**Get ready, steady… to GO! Govan**

Guidance notes for completing Community Budgeting proposal form 2018

**It is important that you read these guidance notes carefully before completing your**

**Application Form, it will help explain the questions and the information we need from you.**

Below, you will find information on the Community Budgeting 2018, including how to apply. The section entitled *Completing your Application Form* provides guidance on how to answer each of the questions in the Application Form.

Where possible the Application Form should be completed electronically. Copies of the Form and these Guidance Notes are available from the following website: <http://www.ghn.org.uk/our-work/ready_steady/>

*Please note that the boxes will expand to provide an adequate amount of space to insert information, but size restrictions have been applied.*

We would ask that you keep your information short and clearly explain your proposal. When you click on a box, a cross will automatically be inserted or removed.

Paper copies are also available by contacting Ready Steady at Glasgow Homelessness Network. If you require more space to answer any question, you should use additional sheets (A4) and ensure that they are clearly marked with the section to which they refer.

**A. Purpose of community budgeting**

To allow local communities be involved in deciding how grant funding is given to projects or services that benefit the local community.

**B. Who can apply?**

Community and voluntary organisations that are based in Govan and have full control over their proposal are able to apply. Organisations should:-

* be not-for-profit and should not allow anyone to profit from being associated with the organisation;
* have a Managing Body, management committee (or similar body) which meets regularly;
* have elected office bearers e.g. chairperson, secretary and treasurer;
* have a Governing Document (e.g. a constitution) that has been approved by the organisation and signed by an office bearer (see guidance below on Managing Bodies and Governing Documents);
* have a bank account with at least 2 unrelated signatories.

**C. Managing Body and Governing Documents**

The term “Managing Body” describes the group of people responsible for managing your organisation, for example, Management Committee, Board of Directors, Trustees or Governors or any corresponding name. The term “Governing Document” describes the document that sets out the purposes for which the organisation is established and how it will operate, for example, Constitution, Memorandum and Articles of Association, Rules, And Deed or Declaration of Trust.

**D. How are proposals assessed?**

Application Forms will be assessed by a local panel, made up of local people and people who work in the area, against the following criteria:

* Evidence of eligibility, e.g. appropriate governance arrangements, organisational policies and financial management etc.,
* Satisfactory assessment of the proposal and any financial and operational risk

###### E. How to apply.

You can contact the Programme Manager at GHN before submitting your proposal to ensure that the proposal is eligible (contact details can be found below).

**Email: readysteady@ghn.org.uk**

**Phone: Janice Higgins: 0141 420 7272 / 07834 437185**

The application form must be **completed as fully as possible** to avoid any delay in processing and assessing your proposal. We may need to contact you for more information if you don’t finish the form and that may hold up the assessment of your proposal. We might need to ask you to give us quotes for the equipment or services you want to buy.

Your application form must be signed and dated by an Office Bearer of your organisation (e.g. the chairperson, treasurer, secretary, etc). Please note that giving false or misleading information could result in the withdrawal of any grant awarded and reclaiming any payments made to the organisation.

We’ll let you know we’ve received your application, and then it will be assessed by the local panel. If successful, you will be invited to a community event to present your project to the local community.

The community will vote for the projects they wish to fund and you will find out if you have got your funding on the day. Voting will take place on Tuesday 27 February, 6-9pm in the Pearce Institute.

These Guidance Notes, and the Application Form, can be supplied by e-mail or in paper format.

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| **Completing your Application Form** |

The following guidance relates to each question on the Application Form.

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| **Information on your Organisation** |

**1. Name, address and contact details of the organisation applying for funding:** Provide all of the details requested in the form. These should be the main contact details of your organisation.

**2. Details of Contact Person for organisation:** Provide all of the details requested in the form. Please note, this person should be the main contact in your organisation in relation to the application form and who is able to provide additional information or respond to specific questions, where appropriate.

**3. Type of Organisation:** Please tick the most appropriate box for your organisation and include a Charity Registration Number and/or a Care Inspectorate Registration Number, if applicable.

**4. What are the main aims and activities of your organisation?** Tell us here why your organisation was set up, what it does and what it hopes to achieve.

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| **Your application for funding** |

**5. Please give your Application Form a title**: Please give your application form a title so that you can tell it apart from other grant awards you have received in the past or may receive in the future. For example, “Training Programme 2018” or “New Equipment 2018”.

**6. Who in the local community will benefit from this project, and how?** Which members of the community will benefit if your application is successful e.g. children, older people, etc. and in what ways will they benefit e.g. by being more active, or by reducing isolation, etc. Each area decides priorities that are most important to them, and over the last couple of years the people of Govan have chosen the priorities below as being the most important to them. Your project will need to fit with these priorities:

* **Young People**
* **Youth Employability**
* **Environment**

**7. Please describe your proposal:** This should be a brief description of what your organisation will do if your Application Form is successful. It should cover the services or activities that will be provided, where and when this will happen, who will be involved and explain why there is a need for it. Remember that all funding must be spent by **31 March 2018.**

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| **Finance** |

**8. Please provide the following financial information on your proposal: (9)**Tell us the amount your organisation is requesting from Community Budgeting. Projects can apply for any amount up to **£1,000.** **(10)** Tell us about any other funding you have secured or requested for the proposal and **(11)** tell us the total cost of your proposal.

**12. If you have secured or requested any other funding for your proposal, please provide details below:**

Please provide more details on your answer to question **(9)** including details of the funder, the amount, and whether the funding has been confirmed or if a decision is pending. If you have not secured or requested any additional funding, enter ‘N/A’ in this space.

**13. Please provide a breakdown of the expenditure to be incurred on this proposal.**

 If your application is successful, how will funding be spent? Enter details of the cost of each element of your proposal – e.g. equipment to be bought, services to be paid for, etc.

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| **Governance** |

**14. Does the organisation have a bank account with a least 2 unrelated signatories?**

To qualify for funding, your organisation must have a bank account where at least 2 members are required to sign for the withdrawal of funding. Members of your organisation who are authorised to withdraw funding cannot be related. If your application is successful, you will be asked to provide the names, and their positions within the organisation, of members who are authorised to withdraw funding.

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| **Supporting documents** |

**15. Please include the following documents with your completed application form:**

 Tick the relevant boxes to indicate which documents are enclosed with this application. The most recent financial (accounts; bank statements) information must be submitted with every proposal.

 You are also required to provide a copy of your organisation’s governing document e.g. a Constitution or Memorandum & Articles of Association. If the Council already holds the most up-to-date version of your document, you do not need to submit a further copy.

**Your Agreement**

Please read the declaration carefully and if your organisation agrees to be bound by its terms, it must be signed by an office bearer before your application form is submitted.