

STIRLING ECONOMIC CROWDFUNDER GRANT - GUIDANCE NOTES

PLEASE READ THESE GUIDANCE NOTES BEFORE COMPLETING THE APPLICATION FORM

Stirling Council gives grants to help businesses and communities across Stirling with economic based projects that support the **Stirling's Economic Growth** priorities of:

- Activities which stimulate growth for your organisation
- Creation of new jobs
- Attract investment
- Increase export levels
- Increase visitor numbers and spend - visitors from out with the Stirling area
- Attract new events

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

Please note: We encourage you to apply to Crowdfund Stirling as early as possible before you start your campaign and at a minimum **one month before you launch**. This will allow time for feedback, additional information and will ensure your project's success.

WHO CAN APPLY?

Any Stirling based, business, local development trust, constituted group, charity, partnership of various groups or a Stirling branch of a national organisation. We would encourage your membership to be open to all.

WHO CAN'T APPLY?

- Non Stirling 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.
- Projects which don't have all match funding in place.

WHAT CAN WE FUND?

- Buying new equipment, materials, expertise you do not already own that will expand your activities and encourage more people to get involved in your business or group
- Advertising and marketing
- Commissioning a technical study if you are developing a new facility or service
- Travel costs for businesses or groups to attend a nationally significant event that aims to attract investment and/or increase customer base.
- Costs of running an event

Your project could combine a range of different activities.

WHAT CAN'T WE FUND?

- Financial and other legal charges.
- Expenditure invoiced out with the project timeframe
- Recoverable VAT
- In kind costs
- Payments not supported by invoices/receipts

HOW MUCH CAN YOU GET?

- We can offer 50% match funding to a maximum award of £2,500 through Crowdfund Stirling.
- The amount of funding may be influenced by any State Aid you have received and whether you are exceeding the limits on this. You must provide details of all previous State Aid funding in your application.
- £2,500 is the most that we will give your business or group in any 12 month period.
- You can only make one application at a time.

Your overall campaign can be for any amount however the Stirling Council contribution can be no more than £2,500. We may be able to assist by suggesting appropriate match funders alongside your Crowdfunder campaign.

WHAT HAPPENS NEXT?

- We will check your campaign is eligible for Crowdfund Stirling match funding
- If eligible we will send you a formal grant offer with terms of agreement
- Once approved Crowdfund Stirling will match fund 50% of your target up to the value of £2,500
- You must spend the grant within one year of your campaign end date, and complete an end of project monitoring report.
- To procure goods and services, you will be expected to get a minimum of three quotes and where a tender process is necessary to meet European and UK legislation you will be expected to advertise work through Public Contracts Scotland and clearly demonstrate a fair and transparent tender process.
- We can ask for copies of receipts and invoices to verify expenditure as well as evidence of attendance figures at events at any time during your project or within 15 months of your project completion.
- You must retain all accounting records relation to grant funded activities for at least seven years from the end date of the Grant Funding Agreement.
- Where funding allows for capital spend, you must keep a register of fixed assets, including all land and buildings acquired or improved with grant funding, at a cost exceeding £2,500.
- You will be required to acknowledge the grant monies in any publicity related to the project.

HOW CAN YOU APPLY?

Apply online. Create your Crowdfunder campaign and apply for extra funding here:

<https://www.crowdfunder.co.uk/funds/crowdfund-stirling>

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 before doing so.
- 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.

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://my.stirling.gov.uk/contact#contact-form>

CONTACT US

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

Telephone:

01786 404040 (asking for Sarah Phillips - Economic Development Officer)

Email:

crowdfundstirling@stirling.gov.uk

Post: Stirling Council, Economic Growth, Culture, Tourism and Events, Room21, Old Viewforth, Stirling, FK8 2ET