

Changing the way things are done.....

Group Name:

Funding Application Form

**Application form for funding
up to £30,000 over 1 – 3 years**

infont@north-ayrshire.gov.uk

Or mail it to:

North Ayrshire Ventures Trust, St Johns School , Morrison Avenue,
Stevenston KA20 4HH

Thank you.

North Ayrshire Venture Trust (NAVT) Application Form

Organisational Information

| | | | |
|---|-------------------|--|--|
| Name of Organisation: | | | |
| Address: | | | |
| Town: | | | |
| Postcode: | | | |
| Tel. Number: | | | |
| Email address: | | | |
| Organisation's website address: | | | |
| If your organisation is formed, what is its Legal Structure: | | | |
| What is the Legal Structure of your organisation? | Registered Number | Date organisation established <i>(or proposed)</i> | |
| Charity or SCIO | | | |
| Company Limited by Guarantee | | | |
| Community Interest Company (CIC) | | | |
| Unincorporated Organisation | | | |
| Other – please state: | | | |
| Are you a Social Enterprise | YES | NO | |
| Is your group part of a larger organisation? | YES | NO | |
| If so, please advise name | | | |
| Total income for the last financial year: <i>(Must be under £300,000 including grant income)</i> | £ | | |
| Total predicted income for the first financial year if just started / starting: | £ | | |
| Does your organisation have a bank account that requires 2 signatories for transactions? | YES | NO | |
| Please provide Current Numbers of: | | | |
| Trustees: | | Committee: | |
| | | | |
| | | | |
| | | | |
| Full Time Staff: | | Sessional Staff: | |
| | | | |
| Part Time Staff: | | Members: | |
| | | | |

| | | | |
|--|--|------------|--|
| Please tell us how many hours of volunteering opportunities your organisation provides each week <i>(on average)</i> : | | | |
| Neighbourhood area to benefit from the work: | | | |
| SIMD Area Reference Numbers within your area of Work | | | |
| | | | |
| Contact Details: | | | |
| First Name: | | Last Name: | |
| Job Title/Position in Organisation: | | | |
| Email address (if different from organisation): | | | |
| Telephone number (if different from organisation) | | | |
| Summarise the aims of your organisation: <i>(in no more than 250 words)</i> | | | |
| | | | |

Helpful Tips:

Please provide information on your organisation

- What do you do?
- What does it say on your governing documents?

This is not about the project you are looking to fund

What is an SIMD area?

An SIMD area is an area classified by the Scottish Government within an index of multiple deprivation. Those areas ranked highest are most deprived and generally can access more support

<http://www.gov.scot/Topics/Statistics/SIMD>

Project Information

| | | |
|---|--------------------|---|
| Is this a New project? | YES | NO |
| Project Title | | |
| If NO, How long has the project been running? | | |
| How has it been funded in the past? | | |
| Do you have a Project or Business Plan? <i>If so, please submit with application</i> | YES | NO |
| | | |
| If this funding is for an event please provide event date and location | | |
| Please tick how this project addresses the aims of the North Ayrshire Ventures Trust | | |
| NAVt aims for local authority area of north Ayrshire Council | Please Tick | Briefly explain HOW your project will address this aim <i>(in no more than 50 words per section)</i> |
| Relief of poverty for local residents | | |
| Advance Education particularly among the unemployed | | |
| Promote skills training that will assist beneficiaries in becoming more employable | | |
| The advancement of citizenship or community development (including rural or urban regeneration) | | |
| To promote other schemes of a charitable nature for the benefit of local residents | | |
| Please advise whether the project you are seeking funding for links into any NAC Strategies or Services or if it links with other Wider or National Strategies / Services <i>(in no more than 100 words)</i> | | |
| Strategy / Service Title | | |
| Link: | | |
| | | |

North Ayrshire Venture Trust (NAVT) Application Form

Project Information

| |
|---|
| Please summarise the project you are seeking funding for: <i>(in no more than 500 words)</i> |
| What do you want to do? |
| How have you identified the need for this project? <i>(please attach any evidence)</i> |
| How will you do this? |
| Who will be involved? |
| Who will benefit and How many? |
| What resources will you need? |

North Ayrshire Venture Trust (NAVt) Application Form

Project Information

Helpful Tips:

Outcomes are the changes, benefits, learning or other effects that happen as a result of your proposed work.

For example, the outcomes for users of a drop in centre might include improved confidence in accessing services and reduced social isolation

Outputs are the tangible products, services or facilities created as a result of your proposed work, and are usually quantifiable by number or specific activity.

For example, a youth employment programme might get 50 young people into work, provide 600 hours of accredited training, and 10 into further education.

| Focus of the proposed work <i>(this is to help us track and report on applications and investments):</i> | | |
|---|------------------------------------|---|
| What are the OUTCOMES of Project: | NUMBERS | What are the OUTPUTS of Project <i>(please complete all that apply)</i> |
| | Increase in beneficiaries: | |
| | Increase in revenue: | |
| | Increase in Activities / Sessions: | |
| | Capital Works Description: | |
| | Equipment Purchases Description: | |
| | Other – please specify | |
| Please explain what will happen if funding for this project is unsuccessful: <i>(in no more than 50 words)</i> | | |
| | | |

North Ayrshire Venture Trust (NAVt) Application Form

Project Costs

| For Capital Grant Requirements (assistance with work on buildings or land) | YES | NO |
|--|-----|----|
| Please confirm if you own the building or land in connection with this project | | |
| If not, please confirm that you have a lease with at least 5 years left to run on any lease or rental agreement | | |
| Do you need any special permissions to carry out any work to the building or land? <i>(Building warrants, planning consent, change of use, landlords permission etc. Please provide any documents)</i> | | |

Current Staffing Position

| How Many Staff Posts do you have currently? | Full Time | Part Time |
|---|-----------|-----------|
| How are these currently funded? | | |

For Staffing Grant Requirements *(assistance with staffing / volunteer costs)*

| How Many Staff Posts require Funding | Full Time NEW POST: | Full Time CONTINUATION: | Part Time NEW POST: | Part Time CONTINUATION: |
|--------------------------------------|---------------------|-------------------------|---------------------|-------------------------|
| | | | | |

Please detail costs for each post requirement

| Job Title | Hours per week | Rate / hour | Employer Costs | Pension | Year 1 Total | Year 2 Total | Year 3 Total |
|--------------------|----------------|-------------|----------------|---------|--------------|--------------|--------------|
| | | | | | | | |
| | | | | | | | |
| Total Costs | | | | | | | |

What provision has been made for the sustainability of the post (s) once this funding ceases?
(in no more than 100 words)

(please also provide job descriptions with application)

Helpful Tips:

- Have you considered how you will fund any staff posts after your funding has finished?
- Remember to account for all employer costs and any full cost recovery for the post (s)
- Have you factored in pension and any potential redundancy costs should the post hit relevant thresholds for these

North Ayrshire Venture Trust (NAVt) Application Form

Project Costs

Full Project Costs

| Funding Breakdown (please use separate budget sheet if necessary) | Year 1 | Year 2 | Year 3 |
|---|---------------|---------------|---------------|
| | | | |
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| | | | |
| | | | |
| Totals | | | |
| Total Investment Period in Months: <i>(e.g. 48 months)</i> | | | |

Helpful Tips:

Costs

- Put in the whole costs for the project you are undertaking, not just those you want NAVT to fund
- Please update us on any match funding applications if you receive an offer or rejection as your funding approval may be conditional on securing other funding
- Please only include the funding for this project and not other funding that you may secure for other activities within your organisation

North Ayrshire Venture Trust (NAVt) Application Form

Project Costs

Details of any other sources of funding secured or sought for this project. Please also list any in kind support for your project:

(Please submit evidence of approved funding when received)

DO NOT include other general funding nor pertinent to this request

| Funder | Amount & Purpose | Year 1 | Year 2 | Year 3 | Decision Date / Approved |
|--------------------------------------|------------------|--------|--------|--------|--------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| Total Amount of other funding : | | | | | |
| Total Amount over Investment Period: | | | | | |

Helpful Tips:

Costs

- Put in the whole costs for the project you are undertaking, not just those you want NAVT to fund
- Please update us on any match funding applications if you receive an offer or rejection as your funding approval may be conditional on securing other funding
- Please only include the funding for this project and not other funding that you may secure for other activities within your organisation

Bank Account Details

| | |
|--|--|
| Bank Branch Details: | |
| Bank Account Name: | |
| Bank Sort Code: | |
| Bank Account Number: | |
| <i>Please sign to confirm that all transactions are authorised by at least 2 unrelated signatories</i> | |
| Payment will be made by BACS: | |

North Ayrshire Venture Trust (NAVT) Application Form

Project Management

How will this project be managed? *(in no more than 100 words)*

Who will manage this project *(in no more than 50 words)*

How would this grant assist your organisation in becoming more sustainable? *(in no more than 100 words)*

How will your project assist in your group achieving a greater impact in North Ayrshire *(in no more than 100 words)*

Helpful Tips:

Please let us know who may be leading on the project, will there be a specific working group perhaps and how will you spend the money.

Please note that it is not good practice to pay out all of the grant up front and payments should be paid where possible to stages of completion and agreement within the project work plan

What do we mean by more sustainable?

- Will your organisation save money on running costs because of this project?
- Will the help you receive make your organisation stronger or more resilient?
- Will your organisation be more able to continue with less or no further grant support into the future?

FINALLY:

READ THROUGH YOUR APPLICATION CAREFULLY – DOES IT MAKE SENSE

GET SOMEONE ELSE TO READ IT TOO – it's amazing what you may have missed!

MAKE SURE YOU HAVE INCLUDED ALL RELEVANT INFORMATION AND DOCUMENTATION

IF YOU NEED ASSISTANCE WITH THIS FORM PLEASE DO NOT HESITATE TO CONTACT US.

Please complete check list below and add any comments regarding documentation in the comments box

| Application Checklist: | Please Tick | Comments |
|--|--------------------|-----------------|
| Application fully complete and signed | | |
| Governing Document Enclosed: <i>(constitution, memorandum of association, SCIO, CIC, Charity documents)</i> | | |
| Copy of annual accounts / financial statement <i>(or budget for the current year if your organisation is new)</i> | | |
| Copy of latest bank statement | | |
| Copy of business plan & financial projections <i>(if applicable)</i> | | |
| Copy of any Needs Analysis or Local Consultation <i>(if applicable)</i> | | |
| Copy of project plan <i>(if applicable)</i> | | |
| Quotes for equipment / work <i>3 required for any item over £1,000</i> | | |
| Evidence of match funding <i>(if applicable)</i> | | |
| Job Descriptions <i>(if applicable)</i> | | |
| Separate Budget Sheet <i>(if applicable)</i> | | |
| Copy of Deeds / Lease / License to Occupy etc <i>(if applicable)</i> | | |
| Planning Consent / Building Warrants etc <i>(if applicable)</i> | | |

| | | |
|---|---------------|-------|
| I am authorised to submit this application on behalf of my organisation: Signed: | Organisation: | Date: |
| | | |

If you are experiencing difficulties in completing the application or if you require further assistance or information please do contact us on 01294 604612.

Please email this completed form to:

infonavt@north-ayrshire.gov.uk

Or mail it to:

**North Ayrshire Ventures Trust, St Johns School , Morrison Avenue,
Stevenston KA20 4HH**

Thank you.

Internal Use Only:

Received Date:

Project Number:

North Ayrshire Venture (Charitable) Trust (NAVt) Notes of Guidance

The NAVT fund is a grant programme developed to enable voluntary, community and social enterprises in North Ayrshire to explore new opportunities to help them grow in size, improve long-term sustainability and increase their impact, through grants in the range of:

Short Term Grants up to £10,000 to be spent within 12 months of award

Long Term Grant up to £10,001- £30,000 for projects lasting over 1 year and spent within 3 years of award.

The fund will contribute to the achievement of the North Ayrshire Venture Trust's stated Charitable Objectives which are:

- To relieve poverty among the residents of the operating area, defined as the Local Authority area of North Ayrshire Council
- To advance Education among the residents of the operating area particularly
- among the unemployed
- To promote training in skills of all kinds, particularly such skills as will assist residents of the operating area in obtaining paid employment
- The advancement of citizenship or community development in terms of section 7(2)(f) of the Charities and Trustee Investment (Scotland) Act 2005
- To promote other schemes of a charitable nature for the benefit of the residents of the operating area.

The Scottish Government's National Outcomes and North Ayrshire Council's strategic priorities for information are:

- Growing our economy, increasing employment and regenerating towns
- Working together to develop stronger communities
- Ensuring people have the right skills for learning, life and work
- Supporting all of our people to stay safe, healthy, and active
- Protecting and enhancing the environment for future generations

Fund Information

The fund will focus on projects and ideas which have the potential to make a difference to the lives of North Ayrshire residents.

Grant Application Objectives and Outcomes should reflect those of the Trust and also assist in delivery of Scottish Government's National Outcomes and North Ayrshire Council's strategic priorities

The fund will complement other funds already in existence in North Ayrshire and elsewhere, and invites ambitious applications, which change the way things are currently done or which are far reaching in their outcomes.

How does the scheme work?

- The scheme is administered by the NAVT Development Officer, supported through the Economy and Communities Team of North Ayrshire Council.
- The Development Officer is also available to offer support and advice to applicants, or to suggest officers from other partners in the statutory and voluntary sectors who would be better placed to give specific advice on aspects of an application.
- Further assistance on any aspect of this grant scheme, help with completing an application, or advice on other sources of funding can be obtained by contacting NAVT Development Officer.
- Applications are processed for funding rounds – 4 per year
- Final decisions on all application will be made by the NAVT Board.

Fund Objectives:

- The emphasis of the fund is on transformation and on developing ways of working which provide long-term sustainable solutions for the future.
- The Board are looking for ideas that will help applicants grow and explore new ways of generating income and by doing so, achieve greater impact.
- Applicants may have plans to develop new social enterprises, support more beneficiaries, extend their work into new areas, or work with completely new clients.
- They might want to take on a new asset or build a partnership with another like-minded organisation.
- With the North Ayrshire Ventures Trust's support, groups will be able to take these ideas to the next stage.
- The fund is intended to enable projects or services to either become more self-sustaining or to deliver a lasting legacy for the local community.
- Applications will be accepted for projects lasting for up to 3 years. However, the fund is not available as a long-term source of funding for projects or services.
- Applications are invited from North Ayrshire organisations with an annual income of £300,000 or less (including generated income and grants).

How to apply

The NAVT scheme is open to constituted groups such as:

- Charities
- voluntary organisations
- community-based organisations
- volunteering bodies
- co-operatives
- housing associations
- social enterprises

Any application that comes from either a social enterprise or what NAVT may consider to be a 'emerging' social enterprise will be referred to the **New Social Enterprise Team** in North Ayrshire Council who will work with the group to carry out a 'health check' and assist with any business planning or feasibility / project planning prior to any application being assessed by NAVT

Applicants may request a copy of the application form and complete and return to NAVT Staff with accompanying information:

- Application form
- Constitution / Governing Document
- Annual Accounts (or Financial Projections to cover funding period if a new group)
- Copy of most recent bank statement of group
- Copies of 3 quotes for equipment, work or capital purchases are required (For any single item valued at or over £1,000).
- All quotes must conform to NAC Procurement policy requirements - see <http://www.north-ayrshire.gov.uk/business/tenders-and-procurement/procurement.aspx>
- Copies of job descriptions for any staff or sessional worker requirements
- Other information such as project plan, business plan, needs analysis etc
- Letters of support if appropriate
- Evidence of match funding

Forms are also available on website at:

<https://www.north-ayrshire.gov.uk/your-community/community-funding.aspx>

Send all completed and signed applications by post or email to:

North Ayrshire Ventures Trust, St Johns School , Morrison Avenue,
Stevenston KA20 4HH

Email: infont@north-ayrshire.gov.uk