



**Foundation
Scotland**



The Union Square Giving Back Project

Programme Guidelines for grants of £2,000

- 10 grants of £2,000 available from The Union Square Giving Back Project
- The Funds will be used to support the registered charities or constituted groups who work in the following areas:
 - Food bank support and tackling food poverty
 - Providing support services to people affected by domestic violence and abuse
 - Supporting those who are homeless or rough sleeping
 - Providing employment opportunities, enterprise, or skills development
- Applications will be accepted from registered charities and/or constituted groups delivering projects in the following geographical areas:
 - AB10,11,12,15,16,21,22,23,24 & 25.
- The application deadline is 12 noon on 18th September 2020
- Applying to The Union Square Giving Back Project does not restrict you from making an application to other Foundation Scotland grants programmes. However, please note you cannot apply for funding for the same project costs.
- Foundation Scotland manages a number of other grantmaking Trusts and if the The Union Square Giving Back Project programme is very oversubscribed we may match make your application to one of these, if there is a good fit. Please note that this is not always possible, and funding is not guaranteed.
- Any grant received must be spent within one year of award.
- We cannot award a grant to an organisation if we have not received the relevant Completion Report from any previous Foundation Scotland grant.

IMPORTANT PLEASE READ:

- You will need to consider the following eligibility criteria carefully **before** completing the online application form to ensure your organisation and project are eligible to apply.

- To ensure your application is processed without delay, you must ensure all the required supporting documents are uploaded. If you do not have the documents available when submitting your application then you can email them. However, please note that you must do so within **5 days** of completing your online application form, and by the deadline. **If you are applying less than 5 days before the deadline, you do not have an additional 5 days to submit your documents. Applications, including all of the relevant and signed supporting documents listed on the guidance below, must be submitted by or before the published deadline.**

Eligibility Criteria:

- Only **constituted** groups, with a governing document, can apply
- Annual income in the most recent financial year must be **less than** £250,000
- A bank account must be set up in the name of the group
- There must be **at least 3 unrelated members** on your management committee
- There must be **at least 2 unrelated** cheque signatories
- Committee meetings must have a **quorum of at least 3 unrelated** members present

This programme **DOES NOT** support the following:

- Organisations with an annual income of more than £250,000
- Projects starting before 1st October 2020
- Projects taking place outside the stated areas
- Statutory organisations
- Work in schools, during school/lesson hours
- Individuals
- Costs already incurred or activities which will take place before we have made a decision on funding (retrospective funding)
- Trips abroad
- The purchase of second hand vehicles
- General fundraising appeals or activities
- Projects which are mainly for the advancement of religion or politics
- Projects which do not benefit people in Scotland

IMPORTANT: Supporting Documents required:

- A copy of your constitution / governing document**
- A copy of your most recent annual accounts which must be **signed** by the independent examiner**
- **New groups**, which haven't completed their first year's accounts yet, must provide a **projection** of income and expenditure for the first year of operation.
- A copy of your most official recent bank statement showing the bank, your group name as the account holder, the account number and sort code.
- Management Committee details – template available on your registration email
- Children / Vulnerable Adults Policy if applicable
- For any capital items (e.g. equipment, construction services) you will need to provide at least two quotations from a supplier. For items exceeding £500 in value, three quotes should be provided. If this is not possible, we will ask you to explain why.

**If you are a registered Company Limited by Guarantee you do not need to submit either of these documents as we can access them from Companies House. Please note that we cannot accept abbreviated accounts therefore please ensure that full accounts are provided if these are not available on Companies House.

What happens next:

In the first instance, we will check your application is in order and has been submitted with the necessary information.

IMPORTANT NOTE: We will **NOT** contact you if you do not submit all the required information and supporting documents we have requested in order to process your application, so please consider the checklist above carefully to ensure everything is in order **BEFORE** submitting your application/emailing documents.

If shortlisted, an assessor may contact you to arrange a short telephone conversation to learn more about your project and request for funding. If you will be unavailable for any significant period, please include a note to that effect in Section 7 of the application form; your request may not be considered if an assessor cannot contact you.

You will be informed of the outcome of your application by email.

If you have any questions about your application please contact the Programmes Administrator

on 0141 341 4960 or email grants@foundationscotland.org.uk