

ANGUS COUNCIL COMMUNITY GRANT SCHEME GUIDANCE NOTES
PLEASE READ THESE GUIDANCE NOTES BEFORE COMPLETING THE APPLICATION FORM

WHAT IS THE ANGUS COUNCIL COMMUNITY GRANT SCHEME?

Angus Council gives grants to help groups across Angus with community based projects that support the Angus Community Plan priorities of:

- an inclusive and sustainable economy
- a reduced carbon footprint
- attractive employment opportunities
- more opportunities for people to achieve success
- an enhanced, protected and enjoyed natural and built environment
- the best start in life for children
- safe, secure, vibrant and sustainable communities
- a skilled and adaptable workforce
- improved physical, mental and emotional health and wellbeing

We will ask you in the application form to tell us how your project helps your community develop in line with these priorities.

WHO CAN APPLY?

- any Angus based, non-profit making, constituted group, charity, partnership of various groups or an Angus branch of a national organisation
- organisations providing a service for the residents of Angus
- sports organisations, affiliated to their national governing body and/or registered on the Angus Club Excellence (ACE) scheme with Angus Alive
- We would encourage your membership to be open to all

WHO CAN'T APPLY?

- Companies that aim to make a profit.
- Individuals
- Non Angus based organisations
- Organisations running an event associated with sectarian or political marches, protests, processions or any event deemed divisive.
- Organisations with "closed membership" e.g. proposing and seconding or restricted membership except in the case of organisations where membership is restricted for legal or specific reasons
- Licensed premises

WHAT CAN WE FUND?

Your project could combine a range of different activities such as:

- buying new equipment and materials you do not already own to set up a new organisation or to expand your activities and encourage more people to get involved in your group
- advertising and marketing an event or a new brochure
- commissioning a technical study if you are developing a new facility
- travel costs for groups and/or members of groups invited to participate or qualifying for events of national or international significance
- costs of events, including fundraising where proceeds are not donated to a 3rd party
- youth related projects

WHAT CAN'T WE FUND?

- items that only benefit an individual – for example, scholarships & personal clothing
- sports team kit
- repair, maintenance or replacement costs of any equipment you already own
- costs of employing a consultant to undertake a community consultation or to identify community wishes and aspirations
- upgrading of premises
- costs of publications which are to be sold
- costs incurred by, or for, any council service including schools to take part in the project
- endowments, loan payments, bank charges etc
- the cost of buying a second-hand vehicle
- alcohol or an alcohol licence
- travel costs to sporting events or fixtures
- travel costs for exchange visits or planned trips abroad e.g. by sports clubs
- weekly or annual rental or hire of premises or venues
- payment of honoraria or wages to group members or any individual for services provided to the group
- prizes
- fundraising events or activities where the money raised will be donated to third parties
- general contributions towards projects where specific items have not been identified
- applications from organisations whose premises hold an alcohol licence unless benefitting the wider community
- activities promoting religious or political beliefs
- any goods or services that you buy or order or activities that have already taken place, or already started before you receive our grant offer letter.
- donations or payments to third parties where a costed service has not been provided.
- purchase of Christmas lights
- activities or projects funded through Service Level Agreements or any other contracts with Angus Council
- any activities or projects linked to or related to another, where Angus Council has already provided funding from any other council budget; where Angus Council funding has been withdrawn in full or in part or to replace a shortfall in a Council service budget
- any costs charged by Angus Council e.g. licences, road closures, hall hire etc
- Any project or activity if there is another known source of funding available to fund it

HOW MUCH CAN YOU APPLY FOR?

Your overall campaign can be for any amount however the Angus Council contribution can be no more than £1,250. We may be able to assist by suggesting appropriate match funders alongside your Crowdfunder campaign.

If you are seeking funding towards the costs of an event, please be aware that Angus Council operates a policy of offering a declining rate of grant towards events costs over a three year period as follows:

- Year 1 – up to £1250
- Year 2 – no more than 67% of grant awarded in year 1
- Year 3 – no more than 33% of grant awarded in year 1

HOW CAN YOU APPLY?

Apply online. Create your Crowdfunder campaign and apply for extra funding here:
<https://www.crowdfunder.co.uk/funds/angus-community-grants>

WHAT HAPPENS NEXT?

- We will check your campaign is eligible for ACCGS matchfunding
- If eligible we will send you a formal grant offer with terms of agreement
- Once approved ACCGS will match fund 50% of your target up to the value of £1,250
- You must spend the grant within one year of your campaign end date, and complete an end of project monitoring report.
- We will ask for copies of receipts and invoices to verify expenditure as well as evidence of attendance figures at events
- Our publicity requirements must be adhered to

CAN YOU APPLY AGAIN?

Angus Council can offer a maximum of £1,250 to a group per financial year. If you require more funding throughout the year for a different activity the Funding Team can support you to find an alternative funder.

PLEASE READ THIS SECTION CAREFULLY

You must read, understand and accept this section before you apply to us for funding

- All our decisions on funding are final
- Once we have paid a grant, we are not committed to provide additional funding for the same project
- The online process does not necessarily give all the information we need to make a decision on your application. We can ask you for extra information
- We may use the name of your group and the project in our own publicity material and may ask your group to participate in a photo call, we will always request your consent and you may withdraw your consent at any time
- By authorising the campaign form, you agree that all the information is true and that the enclosed documents are current, accurate and approved or adopted by your group

OUR CUSTOMER CARE STANDARDS

We aim to deliver a consistent and high standard of customer care and will:

- treat you politely and with respect
- be friendly and approachable
- listen to what you have to say
- respect your right to confidentiality
- be open and accountable
- give you the information you need about our services
- give you choice in how you access services
- value and respect the diversity of our customers and try to meet the needs of customers with specific requirements
- work in partnership with other organisations and communities to improve our services
- learn from your compliments, comments and complaints

In return we ask you to:

- treat us politely and with respect
- be patient, we will do all we can to keep waiting times to a minimum
- not use aggressive behaviour or inappropriate language
- provide us with the information we need to help you
- be on time for an appointment and let us know if you need to cancel
- let us know if you need an interpreter or information in other formats

We have the following standards in place for responding to you:

- we will respond to your letters within 15 working days. If a full response cannot be given within that time you will be given a target date
- we will answer phone calls as quickly as possible and any phone message will be responded to promptly, wherever possible within one working day
- we will reply to your emails within one working day, either to answer your query or to inform you when a full response will be given. We aim to respond in full within 15 working days but if we are unable to do so we will give you a target date for a full response.

IMPROVING OUR SERVICE TO YOU

You can let us know where we've got things right and help us sort out things that may have gone wrong with our easy to use compliments, comments and complaints page:

https://www.angus.gov.uk/customercare/making_a_complaint_or_comment_about_our_services

CONTACT US

We are happy to provide advice and answer any questions. Contact us at:

Telephone:

03452 777 778 (asking for Economic Development Funding Officer)

Email:

externalfunding@angus.gov.uk

Post:

Angus Council, Economic Development (Funding), Angus House, Orchardbank Business Park, Forfar, Angus, DD8 1AN

Deaf and hard of hearing:

Use text relay on 18001 + 03452 777 778 (ACCESSLine).

Visually impaired:

We provide alternative formats such as large print, audio or Braille can be provided. Contact ACCESSLine on 03452 777 778 for details.

Interpretation and translation:

We have a telephone interpretation service. We also provide information in other community languages. Contact ACCESSLine on 03452 777 778 for details.

GENERAL DATA PROTECTION REGULATION

We respect your personal information and undertake to comply with The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

YOUR INFORMATION TO BE HELD BY ANGUS COUNCIL

To process funding applications we collect the following information:

- Primary contact details
- Organisation details
- Project outline
- Project costs breakdown
- Copy of your constitution
- Most recent annual accounts
- Most recent bank statement
- Plans, drawing, maps etc
- Planning permission (where applicable)
- Child protection policy
- Disclosures

WHAT YOUR INFORMATION WILL BE USED FOR

The data will be used to assess your funding application and is required for the following purposes:-

- to contact you regarding your application
- to make a full assessment of your application in accordance with our funding policy
- to monitor the success and performance of services offered and to undertake evaluations
- to contact you for feedback regarding the quality of services provided to you
- to monitor compliance with conditions of grant

WHO YOUR INFORMATION MAY BE SHARED WITH

If you are applying to us for event costs, Angus Council's Emergency Planning Team will be notified, they may contact you to provide Safe Events advice. Before applying for funding we recommend you read our Safe and Legal advice at:

https://www.angus.gov.uk/council_and_democracy/emergency_planning_and_information/a_guide_to_planning_events

STORAGE OF DATA

Your personal information is held on servers within the EEA and processed by our staff in the UK. No third parties have access to your personal data unless permitted by law. The council maintains data protection controls in line with the general data protection regulation, other data protection legislation and its own information security policy to ensure the effective and secure processing of your personal information.

DATA RETENTION PERIOD

For funding enquiries 1 Year + 1. For applications 6 Years +1

CONSENT WITHDRAWAL/INDIVIDUAL RIGHTS

If at any point you believe the information we process on you is incorrect you may request to see this information and have it corrected [or deleted]. Further information is available on the council's website:

https://www.angus.gov.uk/council_and_democracy/council_information/information_governance/access_to_your_personal

If you wish to raise a complaint on how we have handled your personal data, you can contact our data protection officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). The council's Data Protection Officer can be contacted by emailing informationgovernance@angus.gov.uk.

ACCESS TO PERSONAL INFORMATION

Angus Council are the data controller. The law on data protection gives you a right to ask to see information held by the council about you, unless there is a good reason for not disclosing it. Asking for this information is called making a subject access request. If you want to access personal information about yourself, please use the request for personal information form. More information is available at the Angus Council Website:

<http://www.angus.gov.uk/infogovernance>

I confirm that the information I will provide is accurate and true and I consent to Angus Council processing my personal data for the purposes of this funding application as above.

Signature:

Date:

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