

City of Edinburgh Council Grant Aid Application Communities & Families 2018/19

Guidance to completing the Application Form

INTRODUCTION

Applicants are required to complete the application form in full for your application to be considered. An incomplete application may be returned to you and could result in your application not being considered. The form has been designed to be used electronically. All applications should be completed and submitted electronically to CF.Commissioning@edinburgh.gov.uk by 3pm on Friday 15th December 2017. Any applications submitted after this time will not be assessed.

These guidance notes are to help you to complete your application – it is important you refer to them when you're filling in the form. If you have any questions about the form or application process, please contact us at CF.Commissioning@edinburgh.gov.uk or telephone 0131 469 3457.

Part A

Organisation Details

(1.1) Please enter the name of your organisation and the project title if this is different from the organisation name.

In regard to the delivery organisation, this should be the organisation that will have financial and managerial responsibility for the grant. Include the name of your organisation as it appears in your constitution or similar set of rules.

Description of Project

Please provide a brief description (maximum of 50 words) that can be used in the award recommendations report going to Committee.

Address and Post Code

(1.2) This should be the address/contact details of the organisation where the grant will be managed.

Principal contact name and position

(1.3) This should be the person in your organisation responsible for the application and who can talk about it in detail if required. The other contact details we are looking for are those of the chairperson.

Organisational Governance

(1.4) Please state the type of organisation you are for example a registered charity or a registered company. If your agency is not a registered charity or company, please state if you have a Constitution / Statement of Aims / Memorandum and Articles. (Relevant documents must be supplied on request)

OSCR Registration Number

(1.5) Please enter your registration number if you are registered with the Office of the Scottish Charity Regulator (OSCR)

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Companies House Registration Number

(1.6) Please enter your registration number if you are registered with Companies House.

Volunteers

(2) If your organisation benefits from the efforts of volunteers (including those on Board/Management Groups), this question asks you to state what policies you have in place for the participation of volunteers within your organisation. For the purposes of definition, a volunteer is; someone giving their time, knowledge and skills without remuneration involved in directly providing the service or forming part of the management arrangements. Please tick the policies/guidelines that you have in place.

Work with children and/or adults at risk

(3) If your organisation undertakes work which involves working with children and/or vulnerable adults please indicate if you have policies and procedures to minimize risk of any abuse. You may be asked to supply copies of these policies.

Support in Kind

(4.1, 4.2, 4.3) A range of organisations receive additional support alongside their grant sum (commonly known as support-in-kind) and it is important that this is appropriately taken into account when asking the Council to consider a grant request. Should your organisation receive any support in-kind directly or will feature this as part of your proposals please identify this for property, posts or other types of support.

Equalities Groups

(5) Please tick the equalities groups which you will be targeting with the grant money. Please note that you should only tick those groups you are deliberately targeting for the proposed service. For example, if you run an older persons' day service which happens to be attended by both men and women you should **not** tick 'men' and 'women'. This is because your service is targeting the general needs of older people. However, if as part of the grant money you will fund a men's only group within the day service, you should tick 'men' as an equality group. This is because you will be using the money to target the particular needs of men.

Accounts and Auditing

(6) The level of accounts and auditing for your organisation which is required to be submitted to the Council is in line with the requirements of the Office of the Scottish Charity Regulator (OSCR). You are expected to supply a copy of your latest annual independently examined / audited accounts with this application.

The Table below provides a brief summary of the statutory requirements for the format and external scrutiny of accounts. Note however that where there is a constitutional requirement for audit within a charity's governing document or any applicable enactment that sets out this requirement, this takes precedence over the income and asset thresholds outline below.

Further details and guidance should be sought at www.oscr.org.uk.

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The Statutory Financial Thresholds for the Format and External Scrutiny of Accounts – Accounting Periods Beginning On or After 1 April 2008.

Gross income	Format of accounts*		External scrutiny of accounts**	
Less than £100,000	***Non-company charities: receipts & payments accounts	Charitable companies: fully accrued accounts	Non-company charities: independent examination by a person with requisite skills	Charitable companies: independent examination by a qualified person
£100,000 to £499,999	Fully accrued accounts		Independent examination by a qualified person	
£500,000 and over			Audit	

*Preparers of accounts also need to consider any relevant requirements of the charity's governing document in understanding the format of accounts to be prepared – there may be a provision requiring accrued accounts to be prepared for example which would overrule the above threshold requirements.

**Note that gross assets of the charity must also be considered when determining the method of external scrutiny that the charity requires – where the assets are at least £2.8million and accrued accounts are prepared, an audit is required under the 2006 Regulations.

Details of the format and external scrutiny of accounts are provided in OSCR's Accounts Guidance which is available from the website, www.oscr.org.uk.

Bank Details

(7) You are asked to give the bank account details for your organisation so that payment arrangements can be set up should your application be successful. The information submitted here should be consistent with the proof of bank account that you are sending in with this application.

Turnover

(8) You are asked to give the figure for the total income of your project in the period April 2016-March 2017.

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Part B - Your Proposals

SECTION 1

Primary Commissioning Plan Theme

Please identify one theme only. We are aware that your organisation or service may cover more than one commissioning plan theme so please choose the theme that is most strongly represented in the work to be funded.

For questions 1.1 to 1.7 please give details using no more than the maximum number of words indicated, extra text will be disregarded.

Number	Question	Criteria	Weighting
1.1	Please describe the rationale for this project/proposal, including evidence of need (max 350 words)	How well does the application describe the basis/justification for the proposal? Does it identify specific target groups; provide evidence of need?	4
1.2	Please detail the outcomes and targets for this project (ensure that the outcomes are linked to the project/proposal activities) (max 250 words)	Do the outcomes clearly link to the activity? Are targets measurable?	2
1.3	Please give us an overview of the project, including reference to planning, implementation and sustainability (max 500 words)	How well does the application evidence that a clear plan is in place with an effective process for implementation? Is the project sustainable?	4
1.4	Please provide evidence of joint/partnership working directly related to this project/proposal and particularly linking with the local communities served by this proposal (max 250 words)	To what extent does the application describe partnership working or integration with other services? Is there evidence of benefits from partnership working for service users? To what extent has there been coproduction or consultation with local community or service users?	1
1.5	Please tell us how you plan to measure progress and evaluate your project, particularly how you will measure the impact of the activities (max 250 words)	Does the application evidence that effective monitoring and evaluation processes are in place, with a focus on impact? Is there evidence of service user involvement in evaluation?	3
1.6	Please provide evidence of your organisations previous achievements, giving priority to those that link	To what extent does the application describe past performance (impact, outcomes and activity) and links with the project being proposed?	1

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	most closely with this proposal (max 250 words)		
1.7	Please tell us what other steps you have taken to seek funding for this project (max 250 words)	To what extent does the application describe the steps taken to seek other funding for this project and how this funding fits in with the project budget? If no steps have been taken, is there a clear rationale for not seeking other funding?	1

Scoring

All applications will be scored against the set of assessment criteria (See table above). The scores that can be awarded are:

Assessment	Score	Interpretation
Excellent	4	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
Acceptable	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
Poor	1	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
Unacceptable	0	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

SECTION 2 – Location

(2.1) Please identify where in the city your proposals concern and / or where services will take place – this maybe different from where your organisation is based.

The city has 12 Neighbourhood Partnerships. If your proposal is for the delivery of a local service (i.e.; not of city-wide benefit) please indicate the Neighbourhood Partnership area(s) in which your service will operate.

Further information on Neighbourhood Partnerships is available at http://www.edinburgh.gov.uk/info/794/partnerships/579/neighbourhood_partnerships

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Part C Financial Information

There are two spreadsheets you are required to fill in, the first gives details about the level of award you are requesting and how it is calculated. The second shows financial projections for your organisation/project for the current year (2017/18) and the year of the award (2018/19). Please note that any cell that is in grey is locked and so you will not be able to enter any information in it.

Grant Requested

Please give details of the costs of staff posts which are to be funded by the grant. In the columns 'Salary Level, Full time equivalent, Associated Costs, Total', you must give the full costs of the post. Please also tell us what percentage of the post is to be funded by the grant (type the number only, example 25). You do not have to fill in the final column as there is a formula within these cells to make the calculation.

If your application is to fund other spending as well as or instead of staff salaries, i.e.; other costs, please use this table to provide a financial break down of how you will spend the grant applied for. Please provide descriptions for each line of expenditure.

Edinburgh Living Wage

If your request is to fund salary and associated costs, you are asked to indicate whether this will be compatible with the Capital Coalition's objective in strengthening the application of the Edinburgh Living Wage of £7.85 per hour across the city. There is a simple yes/no dropdown list for you to use.

Financial Projections

In order to assess applications for grant aid, the Council requires current and accurate financial information so as to assess the overall financial position of your organisation as a whole. You are asked to complete these projections for the current year (2017-18) and for the year of the grant request (2018-19).

In the income section, you must indicate under the relevant CEC (City of Edinburgh Council) Department the sum provided, the type of funding received and any discrete income from Council sources.

The Council needs to be aware the levels and purpose of any reserves held by your organisation. You will get this from your latest accounts. Please note that the Council does not anticipate any of its grant funds to be allocated towards accrual of reserves. As a guide, the Council defines reserves as follows;

Type	Explanation
Designated Reserve	Transfer of income to a specific account over a period of time for use on a specific project in the future (savings for a building improvement, new equipment, etc).

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Restricted
Funds

These are accumulated balances in relation to income and expenditure, which have been given for a specific purpose.

General
Reserve

This is sometimes referred to as accumulated surplus. This represents the surplus & deficits built up over time from the main activities of the organisation. It is unlikely to be equal to the cash/bank figure but will represent the net assets, cash, debtors/creditors and reserves levels of the organisation.

You are asked to complete these figures as at 31st March 2017. You will not need to put in any further reserves figures as there are calculations in the spreadsheet to complete these for subsequent year.

Part D - Declaration

Two people from your organisation must sign the form. One of these must be an office bearer (board/management committee).