

## EAST AYRSHIRE COUNCIL

### KILMARNOCK CENTRAL LOCAL COMMITTEE - 29 AUGUST 2006

#### REVIEW OF GRANT FUNDING TO VOLUNTARY ORGANISATIONS IN LIGHT OF THE LOCAL AUDIT REPORT ON FOLLOWING THE PUBLIC POUND

##### Report by the Depute Chief Executive/Executive Director of Corporate Support

### 1. PURPOSE OF REPORT

- 1.1 To advise the Kilmarnock Central Local Committee of the outcome of the review of the grants forms, guidance notes and assessment forms in light of the study by the Council's External Auditors, Pricewaterhouse Coopers of the Council's performance in relation to the funding of external bodies.

### 2. BACKGROUND

- 2.1 The Policy and Resources Committee on 8 February 2006 received a report by the Executive Head of Finance on the publication of a report by Audit Scotland on how Councils manage and account for funding provided to external bodies.

### 3. AUDIT OBJECTIVES

- 3.1 The audit covered the Council's compliance with the six key principles identified in the "Code of Guidance on Funding External Bodies and Following the Public Pound" namely:-

**Principle 1: Purpose** - the Council is clear about its reasons for transferring funds to an external organisation.

**Principle 2: Financial Regime** - the Council's financial commitment to and entitlement from external organisations are clear and minimum standards of financial management are specified.

**Principle 3: Monitoring** - the Council has robust arrangements for monitoring its relationship with an external organisation.

**Principle 4: Representation** - the Council is clear about the purpose of any Officer or Member representation on external organisations, and representatives discharge their responsibilities with due regard to the objectives of the Council.

**Principle 5: Limitations** - in entering into a substantial funding commitment with an external organisation, the Council lays down a timetable for the achievement of its objectives.

**Principle 6: Accountability** - the External Auditor will periodically review the arrangements which the Council has in place for funding agreements.

**3.2** The audit concluded that the Council has well established systems in place to fund and monitor external organisations but it did, however, make five recommendations for improvement covering:-

- (i) the inclusion of non-financial risks in the funding application process;
- (ii) annual reporting to service committees;
- (iii) advising external organisations of the standards expected in terms of personnel, environmental and procurement policies;
- (iv) training for Elected Members involved with external organisations; and
- (v) guaranteeing access for external audit to funded organisations.

#### **4. OFFICER REVIEW GROUP TO IMPLEMENT RECOMMENDATIONS**

**4.1** On receipt of the draft Action Plan, the Corporate Management Team agreed to set up an Officer Working Group to ensure that the action plan and targets were implemented and achieved.

#### **5. WORK UNDERTAKEN BY THE GROUP**

**5.1** Following the work undertaken by the Group to achieve the recommendations from the Action Plan, the undernoted areas have been reviewed and recommendations were approved by the Policy and Resources Committee on 30 May 2006. Copies of the updated grant application form and guidance notes are attached:-

(i) **Child Protection Issues** - additional text has been added to ensure appropriate measures of compliance and this is shown in the revised grant application (page 3)/guidance notes (page 5). It is recommended that where a Group work with children but fails despite our assistance to register with Disclosure Scotland, the application will be recommended for refusal. The risk assessment forms have also been amended. Two additional conditions of grant have also been added (18 & 19 on page 11 of the application form)..

(ii) **Annual Reporting to Service Committees** - Executive Directors are to report to the May/June 2006 Service Committees, and annually thereafter, on funding to External Organisations, the report covering:-

- the amount of funding, analysed by type and number of organisations, and by service area;
- for the largest funded bodies, why the funding was provided and how this fits with the Council's corporate objectives; and
- key risks associated with the external funding provided and how these risks are mitigated.

Annual reporting already takes place to Local Committees.

- (iii) **Notes for Guidance on the Application Form** - The Notes for Guidance on the application form have been updated to include guidance on the following areas:-
- Personnel Policies (application form page 8);
  - Environmental Policies (guidance notes page 8); and
  - Procurement Policies (guidance notes page 8).
- (iv) **Training for Elected Members** - Guidance notes for Elected Members involved with external organisations have been drafted.
- (v) **Access by External Auditors** - An additional clause has been incorporated in the Conditions of Grant (page 11, no 15) advising that in addition to our Internal Audit Service having the ability to review the accounts of groups, this is to be extended to External Audit.

## **6. FURTHER ISSUES CONSIDERED BY THE WORKING GROUP**

### **6.1 Public Liability Insurance**

**6.1.1** The Corporate Management Team at their meeting on 31 August 2005 considered a report on the review of grants available to the Council to voluntary organisations/external agencies and at that time it was agreed that further investigation into the way in which the Council deals with public liability issues be explored, especially in relation to smaller, locally based voluntary groups.

**6.1.2** Normal practice had been to recommend that groups take public liability insurance for projects/events where there is a clear risk to the public (Gala Days etc). However, as litigation is increasing in the United Kingdom and there are fewer activities that can now be undertaken without “risk” attached, the advice now being given by our Insurers is that all projects/events funded by the Council have an associated public risk.

**6.1.3** Therefore, in order to take both a pragmatic approach to protecting the Council and providing advice to community organisations to continue to facilitate such events, it has been agreed that groups who are applying to the Council for grants must sign the declaration within the grant application (page 6). The declaration states “We have identified and considered the risks associated with the planned activity and believe that these are within tolerable limits and have arranged adequate insurance”. This should ensure that groups have considered, and are satisfied that they have considered the risks associated with the activity/activities and have arranged the appropriate level of insurance protection.

### **6.2 General**

**6.2.1** A few minor textual amendments have also been made to the forms to provide enhanced, clarification/explanation to some of the questions.

## **7. CONCLUSIONS**

- 7.1** The changes contained within this report will primarily meet the issues raised in the Action Plan and will also address a number of operational issues of an outstanding nature.
- 7.2** The changes will impact directly on the assessment process. Assessment forms have been amended and appropriate training carried out for Assessing Officers within all Service Departments.

## **8. COMMUNITY PLANNING ISSUES**

- 8.1** The support given by way of grants to local voluntary organisations support the main themes of the Community Plan.

## **9. RECOMMENDATIONS**

- 9.1** It is recommended that the Local Committee:-
- (i) note the changes made to the forms and guidance notes in light of the study by the Council's External Auditors and for operational reasons effective from 1 September 2006; and
  - (ii) otherwise, to note the contents of the report.

Elizabeth Morton  
Depute Chief Executive/Executive Director of Corporate Support

12 July 2006

JMcG/SR

## **BACKGROUND PAPERS**

- 1.** Local Audit Report by Pricewaterhouse Coopers on East Ayrshire Council - Following the Public Pound dated August 2005.
- 2.** Audit Scotland Report on Following the Public Pound dated December 2005.

Any person wishing to inspect the background papers relative to this report should contact Julie McGarry, Assistant Administration Manager, on Telephone Number (01563) 576147. Any person wishing further information on this report should contact Bill Walkinshaw, Administration Manager on Telephone Number (01563) 576135.

**Implementation Officer: Julie McGarry, Assistant Administration Manager.**

# East Ayrshire Council Grant Application Form



<i>For official use only</i>	
Organisation	
Date received	
Reference number	

**Six simple steps to completing your application.**  
**Steps 1, 2, 4, 5, 6 must be completed by all applicants. Please tick boxes as you progress.**

- STEP 1**      **Read the guidance notes that accompany this form.**
- STEP 2**      **Fill in pages 2 to 7 of the form to give information about your organisation, the grant you're applying for and your bank account details.**
- STEP 3**      **Fill in supplementary childcare and staffing forms as required.**

**STEP 4**      **Gather enclosure documents and fill in the checklist below.**

**Enclosures Checklist**

To ensure that the Council can consider your application please tick box to show what you have enclosed. Your application will not be processed if you fail to enclose the items shown in bold type.

- |  |  |
|--|--|
| <input type="checkbox"/> a) <b>Last audited financial statement (income and expenditure for a period of one year signed and certified by independent third party. New organisations should give an estimate of their first year's income and expenditure</b> | <input type="checkbox"/> e) <b>Letter of Representation (copy attached)</b>  |
| or   | <input type="checkbox"/> f) <b>Supplementary forms (if applicable)</b>   |
| <input type="checkbox"/> b) <b>Interim financial statement up to time of application, if other than end of financial year signed by the Treasurer</b>  | <input type="checkbox"/> g) Two quotes for goods or services of over £100 to be purchased by grant (if applicable)                               |
| <input type="checkbox"/> c) <b>a copy of your Constitution</b>   | <input type="checkbox"/> h) Names and addresses of office bearers.   |
| <input type="checkbox"/> d) <b>A copy of your group's last 3 months bank statements</b>  | <input type="checkbox"/> i) A full list of the names and addresses of your members (where available)   |
|  | <input type="checkbox"/> j) Names, addresses and position in organisation of all members authorised to make withdrawals from organisation's bank |

**STEP 5**      **Fill in the declaration below**

**Declaration**  
On behalf of

*Name of Organisation*

I undertake to ensure that all the necessary enclosures are included, that the information is, to the best of my knowledge, accurate and that this application complies with East Ayrshire Council's conditions of grant.

*Print Name*

*Signature*

*Date*

**STEP 6**   **Send form supplementary pages and enclosures: Administration Manager, East Ayrshire Council, Council Headquarters, London Road, Kilmarnock KA3 7BU**

**STEP 2**

# Your Organisation

<b>1</b>	<b>Please give the name of your organisation and the address for correspondence</b>
	<i>Name of organisation</i>
	<i>Address</i>
	<i>Postcode</i>

<b>2</b>	<b>Please give the name, address, telephone number and position in organisation of the main contact person. (They must have a good knowledge of the organisation and this application).</b>
	<i>Name</i>
	<i>Position in organisation</i>
	<i>Address</i>
	<i>Postcode</i>
	<i>Telephone Numbers (daytime/evening/mobile)</i>
	<i>E-Mail</i>

<b>3</b>	<b>How many members does your organisation or group have?</b>	
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<b>4</b>	<b>What is the usual attendance at your organisation's meetings or events?</b>	
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<b>5</b>	<b>When and where does your organisation meet? (Please include date, time and venue)</b>

<b>6</b>	<b>Please list the geographic areas or communities that your organisation serves</b>

<b>7</b>	<b>Who can become a member of your organisation?</b>

**For information and advice on grants or your application call the Grants Information Line on 01563 576135**

<b>8</b>	<b><i>It is a condition of grant that organisations supported by the Council are open to all. If your organisation excludes anyone, please say who is excluded and why.</i></b>	
<b>9</b>	<b><i>Please tell us how your organisation is managed. (For example, volunteers or paid staff)</i></b>	
<b>10</b>	<b><i>What local or national affiliations does your organisation have?</i></b>	
<b>11</b>	<b><i>What are the main aims and objectives of your organisation?</i></b>	
<b>12</b>	<b><i>If you have to pay a letting or leasing charge in order to hold your organisation's meetings please tell us who the landlord is and what letting charges or leasing agreements are in place</i></b>	
	<i>Name and address of landlord</i>	
	<i>Postcode</i>	
	<i>Length of lease/expiry date</i>	
	<i>Letting charge or leasing agreements (Please specify per month/year)</i>	
<b>13</b>	<b><i>If your organisation is registered in terms of The Regulation of Care (Scotland) Act 2001, please give us your current registration number</i></b>	
<b>14</b>	<b><i>If your organisation is a registered charity, please give us your current registration number</i></b>	
<b>15a</b>	<b><i>Does your organisation provide a service for children, young people or vulnerable adults?</i></b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>15b</b>	<b><i>If yes, is your organisation registered for Disclosure Scotland or affiliated to an umbrella organisation that is registered for Disclosure Scotland</i></b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<b><i>Disclosure Scotland Registration No</i></b>	
<b>15c</b>	<b><i>If you are currently in the process of registering please give the date you submitted your application</i></b>	

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# The Grant

<b>16</b>	<i>Please tell us what the grant is to be used for. Please give a breakdown of your project/event, outlining the objectives, benefits, dates and how its success would be measured.</i>

<b>17</b>	<i>Please tell us who will benefit from the grant</i>

<b>18</b>	<i>Total cost of project</i>	£
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<b>19</b>	<i>Please show the total contributions from other organisations (see question 23)</i>	£
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<b>20</b>	<i>What is the organisation's contribution to the costs?</i>	£
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<b>21</b>	<i>How much of a grant is requested?</i>	£
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<b>22</b>	<i>Please give a general breakdown of the total costs</i>	<i>Cost</i>
<i>Total Cost</i>		£

**For information and advice on grants or your application call the Grants Information Line on 01563 576135**

**23****What contributions to costs has your organisation either applied for or received from anybody else for this project?**

<i>Name of body</i>	<i>Amount</i>	<i>Successful</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Awaiting Decision</i>
<i>Reason for Grant</i>			
<i>Name of body</i>	<i>Amount</i>	<i>Successful</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Awaiting decision</i>
<i>Reason for Grant</i>			
<i>Name of body</i>	<i>Amount</i>	<i>Successful</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Awaiting decision</i>
<i>Reason for Grant</i>			
<i>Name of body</i>	<i>Amount</i>	<i>Successful</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Awaiting Decision</i>
<i>Reason for Grant</i>			

**24****Please give details of grants received from the Council and other bodies within the last 24 months.**

<i>Name of granting body</i>	<i>Amount of Grant</i>	<i>Date rec.</i>
<i>Reason for Grant</i>		
<i>Name of granting body</i>	<i>Amount of Grant</i>	<i>Date rec.</i>
<i>Reason for Grant</i>		
<i>Name of granting body</i>	<i>Amount of Grant</i>	<i>Date rec.</i>
<i>Reason for Grant</i>		
<i>Name of granting body</i>	<i>Amount of Grant</i>	<i>Date rec.</i>

**For information and advice on grants or your application call the Grants Information Line on 01563 576135**

<b>25</b>	<i>Please tell us what advice you have taken or plan to take in the development or implementation of the project?</i>

<b>26</b>	<i>If this application relates to a playscheme, pre-5 childcare or out of school care please complete the supplementary form on childcare. Please tick box to show you have filled in supplementary form on childcare</i>	<input type="checkbox"/>
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<b>27</b>	<i>If this application relates to paid staff, please complete the supplementary form on staffing. Please tick box to show you have filled in the supplementary form on staffing.</i>	<input type="checkbox"/>
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<b>28</b>	<b>RISK MANAGEMENT ASSURANCE STATEMENT</b>
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The Council cannot assume the role of an insurance adviser or broker. It is the responsibility of the applicant to ensure that the risk(s) arising from the planned activity/activities is/are adequately assessed and that an appropriate level of insurance protection is arranged.

The Council recommends that applicants should seek professional insurance and risk management advice from a British Insurance Broking Association Member Company or from an Association of British Insurers Member Company.

Please sign the undernoted statement when you are satisfied that the risks have been considered and insurance cover arranged.

We have identified and considered the risks associated with the planned activity and believe that these are within tolerable limits and have arranged adequate insurance.

<b>DECLARATION</b>		<i>Signature</i>	<i>Date</i>
<b>PRINT NAME</b>			
<b>POSITION IN ORGANISATION</b>			

**‘EAST AYRSHIRE 4 FUNDING’**

As part of its commitment to providing support and assistance to community voluntary groups, businesses and social enterprises in search of external funding opportunities, East Ayrshire Council has commissioned a software package.

Through the Council’s website, access to a wide range of external funding opportunities and information, both local and national, will be provided.

‘**East Ayrshire 4 Funding**’ can be accessed at [www.east-ayrshire.gov.uk](http://www.east-ayrshire.gov.uk)

It provides a streamlined and cohesive approach to external funding, and will enable groups and businesses to identify the best range of funders for their particular projects/initiatives.

The new system is user friendly and is well signposted on the Council website. Groups and individuals can easily search for funding which meets their priorities and information can be downloaded, printed and taken away.

The Council’s External Funding and Sustainability Worker will arrange information sessions on how to use **East Ayrshire 4 Funding**. For further information contact the External Funding and Sustainability Worker on 01563 576201 or e-mail [thecouncil@east-ayrshire.gov.uk](mailto:thecouncil@east-ayrshire.gov.uk) and mark for the attention of the External Funding and Sustainability Worker.

# Your Bank Details

<b>29</b>	<b>Please give details of your organisation's main bank account</b>	
	Name of bank	
	Address	
	Title of bank account	
	Account No	Sort code

<b>30</b>	<b>Please give details of any other bank or building society accounts your organisation holds. (Please continue on a separate sheet if necessary)</b>	
	Name of bank	
	Address	
	Title of bank account	
	Account No	Sort code

<b>31</b>	<b>Please give details of any cash you hold that is not in the bank accounts above</b>	
	Amount	
	Reason held	

<b>32</b>	<b>Please give details of any other financial assets your organisation has (ie property and investments)</b>	

<b>33</b>	<b>Please list all the people who are authorised to make withdrawal from these accounts. (Please continue on a separate sheet if necessary)</b>	

<b>34</b>	<b>Please specify how your group will spend the funds presently shown in the bank statement(s) submitted with this application</b>	

**For information and advice on grants or your application call the Grants Information Line on 01563 576135**



*For official use only*

Organisation

Date received

Reference number

**STEP 3b**

# Childcare Supplementary form

<b>C1</b>	<i>Please give the average number of children attending each session. (A session is a morning, afternoon or evening)</i>	
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<b>C2</b>	<i>Does your project offer education opportunities to parents or does it enable parents to work/study? Please give details.</i>

<b>C3</b>	<i>What age range of children will benefit from the grant?</i>

<b>C4</b>	<i>How many hours per week will the project be open?</i>
<i>Total Hours</i>	

<b>C5</b>	<i>What will the project's usual opening hours be?</i>						
	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>	<i>Sun</i>
<i>Morning</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>
<i>Afternoon</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>
<i>Evening</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>

<b>C6</b>	<i>How many children with additional support needs does your group provide a service for?</i>

**For information and advice on grants or your application call the Grants Information Line on 01563 576135**

**C7*****Please list the activities for children that your organisation will provide***

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**C8*****On what basis do parents or users take part in the management of the project?  
Please give details including number of meetings per year***

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**C9*****If your project is a holiday playscheme, on what dates and time will the playscheme meet?***

<i>Easter</i>	<i>From</i>		<i>To</i>
<i>Easter</i>	<i>From</i>		<i>To</i>
<i>Summer</i>	<i>From</i>		<i>To</i>
<i>Summer</i>	<i>From</i>		<i>To</i>
<i>October</i>	<i>From</i>		<i>To</i>

***For information and advice on grants or your application call the Grants Information Line on 01563 576135***

# Conditions of Grant

The following conditions apply to all East Ayrshire Council grants for voluntary organisations

1. Grant monies must be expended within a period (not normally exceeding 12 months) from the date of approval, unless the nature of the project or other circumstances warrant the payment over a longer period. Where this is the case applicants should request an extension of the period of the grant at the stage of accepting the conditions of grant and should indicate the reasons for the request. No guarantee can be given that any request for extension of the period will be granted. A progress report will normally be requested within 6 months.
2. Organisations must not be party political.
3. If the costs actually incurred in any project are less than the amount approved, the remainder of the grant must be returned to the Council. If a project costs less than the original estimates, savings shall be divided proportionally between the applicant and the Council unless otherwise agreed.
4. If actual expenditure exceeds the amount of grant, only the amount approved will be paid. The applicant may choose either to meet the balance or make a supplementary application for grant. There is, however, no guarantee that any supplementary application will be approved.
5. If a body that has received a grant is disbanded, then any goods, equipment or facilities purchased from the grant 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.
6. You must use the grant for exactly the project you applied for. You cannot pay the grant to any other organisation. If you use the grant for other purposes or give or sell items bought with the grant to another owner, you will have to repay the grant to the Council.
7. Where it is intended that organisations dispose of equipment funded or supplied free of charge by East Ayrshire Council then notification of intention to dispose should be made to the sponsoring Department for consideration and approval. For information and advice call the helpline on 01563 576135.
8. Grants will be made wholly to the group making application and expended in accordance with grant conditions and must not be passed to a third party without the express approval of the Council.
9. Any equipment should be in the charge 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 all relevant Health and Safety legislation.
10. If applicable, details of ongoing maintenance provision should be submitted and approved by the Council within three months of the grant award.
11. This grant 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.
12. 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 five years or more) of the premises or land before a grant will be released.
13. If the project is one that involves and is dependent upon contribution from a number of bodies, payment of grant will not be made until the Council is satisfied that such contributions are forthcoming.
14. The Council may require you to give due recognition of the Council's contribution in all publicity material.
15. All financial records in connection with any project that receives grant aid from the Council must be available for random inspection if required by an Officer of the Council or by the Council's Internal and External Auditors.
16. The Council will not accept liability for any damages or injuries associated with projects or equipment for which grant assistance has been given by the Council
17. 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.
18. Voluntary organisations providing a service to children and young people under 18 years of age which are in receipt of a grant from the Council, must comply with the requirements of the Protection of Children (Scotland) Act 2003. Such organisations should be registered with Disclosure Scotland or affiliated to an umbrella organisation that is registered with Disclosure Scotland.
19. All organisations that provide a service to children and young people must have a Child Protection Policy. This policy should be brought to the attention of all staff and/or volunteers at least once a year.

# guide to grants

**This guide has step by step instructions to help you fill in your grant application form.**

**On the back page of the application form you will find the Council's 'conditions of grant'.**

**These conditions apply to all awards made under this grants scheme.**

**Most of your questions will be answered in this guide.**

**If you need more help, please telephone the Grants Information Line on 01563 576135.**

**Remember to complete ALL sections of the Application Form and enclose ALL required documents.**

## Guide to grants

### Introduction

East Ayrshire Council offers a wide range of grants to voluntary organisations as well as, in some instances, grants for business. This application form is for grants to voluntary organisations. In all cases grants are considered by central or local Council Committees.

### What are the grants to be used for?

The grants are intended to provide or maintain cultural, social, welfare, recreational or sporting facilities or to promote these activities. The grants are also provided to assist community-based projects that are in the interests of local areas or the environment. Don't assume that grant assistance will be given year on year for running costs. Groups should be encouraged to meet these running costs from their own means.

### What organisations can apply?

Any constituted voluntary organisation, based locally or nationally, or Community Council that meets the conditions of grant. Please contact the Grants Line if you require further assistance, for example, in establishing a Constitution.

### Are there any other sources of funding I can apply to?

There is a wide range of external funding sources available. Through the Council's website [www.east-ayrshire.gov.uk](http://www.east-ayrshire.gov.uk) you can access "East Ayrshire 4 Funding" which gives information on a wide range of external funding opportunities. You can also call the Council's External Funding and Sustainability Worker on 01563 576201 for additional assistance.

### How else can the Council help?

In some circumstances the Council may offer to grant assistance in kind rather than make a cash payment. If you want to know more about the help that is available ask an Officer of the Council or contact the helpline on 01563 576135.

### How can I find out more?

You may already have had contact with local Council staff such as Community Workers or Local Office staff. These Officers will be able to help you to complete the form. If you need further grants information please contact the helpline.

### How long will my application take?

Please apply for assistance long before you require the funding. An application for grant will take a minimum of 10 weeks for the administration and assessment of grant to be completed

### Is the application form available in other formats?

The form is available on the Council's website and can also be made available in formats suitable for the sensory impaired and for those whose first language is not English.

### What insurance will I need?

The Council strongly recommends that you get professional insurance and risk management advice from a member of the British Insurance Broking Association, an insurance company or your bank. After taking advice, organisations should then arrange the appropriate insurance covers to protect assets, liabilities and other relevant risks.

## What is this form for

The application form must be used for all East Ayrshire Council grants other than those for \*Business Development.

**All applicants must complete all sections of the form.** In addition, there are supplementary pages if your application involves **childcare** services or the **employment of staff**.

It is your responsibility to ensure the form and any supplementary pages are complete and that the application is submitted well in advance of the grant being needed.

It is vital that all current enclosures are included and that the declaration and enclosure checklist on page 1 of the form are signed off as **incomplete applications will be returned**.

*\*Call 01563 576143 for information on Business Development support*

**REMEMBER TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

## What you should do first

After reading this guide and the conditions of grant, gather together all the information you need to complete your application and read the enclosures checklist on the front of the form to see the other information you need to accompany your application.

If you need further copies of the form or any of the supplementary pages please contact the

Grants information line on 01563 576135 or call in at any Local Council Office.

**Please do not delay completing this form as late applications may lead to delays in your grant being considered.**

If you are not sure what to do next please call the Grants Information Line.

## Letter of Representation

**You must confirm that all information which may have an effect on our consideration of your application has been provided.**

To achieve this, those Office Bearers responsible for the completion of the Grant Application Form must complete and sign a Letter of Representation covering the following areas:

### Accounting Records

Please confirm that any additional information or other records which may be relevant to our consideration of your application but which may not have been specifically requested on the Enclosures Checklist have been made available.

### Laws and Regulations

Please tell us of any possible legal or regulatory issues which may affect the project or result in additional costs, eg potential fines or legal costs.

### Subsequent events

Please tell us of anything which may have happened in the period following the date on your financial statements or any other events which may be relevant to our consideration of your application.

## What happens next

You should now be able to fill out all sections of the form and any relevant supplementary pages. This guide will help you do that.

Next, ensure that all enclosures are included, **complete the enclosures checklist and declaration on page 1 of the form.**

Finally, submit the form to:

**Administration Manager, East Ayrshire Council, Council Headquarters, London Road, Kilmarnock KA3 7BU**

**If after sending in your application you find that you have made a mistake, please contact the Grants Information Line at once.**

**Please remember to allow plenty of time in applying for a grant as it will take at least 10 weeks to process from receipt of the application.**

**REMEMBER TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

## What the Council does

On receiving your form, the Council will check that all the required information has been submitted. **If any information is missing the form will be returned to you immediately.**

Once complete, your application will be processed and an Officer will be appointed to assess your application.

All grant awards are decided by the most appropriate Council Committee. The Officer dealing with your application will let you know what Committee will decide on your application.

You are, of course, welcome to attend the Committee meeting. However, you will not be able to take part in the meeting.

All applicants will be notified in writing, specifying the purpose of the award and advising of any special conditions that have been attached to the offer of grant.

If an award has been made, the Council will then arrange for the grant to be transferred directly into your organisation's bank account.

Please note that to enable the Council to monitor the spending of grants a progress report will be expected from you within six months of your grant being awarded.

## How to fill in the boxes

- Answer all the questions in the form;
- Write clearly, using blue or black ink;
- Write only in the spaces provided
- If you need help, look up the question or relevant box number in this guide;
- If you need more help contact the Grants Information Line on 01563 576135.

**REMEMBER TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

## Why we ask the questions

<b>This is your page by page guide to the application form.</b>	
<b>Page one</b>	
<p><b>➔ Enclosures Checklist</b></p> <p>Please ensure that the enclosures checklist is completed and that all relevant enclosures are included. Failure to do this will lead to a delay in your application being considered.</p> <p>Please ensure that your last audited financial statement shows that it has been accepted at the AGM of your group.</p>	<p><b>➔ Declaration</b></p> <p>This is a legal document and signing it means that the organisation is agreeing to abide by the Council's terms and conditions of grant. The application must be signed before being submitted to the Council.</p>
<b>Page two</b>	
<p><b>1. Your organisation's name and address for correspondence</b> We will need to contact you in writing so it is important that we have your organisation's full name and address.</p> <p><b>2. Contact details for a representative from your organisation</b> We may need to speak to you at short notice to discuss the application. It is important that we can do this quickly so please give full and accurate information and that this person is knowledgeable about the group and this application.</p> <p><b>3. Size of organisation's membership</b> Please make it clear the number of people in your organisation</p>	<p><b>4. Attendance and benefit from grant</b> We need to know how many people play an active part in the management of your group and the potential number of people who will benefit from the grant.</p> <p><b>5. Your organisation's meetings</b> Please tell us how often your organisation meets and where it holds its meetings. Please give details of date, time and venue of the meetings.</p> <p><b>6. Geographic areas served by your organisation</b> This helps us to identify the precise area and committees covered by your organisation.</p> <p><b>7 Eligibility for membership</b> We need to know who your organisation is aimed at.</p>
<b>Page three</b>	
<p><b>8. Exclusions from membership</b> The Council strictly enforce its equal opportunities policies in regards to all grant applications. If your organisation does exclude any section of the community from joining then we need to know why.</p> <p><b>9. Management of the organisation</b> We need to know what management structure is in place to run your organisation, for example, management committee, voluntary or paid staff.</p> <p><b>10. Organisational affiliations</b> Please tell us if your organisation is part of a larger body or is affiliated to other groups.</p> <p><b>11. Aims and objectives of organisation</b> Please tell us why your organisation was set up and why it continues to operate.</p> <p><b>12. Letting or leasing charges</b> We need to know if the project involves improvements to premises or requires</p>	<p>possession of land. Please tell us if you are the owner or a tenant</p> <p><b>13. Registration under The Regulation of Care (Scotland) Act 2001</b> It is important that we know if your organisation is registered.</p> <p><b>14. Registered Charity</b> It is important that we know if your organisation is registered.</p> <p><b>15. Information on the Protection of Children (Scotland) Act 2003 can be found in the document - "Protection of Children (Scotland) Act 2003 - Guidance to the Voluntary Sector on Who needs to be Checked against the Disqualified for Working with Children Lists" which is also available on the Scottish Executive website <a href="http://www.scotland.gov.uk">www.scotland.gov.uk</a> &lt;<a href="http://www.scotland.gov.uk">http://www.scotland.gov.uk</a>&gt;</b></p>

**REMEMBER TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

## Why we ask the questions (continued)

### Page four

#### **16. *The grant, your project and measuring benefits***

Please tell us why you are applying for the grant and give us details of any specific project that the grant will be used for. Please also tell us how you will measure the success of the project, for example, higher attendance at meetings.

Grants will not normally be awarded in respect of:

- projects that have already started before the application is made;
- projects in respect of functions for which the Council or any other authority has a statutory responsibility or has otherwise agreed to provide;
- projects that involve purchasing items of a personal nature; and
- Grants for gratuity or cash gifts

#### **17. *Benefiting from the Grant***

Please tell us the groups of people who will benefit from this grant.

#### **18. *Total cost of project***

Please tell us what the total cost of the project is expected to be,

#### **19. *Contributions from other sources***

Please tell us what contributions the group will receive from other granting bodies.

#### **20. *Group's contribution***

We expect groups to make some contribution towards their projects. Please tell us how much you are contributing in cash or in kind.

#### **21. *Grant requested***

Please tell us how much you are applying for.

#### **22. *Breakdown of total costs***

Please give us details of all the costs that the project will involve. Continue on a separate sheet if necessary. The figures given should equal the total cost given at 18 above.

### Page five

#### **23. *Contributions from other sources***

We need to know that you have the means to meet the total cost of the project and if contributions are being made from other sources, that these contributions will be forthcoming.

**Please give full details of the contributions the group will receive or is receiving from other granting bodies. Please specify if the grant has been refused, is pending or has been awarded.**

#### **24. *Breakdown of grants received from other bodies***

Please give full details of the grants you have received in the last two years. For example, National Lottery, the Council, Sports Council etc.

**REMEMBER TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

## Why we ask the questions (continued)

### Page six

#### **25. Advice and Information**

Please tell us what advice you have taken about running the project or about making this application. Please include names of Council Offices or other agencies/organisations, ie Health Boards, local landowners etc and details of how they assisted you.

#### **26. Acknowledgement of completion of childcare supplementary form**

This helps us to ensure that your application is complete.

#### **27. Acknowledgement of completion of staffing supplementary form**

This helps us to ensure that your application is complete.

#### **28. Risk Management Assurance Statement**

It is the applicant's responsibility to ensure that the relevant insurance cover has been arranged in respect of the planned activity/ activities for which funding has been applied.

It is recommended that each applicant seeks professional insurance advice from a British Insurance Broking Association Member Company or from an Association of British Insurers Member Company.

### Page seven

#### **29. Bank account details**

Any grant awarded will be paid directly into your organisation's bank account so it is important that you supply us with full and accurate details. If you are a new organisation please submit an opening bank statement.

#### **30. Details of other accounts**

Please give full details of all the bank accounts that your organisation holds. Failure to do so may jeopardise your application.

#### **31. Details of other cash held**

Please give details of any cash your organisation holds that is not in the bank accounts detailed in questions 29 and 30.

#### **32. Other financial assets**

We need to know the net worth of the organisation.

#### **33. Authorised withdrawals**

For security reasons it is important that we have details of all the people who are authorised to make withdrawals from your group's bank accounts.

#### **34. Your organisation's funds**

We need to know the reason why you are not putting any funds that you may already hold towards the cost of this project.

**REMEMBER TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

### Staffing Supplementary Form

#### **S1 Staffing implications**

East Ayrshire Council operates an Equal Opportunities Policy regarding recruitment of staff. If you require advice on this section please contact the Employee Relations Section, Personnel Services on 01563 576095.

### Childcare Supplementary Form

#### **C1 Number of children attending**

We need to know how many children your project serves. This section must be completed by all projects and holiday playschemes.

#### **C2 Education opportunities for parents**

Please give examples of available classes or courses.

#### **C3 Age of children attending**

We need to know the age range of the children your project serves.

#### **C4 Total opening hours**

Please tell us how many per week the project or playscheme will be open.

#### **C5 Daily opening hours**

Please tell us the hours each day the project or playscheme will be open.

#### **C6 Additional support needs**

We need to know how many children with additional support needs your project serves. This section must be completed by all projects and holiday playschemes.

#### **C7 Activities for children**

Please tell us the activities for children that your project or playscheme offers. It is recommended that full details are disclosed to your insurers,

#### **C8 Parental involvement**

Please tell us how parents and service users take part in the management of the project or playscheme. Please include details of the number of meetings each year.

#### **C9 Holiday playscheme dates**

Please tell us the dates the project or playscheme will be open.

## GENERAL GUIDANCE

### ENVIRONMENTAL POLICIES

Grant recipients should have in place appropriate mechanisms for assessing the sustainability of their working practices. The achievement of sustainable development requires the consideration of the social, economic and environmental impact of activities, and grant recipients should be able to demonstrate that processes are in place for doing so.

### PROCUREMENT POLICIES

Grant recipients should implement high standards of public procurement in relation to supplies and services and takes into account the basic principles of public procurement such as equality and fairness to all prospective contractors.

*The Council, at any time, may consider that specific projects merit consideration notwithstanding that they fall outwith any of the criteria in the foregoing guidelines.*

**REMEMBER TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM**