



EARLSGATE
energycentre

Community Fund Guidance Notes



What is the Earls Gate Community Fund?

We are delighted to launch our Community Fund aimed at providing grants to voluntary and community sector organisations in the following Falkirk Council wards: Carse, Kinnaird & Tryst; Grangemouth; Falkirk North; Lower Braes; and Bo'ness and Blackness.

One of the best ways to have a positive impact within the community is to work with community partners and key stakeholders, already doing great work, though help them with funding to achieve more and help tackle some of the challenges faced in the community.

We recognise that communities are built by people. We want to help develop further community engagement in the local area to help engender an environment where people are proud to live and work.

The maximum amount available per application is £1,500.

We understand you may have lots of questions about the fund, so we have prepared this document to provide guidance on how it works.

What will we fund?

We are interested in organisations that:

- Build stronger communities
- Reduce social isolation amongst vulnerable people
- Strengthen community relationships

We are open minded about the type of organisation we will support, so get in touch with us! In a nutshell; it's anything that could help build a stronger community.

Your project can be new or an enhancement of something that already exists, but it must involve engaging with the local community and meet the aims outlined above.



The application process

To apply, you will need to complete a Community Fund application form. Forms are available to download from our website at www.egecl.com. Once completed, you need to email your form to enquiries@egecl.com. The information provided in your application form will be used to evaluate the application, so accuracy is important.

If your application is approved, we may request further information and agree how the funding is administered and audited.

If we feel any information is missing or not quite right, we will contact you to seek further clarification or see if we can help; the computer doesn't just 'say no!'

(Part A) - About your organisation

Applications are only accepted from 'not for profit' organisations such as:

- Charities (need to be registered if income exceeds £10,000)
- Constituted organisations such as community or voluntary
- Social enterprises
- Community interest companies

You must also be able to provide supporting evidence such as a written constitution, charity number, or community interest report.

We appreciate that not every organisation will be on social media, but, if you are, please can you provide us with your page names. If your application is approved, this will help us share your organisation's success and raise awareness of the good work you will be doing in the community.

(Part B) - Eligibility criteria

All funded organisations must:

- Demonstrate how the local community has been involved in the project
- Contribute to one of the three themes outlined for the fund:
 - Building stronger communities
 - Reducing social isolation amongst vulnerable adults
 - Strengthening community partnerships
- Deliver in one of the areas identified for the fund.

Application Guidance

To be eligible to apply, you must be able to demonstrate that you have:

- A management committee that meets on a regular basis.
 - An equal opportunities statement or an equality and diversity policy that meets the legal obligations of the Equality Act 2010. This may be contained within a governing document.
 - Your own organisational bank account with at least two unrelated signatories, who do not live at the same address. Funding must go directly to the bank account of your organisation (must be the same organisation as the one applying for the grant) – we cannot pay money to individuals or another organisation to manage on your behalf.
 - Systems in place that enable you to manage your finances (e.g. keeping accurate records and making sure accounts are examined or audited, depending on the nature and size of your organisation).
 - Practices and procedures in place for any paid employers and volunteers, which conform to legislation on employment and health and safety.
 - Relevant systems in place to ensure you are compliant with GDPR and the Data Protection Act 2018 legislation.
 - Clear policies around safeguarding that outline how you safeguard the welfare of children, young people and vulnerable adults.
 - Up to date DBS checks to ensure that paid staff and volunteers working with children, young people and/or vulnerable adults as part of the project are appropriately vetted.
- Sufficient insurance cover in place for all relevant risks – e.g. theft, fire, employer's and public liability and third-party damages.
 - Information available from the previous year's accounts (if available and needed at the grant award stage).
 - This criteria has been developed to help ensure requirements are in place before any funded activity commences. We may request further information or proof of the above as part of the application process.
 - Earls Gate Community Fund is unable to provide funding to organisations that do not meet the above criteria.

(Part C) - Organisation details

This part of the application provides us with a brief description of your organisation.

In no more than 500 words, clearly explain what your organisation does and who it helps. You may want to consider the following:

- Why there is a need for your organisation and how you can evidence this
- What your organisation does
- How your services are or will be delivered
- Whom the organisation targets

(Part D) – Applicant details

This part of the application provides us with the main contact details for the person who will manage the funding awarded.

We will need to know the position you hold within the organisation and the best contact details for you.

(Part E) - The money bit

In this section we will ask you to outline how you will spend the money from the fund if your application is approved. Costs may include:

- Resources
- Marketing / Publicity
- Participant costs.

Any funding that is approved cannot be backdated prior to your formal approval and before a contractual agreement has been signed.

(Part G) - Declaration

When signing this declaration, you are confirming that you understand how the Earls Gate Community Fund works and that all the information you have provided on the application form is accurate at the point of submission.

You are also signing to demonstrate that you understand Earls Gate Community Fund has the right to reject your funding application if we feel it doesn't meet the relevant criteria for the fund.

Earls Gate Community Fund's decision on whether to approve your application is final but will not prevent you re-applying.

It is acknowledged that if successful, any award can be used by EGECL for marketing purposes.



Project evaluation

It is important that any funding awarded by Earls Gate Community Fund is evaluated on an ongoing basis. Evaluation will provide valuable feedback, for example: project successes, areas of learning and, most importantly, the impact the funding has had on the organisation, community and individuals.

We may also ask if some of our committee members can visit your organisation, take photos, and/or speak to the people taking part so they can see for themselves all of the fantastic work being done in our communities.

Your information

Earls Gate Community Fund takes its responsibility in relation to data protection (GDPR) very seriously and will only process the data for the purpose that it was intended for.

Should your application be unsuccessful, we will retain your submission for six months in case you have any queries.

Our privacy notice and further information is available to view on www.egecl.com or you may request a printed copy.

We are here to help:

If you are still unsure about anything or have any questions, then please just contact the Engagement Team by:

Email : enquiries@egecl.com

Tel : 01324 467 888

Website : www.egecl.com

EARLS GATE COMMUNITY FUND

