|  |
| --- |
| **THE ABERDEENSHIRE VOLUNTARY ACTION SUPPORTING COMMUNITIES FUND**  **GUIDANCE NOTES FOR APPLICATIONS**  Funding to support a community response to Covid-19 |
| Any group considering making an application to the Aberdeenshire Voluntary Action Supporting Communities Fund should carefully read these notes and refer to them while completing their application. |

**Eligibility**

1. Any non-profit group or organisation with a current governing document (e.g. a Constitution or Trust Deed document) and a bank account in their name, and who meets the qualifying criteria below are welcome to make an application to the Aberdeenshire Voluntary Action Supporting Communities Fund (referred to as The Fund).
2. Funding is available for activities taking place between May and September 2020 only.
3. Any funded activities must be carried out within the local authority area of Aberdeenshire only.

**Exclusions**

1. Groups that have already received funding from any funding stream for similar activities cannot apply to this fund for the same activity/time period. Applications can however be made to sustain an activity if other funding has been depleted. If previous funds have been depleted, evidence to support this must be presented with your application (i.e. previous grant agreement and evidence of full expenditure).

**General Information**

1. Phase 1 of the Fund opens for applications on 19th May 2020.
2. Phase 1 of the Fund closes for applications on 30th June 2020.
3. Aberdeenshire Voluntary Action reserves the right to close the fund to new applications when the total sum available is allocated.
4. The Fund is to enable, or support relief work or activity related to the Covid-19 response.
5. Groups making an application should note that expenditure costs must not include VAT if your organisation is VAT registered.
6. When providing bank account details, groups need to ensure that the information provided is accurate and exact (as it appears on the submitted bank statement). This should include correctly stated account name, sort code, and account number.
7. Groups applying to The Fund must provide the following documents at the time of their application:

* a correctly completed and signed application form
* a copy of their governing document
* a copy of a recent bank statement (within the last three months) showing the account name, sort code, and account number

1. Groups applying must submit a correctly completed and signed application form with the required supporting documents to [**grants@avashire.org.uk**](mailto:grants@avashire.org.uk?subject=Supporting%20Communities%20Fund%20-%20application).
2. Groups involved in the running of a building or space-type facility e.g. a village hall; can only apply if their facility is open and involved in the provision of Covid-19 relief work.
3. The Fund has been split into five small-grants programmes, each with a differing funding theme.
4. Each theme has a maximum amount that can be applied for which is stated on the application form. There is no minimum application amount in any theme.
5. Groups can only apply for funding from 2 themes in one application. The maximum amounts in each theme will apply.
6. Applications will be assessed by Aberdeenshire Voluntary Action staff, and all applicants will be informed of the outcome and given feedback as soon as possible.
7. All communications with Aberdeenshire Voluntary Action regarding any applications to The Fund should be by way of email only and sent to [**grants@avashire.org.uk**](mailto:grants@avashire.org.uk?subject=Supporting%20Communities%20Fund).
8. Successful applicants may be subject to progress and achievement monitoring and will be required to provide proof of the allocation of funds and spending.
9. Successful applicants should note that details of their grant (name of organisation, purpose of grant, amount awarded) may be published in news releases, case studies, publications or other publicity media in hard copy or on the internet.

The application form can be found on the next page.

|  |
| --- |
| **THE ABERDEENSHIRE VOLUNTARY ACTION SUPPORTING COMMUNITIES FUND**  **APPLICATION FORM**  Funding to support a community response to Covid-19 |
| Please ensure that you have read and understood the guidance notes below before completing the grant application. Please complete all sections, attach the required documents, and send them to: [**grants@avashire.org.uk**](mailto:grants@avashire.org.uk?subject=Supporting%20Communities%20Fund%20-%20application). |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1: Organisation Information** | | | **NOTES** |
| **Organisation Name** | | | The full name of the applicant organisation. |
| Click or tap here to enter text. | | |
| **Organisation Address (Including postcode)** | | | The address of the organisation’s operations. |
| Click or tap here to enter text. | | |
| **Companies House registration number and/or Charity number (if applicable)** | | | The applicable registration number(s) of the organisation. |
| Click or tap here to enter text. | | Not Applicable |
| **Legal Entity** | | | Tell us how your organisation is legally structured. **Please attach a copy of your governing document with the application. Your application will not be successful without this.** |
| Choose an item. | | |
| **VAT Registration Number (if applicable)** | | | Value Added Tax (VAT) number issued by HMRC if applicable. |
| Click or tap here to enter text. | | Not Applicable |
| **Bank Details which payment of grant should be made to if successful.** | | | **Please attach a copy of a bank statement, dated within the last 3 months with the application. Your application will not be successful without this.** |
| Account Name | Click or tap here to enter text. | |
| Account Sort Code | Click or tap here to enter text. | |
| Account Number | Click or tap here to enter text. | |
| **Contact Details** | | | The contact details of the person(s) within the applicant organisation to whom any queries relating to this application may be directed. |
| Name(s) | Click or tap here to enter text. | |
| Job Title/Role Held | Click or tap here to enter text. | |
| E-mail | Click or tap here to enter text. | |
| Telephone/Mobile no. | Click or tap here to enter text. | |

|  |  |  |
| --- | --- | --- |
| **Section 2: Proposal Details** | | **NOTES** |
| **What activities do you anticipate delivering (or already are) in response to Covid-19?** | | Describe the new or extended activities you are planning, including an indication of the geographical area you cover, and how many people you anticipate will benefit, and who these people might be. If applicable, list the organisations you will partner with to deliver the activity. |
| Click or tap here to enter text. | |
| **Over what period do you anticipate this activity will take place?** | | Please tell us the proposed start date for this activity and how long you will deliver it for with the funding requested. **Funding can only be allocated for spending on activities taking place between May and September 2020.** |
| Click or tap here to enter text. | |
| **Project Costs** | **Amount Requested** | **Please note that you can only apply for project costs from a maximum of 2 categories.** |
| **SCF-01:** To financially support, through a small grant programme, COVID-19 specific volunteering across Aberdeenshire (e.g. travel expenses; PPE; equipment and materials).  **Maximum amount permissible: £500** | Click or tap here to enter text. |
| **SCF-02:** To financially support, through a small grant programme, groups and organisations that are providing COVID-19 specific responses in local communities across Aberdeenshire (e.g. communications costs such as printing, internet access costs, telephone/mobile phone bills).  **Maximum amount permissible: £250** | Click or tap here to enter text. |
| **SCF-03:** To financially support, through a small grants programme, the sustainability of ongoing COVID-19 specific responses across Aberdeenshire (e.g. utility bill costs).  **Maximum amount permissible: £750** | Click or tap here to enter text. |
| **SCF-04:** To provide, through a small grants programme, an accessible emergency/hardship fund to meet costs associated with a group or organisation providing personal support or intervention for an individual who is rurally isolated, if this is required (e.g. for providing basic provisions).  **Maximum amount permissible: £250** | Click or tap here to enter text. |
| **SCF-05**: To provide financial support, through a small grants programme, activity programmes aimed at vulnerable people who are rurally isolated (e.g. supporting payments for access to online services, but not broadband infrastructure or access costs).  **Maximum amount permissible: £500** | Click or tap here to enter text. |
| **Total:** | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 3: Application Declaration** | | | |
| I/We, the Applicant as designated in section 1 above:   * confirm that I/we have not accepted/will not accept other funds for the same activity over the same period. * certify that the information given on this form is accurate to the best of my/our knowledge. * certify that submission of this application has been authorised by one or more Director/Trustee, Authorised Signatory or Secretary in line with our Constitution or Articles of Association. * undertake to notify any changes in circumstances relating to the Applicant and/or proposed activity, and/or funding as specified in this application. * understand that this Application does not constitute an offer of assistance and that it is subject to approval of the funding partner at its discretion. * that where working in partnership with other community organisations I/we have discussed our proposal/plans with them. * accept that AVA, the Scottish Government and The National Lottery Community Fund may be obliged to disclose information provided by the Applicant under the terms of the Freedom of Information (Scotland) Act 2002, and the Environmental Information (Scotland) Regulations 2004. * understand my/our obligations to comply with relevant Data Protection and Privacy requirements, equalities and environmental legislation. * authorise AVA, the Scottish Government and The National Lottery Community Fund to make any enquiries as considered necessary in connection with this Application and I/we may be required to provide additional information in relation to my/our proposal. * confirm I/we have read and acknowledge terms of Data Protection in Section 4 of this form overleaf. * acknowledge that, if approved, grant claims will be submitted in accordance with the Grantor’s requirements supported by invoices and receipts or other such evidence demonstrating the payment has been discharged from my/our account. * confirm that I/we have read the eligibility criteria for applying to the Supporting Communities Fund. | | | |
| **Declaration**  By signing this application, you are declaring that you have the required permission from a trustee/director of your organisation to do so in the name of your organisation.  If signing your document by hand, please scan the whole application form and submit by email. Electronic signatures are acceptable, preferably an electronic copy of each person’s hand signature, typed signatures will be accepted under the current exceptional circumstances. The application form must be submitted from either the email account of one of the signatories, or with both signatories included in the email copy list.  Please sign and date your application and submit it by email to [**grants@avashire.org.uk**](mailto:grants@avashire.org.uk?subject=Supporting%20Communities%20Fund%20-%20application)**.** | | | |
| **Full Name** | Click or tap here to enter text. | | |
| **Position** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |

|  |
| --- |
| **Section 4: Important Information about Data Protection** |
| This application form contains information that is classed as personal data under the General Data Protection Regulations (2018) and in respect of which the funding partner is obliged to supply the following information:   * The data controller is Aberdeenshire Voluntary Action (AVA) * The legal basis for collecting the information is Article 6(1) (c) and Article 6(1) (e) of the GDPR.   The information you provide will be used for the following purposes:   1. Processing your application. 2. If your application is successful, we will publish details of the financial support provided and in addition we may use/publish information from the proposal in news releases, case studies, publications and other publicity materials in hard copy and on the internet. 3. Data may be used for statistical purposes by AVA, the Scottish Government and The National Lottery Community Fund for performance monitoring and reporting.   The application form will be stored securely and retained in order to ensure compliance with grant conditions that apply to proposals that are successful in receiving funding. Apart from a) to c) above, the information you provide will not be disclosed to any other organisation for any purpose other than detecting or preventing fraud. For the purpose of the detecting and preventing fraud, data may be disclosed to (i) sub-contractors or sub-contractors employed by the Scottish Government for this purpose (ii) Audit Scotland and (iii) law enforcement agencies.  Further information on Data Protection can be obtained from AVA at [**enquiries@avashire.org.uk**](mailto:enquiries@avashire.org.uk?subject=Data%20Protection).  **Your Rights:**  You have the right to request information about how your personal data is processed and to request a copy of that personal data. You have the right to request that any inaccuracies in your personal data are rectified without delay and you can edit your contact details at any time. This should be done in the first instance by contacting AVA at: [**enquiries@avashire.org.uk**](mailto:enquiries@avashire.org.uk?subject=Data%20Protection). |