful to consider this in the context of the key themes and examples of activity described in the fund criteria in Annex A of the Application Guidance Notes. How will you seek to ensure that the outcomes achieved are sustainable and have longer term positive impact for your community? Where, when and what do you expect to be the result of these actions as sustainable outcomes?</p>
<p>5.4 Please describe how you are involving local people in the design, development and delivery of this project? (max 300 words)</p>	<p>We recognise that communities are best placed to determine the priorities and solutions that will work best. This fund aims to ensure that people in communities are empowered and actively engaged in what happens in their community. The information provided will help us understand the level and reach of how community voices have been heard and informed the design of the project, and how they will be actively involved in its delivery. This may include participatory budgeting to enable people to have a say in how funding is spent/resources allocated, or through design / engagement events, community-led action research, developing volunteering opportunities as part of the delivery of your project/service etc. Please describe how you have/will</p>

	<p>enhance engagement opportunities with groups who are more vulnerable or hard to reach – how have you ensured that your project/service is informed by lived experience?</p> <p>Describe how you ensure that the principles of dignity, fairness and respect are built in to your engagement process and service delivery.</p>
<p>5.5 Please provide details of any/all partners who will be working with you on this project (e.g. local authority, community council, development trust, other community organisation etc.) and please describe the role of each partner in delivering this project.</p>	<p>This will help us understand how your project aligns with a placed based approach and give insight into the longer term sustainability or impact of the intended outcome.</p> <p>Please detail how the 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 to address local priorities in a collaborative way.</p>
<p>5.6 What systems, processes and procedures do you have in place for monitoring this project’s progress? And, how will you know if the project is delivering and on track? (max 250 words)</p>	<p>To provide assurance of value for money we require that appropriate measures are in place that measure progress, anticipated and actual. Please demonstrate this in your answer to the question.</p>
<p>5.7 Please describe the evaluation activities you will carry out and the tools and techniques you will use to assess the project’s impact. (max 250 words)</p>	<p>Further to your response to question 5.3 above, the information you provide for this question will help us understand the plans you will put place to adequately evidence achievement of the outcomes identified. This is a necessity of our reporting against the overall delivery and impact of the fund and importantly, is used to determine continued payment of grant. We will use the information to gain a deeper understanding of the benefit of the investment within the community.</p> <p>Please note that the evaluation of the outcomes of your proposal, if applicable) should indicate the number of participants (PB voters), how you supported the engagement of groups or individuals who face barriers to participation, the impact PB has had in</p>

	your community and future plans to promote and support PB going forward
5.8 Next steps - what are your plans for the project beyond the end of the requested funding period? Please include your proposed plans for the project's future financial sustainability. (max 300 words)	This will help us to better understand the lifecycle of the activity and outcome for the community beyond the proposal. Further to your response at question 5.3 the information you provide here will help us understand the long term financial sustainability and potential future reliance on grant funding to support the project/service. Please include details of your proposed funding exit strategy.
Section 6: Geography, criteria and themes	
6.1 In which local authority area(s) will this activity take place? Please tick all that apply.	Communities and places do not always neatly fit into a single defined local authority area. Applications for multiple areas will be accepted however you will need to demonstrate how the proposal/project will meet the criteria in each of the areas e.g. community involvement and partnership working in each area. You may wish to consider whether individual applications for each area (if your activity covers more than one) will enable you to fully describe the local context however this is not a requirement.
6.2 In which community area(s) will the activity take place? (Please complete both columns)	There is a wide variation in the geography, population, demography, etc. of places. This helps us understand better the scope of areas participating in these funds.
6.3 Which of these descriptors best describes your proposed activity?	This question is for our own internal measurement. The outcome of your application is not dependent on the response. However, it helps us better understand the scope of activities undertaken with these funds and how your proposal delivers against the funding criteria detailed in Annex A of the Application Guidance notes. It will also enable us to consider how we should design and develop future funding arrangements.

Section 7: Financial Information

Overview - Financial information

- Please list all eligible project costs clearly below.
- If your proposal includes funding for both organisational community capacity building and design/delivery activity (you will have completed both sections 4 & 5) **please clearly and separately list all the costs for each category.**

Please remember to complete the four State Aid tests to ensure that your proposal does not constitute State Aid.

7.1 Please detail the costs of delivery for your proposal

Minimum £3,000 (6 month project)
Maximum £250,000 (over 3 years)
Please see the guidance notes for further information

Please provide as accurately as possible the summary details for the period(s) you are seeking funding.

7.2 Match funding

This is the annual match funding that you expect to have in place (confirmed and unconfirmed) to support delivery of your proposal. This must not include the amount requested from this fund.

7.3 Please detail the proposal/project costs.

We will fund eligible and reasonable **project-specific** revenue and direct overhead costs associated with **delivery** of the project or service, together with reasonable running costs and project evaluation costs. Please specify for each of the financial years that you are requesting this funding for.

Ineligible costs or expenditure include:

- 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 (however computers/laptops will be considered).
- Activities promoting a religion or political party

	<ul style="list-style-type: none"> • 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; contributions to general appeals; accumulation of resources for subsequent distribution; and/or funds to build up a reserve or surplus. <p>We will discuss this with you on a case-by-case basis if —your application meets the assessment criteria.</p>
<p>7.4 Do these project costs include VAT? If yes, is it VAT recoverable? (only non-recoverable VAT should be included as part of the relevant project costs)</p>	<p>Only non-recoverable VAT must be included as part of the relevant project costs</p>
<p>7. Have you applied for or are you currently in receipt of any other Scottish Government funding, during 2019/20 and/or the last three fiscal years? If yes, please provide details:</p>	<p>If yes, please provide details of the funding you have received, this helps us to understand your financial situation and familiarity with Scottish Government funding mechanisms.</p>
<p>7.6 Have you or any of the partners in your proposal received any <i>de minimis</i> aid in the last 3 fiscal years? If yes, please provide details</p>	<p>If Yes, please provide details of the funding and the value received over the last three fiscal years. The Regulation allows aid of up to €200,000 (euros) to an individual recipient from all public sources awarded under the de minimis rule. If you have received de minimis aid this will be notified clearly in your grant offer letter from the public body. Aid under an approved scheme does not affect de minimis aid if it is granted for different activities/support. It is the responsibility of the lead applicant to check and declare any aid received, ensuring it does not exceed the maximum aid level.</p>
<p>Section 8: Legal Requirements and Conditions</p>	
<p>See the Application Guidance Notes for further information.</p>	
<p>Section 8: Declaration</p>	
<p>See the Application Guidance Notes for further information</p>	