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| **Cumbernauld CAN (Community Anchor Network)** **SMALL GRANTS PB FUND ROUND 2****APPLICATION FORM**  |  |
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| **GUIDANCE NOTES | INTRODUCTION** |
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| **In 2020, social enterprise and community anchor charity Cornerstone House Centre initiated the launch of Cumbernauld CAN (Community Anchor Network), a project supported by Scottish Government which aims to develop the connected capacity of the Greater Cumbernauld community.** The project strives to enable Cumbernauld residents and organisations to work together to become better at responding to local needs. In this respect, Cumbernauld CAN seeks to provide way to help local communities improve the place where they live. The initiative focuses on the principles and objectives identified with Scottish Government’s Community Empowerment (Scotland) Act 2015.Cumbernauld CAN is working to develop, strengthen and grow the community’s capacity to make a positive contribution to the wellbeing of Greater Cumbernauld. A key element of the programme involves initiating **Participatory Budgeting (PB)** opportunities for local groups and citizens. Participatory Budgeting is a process where ordinary people are given power to democratically and collectively make key decisions on how public funding is spent.  |
| **SMALL GRANTS PB FUND ROUND 2** |
| Small Grants PB Fund Round 2 is being rolled out with a view to funding multiple community activities and projects which seek to support, strengthen and improve the Cumbernauld area and its people. As such, Cornerstone House Centre is inviting community and voluntary organisations to apply for a small grant of **between £100 and £1,000** to deliver a proposal which will benefit one or more communities within Greater Cumbernauld. Earlier this year, 11 community organisations received funding and initiated a range of successful projects through Small Grants PB Fund Round 1. This funding round enabled activities such as establishment of a new weekly running event in Cumbernauld, continuation of a ‘Sheila Shed’ group for older women in the local area and facilitation of outings for children with additional support needs. |
| **ELIGIBILITY CRITERIA** |
| To be eligible to apply for a grant through Small Grants PB Fund Round 2:* Your group must be not-for-profit, be for community purposes and involve at least two people
* Your group must have a written constitution, set or rules or other similar document
* Your proposal must benefit, support or involve people in the Greater Cumbernauld area (incorporating Kilsyth, Northern Corridor and surrounding villages), with groups covering a wider geographical area eligible if they intend to use the funds specifically within Greater Cumbernauld
* Your proposal must be able to be delivered within a budget of between £100 and £1,000, or if costs exceed this you must be able to evidence that you have secured additional funds to ensure delivery can take place
* Your group must have a bank account, or a suitable alternative banking arrangement
* Your group must keep and maintain transparent financial records.

Applications which do not meet the above criteria will not be considered. Originally, it had been intended that groups funded through Small Grants PB Fund Round 1 would be ineligible to apply for Small Grants PB Fund Round 2. However, this criterion has been relaxed in light of the COVID-19 pandemic, ensuring that no local organisation is excluded during this economically challenging period.  |
| **PROPOSAL GUIDANCE** |
| Any proposal which focuses on supporting community activity within Greater Cumbernauld will be considered. The maximum small grant award is set at £1,000 on this round. Awards may be as small as £100 if that is all that is required. Organisations should present realistic proposals proportionate to the maximum available grant. For example, proposals could be to deliver a single event, a short activity programme, a new information resource or social networking portal, a taster opportunity, engaging external expert support to build capacity to address the priority need, or another discrete project activity that can be delivered within the available financial resource.Equally, proposals which seek to contribute to the Greater Cumbernauld area’s response to the coronavirus (COVID-19) pandemic are eligible for submission. If a proposal is to test out interest in some new work, groups should bear in mind that at present this is a one off grant in Round 2. Your proposal should explain as clearly as possible: * What you want to do
* What geographical area it will be targeting (i.e. all of Cumbernauld or a specific neighbourhood)
* Who the beneficiaries will be
* How many beneficiaries will be involved
* What impact it will have.
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| **SUBMITTING YOUR PROPOSAL** |
| To submit a proposal, please read pages 1-2 of this document before completing the Application Form on pages 3-7. Completed Application Forms should be emailed to **events@cornerstone-house.org.uk** by no later than 12noon on **Monday 30 November 2020**. Applications received after this deadline will not be considered. If you require support or advice in completing the Application Form, please email Cornerstone House Centre at the above specified email address or telephone **01236 739220**. Paper copies of this document can also be provided via post upon request.  |
| **AFTER YOUR PROPOSAL HAS BEEN SUBMITTED** |
| Once the deadline for applications is reached, Cumbernauld citizens will be invited to be part of a Participatory Budgeting (PB) process to decide on which proposals are awarded funding. Key information that applicant organisations provide about their proposal within their submitted Application Form will be included alongside details of all other proposals in an online **Community Voting Survey**. This will be promoted and distributed widely to individuals and organisations across Greater Cumbernauld during December 2020. After the Survey has closed, an independent and esteemed Cumbernauld CAN Steering Group will verify the final results to ensure that transparency has been adhered to. Finally, voting results will be publically released in January 2021 and a proportion of proposals receiving the highest number of votes will be awarded funding.  |
| **YOUR ORGANISATION AND PROPOSAL** |
| **Sections A, B, C** and **D** should be completed by all groups wishing to apply for a funding award through Small Grants PB Fund Round 2.  |
| **SECTION A | CONTACT INFORMATION** |
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| **Name of Organisation:** |  |
| **Contact Person:***(organisation lead contact)* |  |
| **Contact Address:** |  |
| **Telephone Number(s):** |  |
| **Email Address:**  |  |
| **Website Address:** *(If applicable)* |  |
| **Facebook Handle:***(if applicable)* |  | **Twitter Handle:***(if applicable)* |  |
| **Registered Charity No:***(if applicable)* |  | **Company No:***(if applicable)* |  |
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| **Lead Contact:***(for this specific proposal)* |  |
| **Position / Role:**  |  |
| **Telephone Number(s):** |  |
| **Email Address:**  |  |
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| **SECTION B | ABOUT YOUR ORGANISATION** |
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| **When Was Your Organisation Established?** *(insert calendar year where known)* |
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| **What Type Of Organisation / Group Are You?** *(please cross or mark all boxes that apply)*  |
| **Voluntary Association / Community Group***(not formally registered as a charity)* |  | **Registered Charity / SCIO** |  |
| **Company Limited by Guarantee** |  | **Social Enterprise** |  |
| **Community Interest Company (CIC)** |  | **Trust** |  |
| **Voluntary Partnership***(collection of groups working together)*  |  | **Statutory or Public Sector Body** |  |
| **Other***(please specify in adjacent box)*  |  |  |
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| **How Does Your Organisation / Group Connect With Greater Cumbernauld?** *(please cross or mark one box only)*  |
| **We are exclusively located and only operate in the Greater Cumbernauld area****Registered Charity / SCIO** |  |
| **We have a base in the Greater Cumbernauld area (office, home or community venue)**  |  |
| **We operate in the Greater Cumbernauld area, as well as other areas of Lanarkshire****Trust** |  |
| **We operate in the Greater Cumbernauld area, as well as other areas of Scotland** |  |
| **We are just starting up and will be active in Greater Cumbernauld****Trust** |  |
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| **Do You Have a Written Constitution, a Set of Rules Or a Similar Document?** *(please cross or mark one box only)*  |
| **Yes***(a copy will be required if your application is successful)* | *(If your application is successful, you will need to providing banking details)*  | **No***(you must have something in place before a small grant can be issued)*  | **Yes***(If your application is successful, you will need to providing banking details)*  |
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| **Do You Have a Bank Account That Requires Two Unrelated Signatories To Make Payments?** *(please cross or mark one box only)* |
| **Yes***(if your application is successful, you will need to providing banking details)*  |  | **No***(a suitable banking arrangement must be in place before a small grant can be issued)*  |  |
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| **Do You Have Financial Records That Were Audited or Independently Examined In The Last Year?** *(please cross or mark one box only)*  |
| **Yes***(a copy will be required if your application is successful)* |  | **No***(you must have suitable financial records in place before a small grant can be issued)*  |  |
| **No because our organisation has been running for less than one year***(You must have something in place before you can be considered to receive a grant)*  |  |
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| **What Are The Main Activities, Services Or Purposes Of Your Organisation / Group?***(please use a maximum of 100 words to describe what your group does)*  |
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| **How Many People Are On Your Management Committee or Board?***(please enter a number)*  |
| **Registered Charity / SCIO** |
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| **Which Description Best Describes Your Organisation / Group In Relation To Human Resources?***(please cross or mark all boxes that apply)* |
| **We have no paid staff***(organisation is entirely volunteer-led)* |  | **We have at least one paid staff member***(full-time, part-time, sessional or contracted)* |  |
| **We share a member of staff with another organisation** |  | **We are part of a larger organisation with staff based outside of Greater Cumbernauld** |  |
| **We are supported by an external agency***(such as North Lanarkshire Council CLD)* |  | **We contract staff only when required***(such as sessional staff or consultants)* |  |
| **Other***(please specify in adjacent box)*  |  |  |
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| **Does Your Group Operate As a Branch Of a Larger Organisation?** *(please cross or mark one box only)*  |
| **Yes***(if yes, please provide brief details of the management arrangements below)* |  | **No** |  |
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| **SECTION C | ABOUT YOUR PROPOSAL** |
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| **Is Your Proposal Designed To Benefit One Or More Communities in Greater Cumbernauld?***(please cross or mark one box only)* |
| **Yes** |  | **No***(your proposal is ineligible for Small Grants PB Fund Round 2 if you answered no)* |  |
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| **What Is Your Proposal?***(please use a maximum of 100 words to briefly describe what you propose to deliver)*  |
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| **Who Will Be The Main Beneficiaries Of Your Proposed Activity?***(please use a maximum of 100 words to describe which client group(s), service users and participants will benefit)* |
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| **How Many People Will Benefit From Your Proposed Activity?** *(please enter the number of beneficiaries that will directly benefit from delivery of your proposal)*  |
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| **What Impact Will Your Proposal Have On Communities Within Greater Cumbernauld?** *(please use a maximum of 100 words to briefly describe the main difference that your proposal will make)*  |
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| **When Do You Plan You Deliver Your Proposal?** *(please enter an anticipated start and end date for delivery)*  |
| **Planned Start Date***(please enter a month and year from January 2021 onwards)* |  | **Planned End Date***(please enter a month and year)* |  |
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| **If There Is Other Key Information Relevant to Your Proposal That Has Not Been Covered Through Previous Answers, Please Provide Details In The Below Space** *(please use a maximum of 100 words)* |
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| **SECTION D | FINANCIAL INFORMATION**  |
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| **How Much Are You Applying For From Small Grants PB Fund Round 2 To Deliver Your Proposal?** *(please enter a financial sum with a minimum of £100 and a maximum of £1,000)*  |
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| **Does This Sum Cover The Entire Cost Of Your Project?** *(please cross or mark one box only)* |
| **Yes, our proposal will be entirely delivered using the above highlighted budget** |  |
| **No, our proposal requires additional funding and we have yet to secure this** *(please enter how much in total it will cost to deliver your proposal in the space below)***Total Cost of Project:** *(if additional funding is required, this must be in place before a small grant can be issued* |  |
| **No, our proposal requires additional funding and this funding has been secured***(please enter how much in total it will cost to deliver your proposal and who else is offering funding)***Total Cost of Project:** **Source(s) of Additional Funding:**  |  |
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| **Please Indicate How You Will Use Any Money You Receive From Small Grants PB Fund Round 2:***(budget headings may include things like venue hire, volunteer expenses, materials, travel costs, purchases, etc)* *etc)* |
| **Budget Heading** | **Total Amount (£)** |
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| **Total Expenditure:**  |  |
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| **THANK YOU FOR COMPLETING THIS APPLICATION FORM** |
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| *This is the end of the Application Form for Cumbernauld CAN’s Small Grants PB Fund Round 2.* *Completed Application Forms should be emailed to* ***events@cornerstone-house.org.uk*** *by 12noon on* ***Monday 30 November 2020****. It is preferred that Application Forms are submitted via email, however if this is not possible they can alternatively be posted to* ***Cornerstone House Centre, 1 Esk Walk, Town Centre, Cumbernauld, G67 1BZ****.* *Applicant organisations will be contacted by Cornerstone House Centre upon submission to confirm eligibility and provide further details about community voting. For further information, please contact Cornerstone House Centre on 01236 739220 or email events@cornerstone-house.org.uk.* |
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