



Foundation
Scotland

Comic Relief
Core Strength – Local Communities
Guidelines

IMPORTANT: PLEASE READ

- You will need to consider the following eligibility criteria and programme priorities 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 electronic versions of your supporting documents you can post them instead but you must do so within **5 days** of completing your online application form.

However, if you apply less than 5 days, or on the day of the published deadline, please note that if we **do not** receive all your supporting documents by **Wednesday 4th October 2017 at 12pm**, your application **cannot** be processed and will be automatically **withdrawn**.

ELIGIBILITY CRITERIA:

- Only **constituted** groups, with a governing document, can apply
- Only organisation's that have been established for **at least 12 months** can apply
- Annual income in the most recent financial year must be **£100,000 or less**
- You must be a **locally led and locally based organisation**. This means you are based in the area you are carrying out activities and have local people involved in the running of the organisation.
- 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
- Committee meetings must have a **quorum of at least 3 unrelated** members present
- There must be **at least 2 unrelated** cheque signatories

PROGRAMME PRIORITIES:

- Grants between **£1,000 and £10,000** are available **for core costs** only
- Applications must be received by **Wednesday 4th October 2017 at 12pm**
- The programme will support core costs only (meaning expenditure that is not connected to delivering projects but focusing on investing in the organisation as a whole, such as basic running costs.)
- You can apply for overheads (rent, staff, volunteers, heat/light, stationery/small equipment, internet etc), organisational development (staff/volunteer/trustee training, business planning, marketing and communications, monitoring and evaluation)
- This list is not an exhaustive list but the main point to remember is that funding cannot be used for direct project delivery. This is about your organisational needs and support.

EXCLUSIONS:

- Organisations who are in receipt of a grant directly from Comic Relief (you can apply if you have funding from the Comic Relief Community Cash programme)
- New groups (established for less than 12 months and don't have annual accounts)
- Groups with an income in excess of £100,000
- Individuals
- Advancement of religion or politics (including requests to support the core activities of religious or political groups)
- The repayment of loans or payment of debts
- Retrospective funding i.e. costs already incurred/activities already taken place
- Trips abroad
- Purchase of second hand vehicles
- Payments towards areas generally understood to be the responsibility of statutory authorities including schools. i.e. projects that take place in school, during school hours and/or only for the benefit of the pupils will not be considered. PTAs/Parent Councils can apply if appropriately constituted but must evidence the project has genuine wider community benefit.
- Groups who will then distribute the funds as grants or bursaries
- General fundraising appeals or activities
- Applications that are for the sole benefit to flora and fauna. Applicants are invited to demonstrate the direct benefit to the local community and/or service users in cases where the grant application is concerned with flora and fauna.
- Projects which do not benefit people in Scotland

SUPPORTING DOCUMENTS:

- A copy of your constitution / governing document**
- A copy of your most recent annual accounts which must be **signed** by the independent examiner**
- A copy of your most recent bank statement.
- Management Committee details – template provided
- Children / Vulnerable Adults Policy (if applicable)
- For any capital items (e.g. equipment) 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.

If you are posting the required supporting documents please send to: **Foundation Scotland, Empire House, 131 West Nile Street, Glasgow, G1 2RX.**

You will need to ensure you pay the correct postage for the size and weight of your envelope. We do not take any responsibility for the return or non-delivery of letters sent with insufficient postage.

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/posting 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 letter.

Please do not contact us to find out whether your application has been successful or not as we wish to use this valuable time to process applications. However, if you have not heard from us within 2 weeks of the published decision date, then please contact the Grant Programmes Administrator on 0141 341 4960 or email grants@foundationscotland.org.uk