

Stirling-wide Grants Programme: 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documents by **12 noon on 1st November 2017**, your application **cannot** be processed and will be automatically **withdrawn**.

ELIGIBILITY CRITERIA:

- Only **constituted** groups, with a governing document, can apply
- Annual income in the most recent financial year must be **less than £500,000**
- 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
- Committee meetings must have a **quorum of at least 3 unrelated** members present
- There must be **at least 2 unrelated** cheque signatories

PROGRAMME PRIORITIES:

Applications for **£250 to £3,000 from charitable groups and organisations operating in the Stirling area** for projects providing services and activities that help to address the following themes:

Support for older people in retirement

- Projects that make a clear difference to older people in retirement particularly where they will help to promote the social inclusion of the elderly and reduce social isolation. Such projects may include the provision of lunch clubs for the elderly, social activities such as tea dances, and outings.

Employability skills development

- Projects that enable individuals to access the skills and training required to enhance their employability, particularly among disadvantaged groups of people such as young people, offenders and lone parents. This may include the provision of work placements, job tasters, or activities which aim to build self-confidence or to improve skills in areas such as communication and problem solving;
- Support for young people not in education, employment or training;
- Projects that aim to reduce the number of young people that are not in employment, education or training. Such projects could take a preventative approach and may include vocational skills development, job coaching and mentoring schemes, employability skills development programmes, and the development of an enterprising culture.

Financial Resilience

- Projects that encourage the development of key money management skills and increase financial resilience.

We are keen to receive applications from projects that have the potential to meet more than one of the key themes e.g. the provision of activities that encourage different generations to work together in support of common goals.

Please note: decisions will be made by the end of January 2018 and communicated by early February 2018. It can take up to 3 weeks post decision to receive your cheque. Please take this into consideration when planning activities.

EXCLUSIONS:

- Individuals
- Projects which do not benefit people in the Stirling local authority area
- Groups whose grant request is for less than 25% of the total project costs
- 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.

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**
- **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 recent bank statement.
- Management Committee details – template available
- 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.**

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