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| **Third Sector Community Support Fund**  **Application Form 2024/25** | |
| **Project /Service to be delivered** |  |
| **Project start date** (no earlier than 1 July 2024) |  |
| **Project end date** (no later than 30 June 2025) |  |
| **Name of organisation** |  |
| **Legal Structure** |  |
| **Contact for this application:** |  |
| **Position in Organisation:** |  |
| **Address** |  |
| **Telephone & e-mail** |  |
| **If you are not a West Lothian based organisation where is your base within West Lothian** |  |
| **Confirm current number of Board Members (and is this in line with the constitution)** |  |
| **Number of Employees** |  |
| **Number of Volunteers** |  |
| **Total annual turnover of organisation (2021/22 Accounts)** |  |
| **Brief summary of the history of the organisation including a summary of key services/ activities delivered and client group. (**No more that 100 words) |  |

**Additional governance questions are asked at the end of the application**

**Priorities**

Applications **MUST** address one or more of the priorities below:

1. Raising educational attainment
2. Strengthening care and support for children, adults and older people
3. Investing in skills and jobs
4. Helping to create strong and sustainable communities
5. Tackling homelessness, poverty and inequality

Projects that **support communities through the cost of living crisis** will be a key consideration in any award.

West Lothian’s full corporate plan can be viewed at <https://www.westlothian.gov.uk/article/33026/Corporate-Plan>

Whilst it is possible that you address several of these themes please only list those that you will explicitly address in the work detailed in the application and are able to evidence through monitoring. Also geographically if you are based in a specific location and the main focus is on that community that is likely to be the area of focus.

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| Which of the above priorities will your service project deliver? (*maximum of 50 words)* |
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| What areas of West Lothian does your service/project cover? (i.e all of West Lothian or specific communities. If the latter please specify (and include any areas in the bottom 20% SIMD data zones (*maximum of 50 words)* |
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| Fit with relevant local plans/strategies (including local regeneration plans, Anti Poverty Plan, Economic Recovery Plan), involvement with strategic working groups (see guidance notes) (*maximum of 250 words)* |
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| **PROJECT SUMMARY.** This should identify make clear who / what will be supported, where and how; the change(s) this will make; and how this contributes to tackling social-economic inequality in West Lothian. If you project delivers several pieces of work please detail separately these below (you should also to break down the costs in the relevant section). It is possible that parts of the application will be supported and others not; breaking the project down will make it clearer and easier to assess and score. (01 July 24 - 30 June 25)  *Maximum of 300 words, using bullet points and headings to make it as easy for the panel to understand as possible. Anything over this limit will not be considered.* |
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| **IDENTIFIED NEED:** Please explainhow you have identified theneed for the project to show how these have been used to shape the activities and outcomes set out below. For example the use of local surveys, engagement with existing users, local strategic plans, local and other data etc. (01 July 24 - 30 June 25)  *Maximum of 300 words, using bullet points and headings to make it as easy for the panel to understand as possible. Anything over this limit will not be considered.* |
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| **What are the planned OUTCOMES from this project?**  (OUTCOMES are the changes / differences made to individuals or groups resulting from activities or interventions e.g. a participant completing a training course is better able to access employment opportunities is an OUTCOME) (1 July 2024 to 30 June 2025)  *Maximum of 500 words, using bullet points and headings to make as easy for the panel to understand as possible. Anything over this limit will not be considered.* |
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| **What are the planned ACTIVITIES?**  (ACTIVITIES are programmes, services or projects designed to make a change to target groups or individuals e.g. a training course is an ACTIVITY) (1 July 2024 to 30 June 2025)  *Maximum of 500 words, using bullet points and headings to make as easy for the panel to understand as possible. Anything over this limit will not be considered.* |
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| **How will you measure success?**  Measurables (indicators)that help determine if you are achieving or have achieved your outcomes e.g. number of course participants moving into work)  You should show what systems are in place to record and monitor, activities, outcomes etc to evidence how you are reaching your target group? | | | |
|  | **Measurable (indicator)** | **Number, %, other**  (July 24 - June 25) | **How will you evidence (i.e. what systems you use and how do you ensure accurate information (for example Fort, attendance records/questionnaire)** |
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| **COSTS for this service/project (**Please include all relevant resources that contribute to the delivery of a service e.g. money, staff, equipment. A trainer, course materials and a venue are all resources) | | | | | |
| **Heading** | | | | | July 24 - June 25 |
| **Total budget** (This should be the total cost of your project/service including all relevant costs, i.e. other external funding, your own funding etc.) | | | | |  |
| Please list the other sources of funding (i.e. lottery/trust/own finances) as well as any other funding from West Lothian Council: | | | | |  |
| Total amount you are applying for from WLC | | | | |  |
| Total percentage of overall cost being requested from WLC | | | | |  |
| Please break down the cost of the service in more detail. You should also provide a separate predicted monthly cash flow along with your application, so showing the costs below broken down by month. | | | | | |
| **Item of expenditure** | **Total cost of item** | **Council contribution** | **How would this be evidenced? (i.e. invoice, payslip, bank statement, accounts)** | |
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| **Total** |  |  |  | |

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| **SUSTAINABILITY**  Please show what consideration you have given to how your work might be made sustainable beyond the end of the funding.  *This could be through identified alternative sources of funding, i.e. lottery funding or by developing a social enterprise model with a view to increasing or developing clear income streams going forward.*  *Maximum of 200 words, using bullet points and headings to make as easy for the panel to understand as possible. Anything over this limit will not be considered.* |
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| **Additional information about your organisation**  The following questions relate to your organisation and are not directly part of the assessment of the project but are important to our understanding of that governance arrangements and the general health of the organisation. If successful with your application you will be allocated a project Link Officer and this information will be useful to their role. | | |
| **Additional Governance/Health Check information** | | |
| **FINANCIAL** | | |
| Are there documented financial procedures for all aspects of the organisations’ financial activities? When were they last reviewed? |  | |
| How frequently is the financial position reported to the senior management and the board? |  | |
| Does the organisation meet all statutory financial requirements including VAT, PAYE and HMRC? |  | |
| What level of reserves does the organisation hold? Is this compliant with the constitution? |  | |
| Did the organisation operate with a surplus (profit) last year? |  | |
| Does the organisation have a funding strategy? |  | |
| Do you pay Living Wage to all employees? |  | |
| Are you a Living Wage Accredited employer? |  | |
| **Governance and Management** | | |
| Have the constitution/governance documents been reviewed in the last 12 months? |  | |
| Have board members received training regarding their responsibilities as trustees/directors in the last 2 years? |  | |
| Have all board meetings been quorate and have all board members attended the majority of board meetings in the last year? |  | |
| Is there a business plan for the organisation which clearly states the objectives and strategy for the organisation? Has this been reviewed in the last 12 months? |  | |
| Has the organisation reviewed the current services offered within the last year to ensure they continue to be relevant to future needs and requirements of stakeholders? |  | |
| **Networks and Partnerships** | | |
| Is the organisation a member of any formal networks or strategic partnerships (local and or national)? |  | |
| Is information on the services and outcomes delivered by the organisation shared with all key partners, stakeholders and potential beneficiaries? |  | |
| Does the organisation have a clear understanding of where it fits within local and national priorities? |  | |
| **Staff and Volunteers** | | |
| Is there an appraisal system in place for all staff and volunteers? |  | |
| Are appropriate PVG/Disclosure arrangements in place as appropriate. |  | |
| Is there a documented staff induction and training policy? |  | |
| Do all staff and volunteers have a documented job description which defines their roles and responsibilities? |  | |
| How are staff and volunteers kept up to date with the vison and objectives of the organisation? |  | |
| **Policies and Procedures:**  **Do you have a documented:** | **Yes/No** | **Date put in place and last updated (if not in place please say why)** |
| Data Protection Policy? |  |  |
| Data Processing Agreement or Information Sharing Protocol? |  |  |
| Recruitment policy? |  |  |
| HR policy? |  |  |
| Health and Safety policy? |  |  |
| Equal Opportunities policy? |  |  |
| Policy for the protection of vulnerable groups? |  |  |
| Environmental policy? |  |  |
| **Insurance and Indemnity (as appropriate)** | **Yes/No** | **Dates of cover** |
| Public Liability Insurance |  |  |
| Professional Indemnity Insurance |  |  |
| Employers Liability Insurance |  |  |
| Building and contents insurance |  |  |
| Motor vehicle insurance |  |  |
| Other |  |  |

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| **Supporting information** (please provide copies of the following along with your application. This is a required part of the application and **MUST** be submitted for you application to be considered). | |
| Memorandum of Association or Constitution |  |
| The most recent audited or independently examined accounts (2022/23) |  |
| Monthly cash flow forecast 204/25 if applicable |  |

**Please do not include any additional documentation not requested above, for example Annual Reports etc. However, if successful you may be asked to provide further evidence on the governance arrangements detailed above.**

**Privacy Notice for Third Sector Community Support Fund**

**Information held about you**

As part of the funding arrangements for this programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the application process.

West Lothian Council will collect personal information about you. Some or all of the following information will be held by West Lothian Council.

* Name of the group
* Contact details of contact person; name, position in the group, address, telephone and e-mail address.
* Copies of group documents;
  + List of committee members/directors list- Annual Accounts
  + Cash flow forecast 2024/25 if applicable
  + Memorandum of Association or Constitution
  + Bank Statements / Bank Details
  + Invoices
  + Payslips

**Who is processing my data?**

All personal information is held and processed by West Lothian Council in accordance with data protection law.

**How will we use information we hold about you?**

Your data will be used to:

* Assess and progress your application
* Contact you regarding the Third Sector Community Support Fund
* To contact you regarding information that may be relevant to you.
* To contact you for feedback regarding the quality of services provided to you.

**Who will we share your information with?**

* We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
* We will also share your information with the assessment panel made up of West Lothian Council officers and external third sector representatives as mentioned in the application guidance.
* We may discuss your application with West Lothian Council colleagues in services relevant to your application.

**How long do we keep your records?**

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

**Your rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Doulas Grierson, Community Wealth Building Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – [Douglas.Grierson@Westlothian.gov.uk](mailto:Douglas.Grierson@Westlothian.gov.uk)

**Providing accurate information**

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

**Further information**

If you have any questions or concerns about how your information is used, please contact Doulas Grierson, Community Wealth Building Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email – [Douglas.Grierson@Westlothian.gov.uk](mailto:Douglas.Grierson@Westlothian.gov.uk)

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email: [dpo@westlothian.gov.uk](mailto:dpo@westlothian.gov.uk)

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the [Information Commissioner's Office](https://ico.org.uk/)

**Who is responsible for my information?**

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the ‘Data Protection and Privacy’ page of the council’s website:

<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

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| **Declaration** | | |
| I confirm that I am authorised to submit this application on behalf of my Organisation’s Board of Trustees. I also confirm that all inforrmation given is accurate and that, if awarded funding the group will comply with West Lothian Council Conditions of Grant funding.  I consent to West Lothian Council processing my personal data for the purposes of: | | |
|  | Application to the Third Sector Community Support Fund & Monitoring of the grant if awarded. | |
|  | To provide you with updates on the progress of your application. | |
|  | Contact you to pass on information that may be relevant to you. | |
|  | Contact you for feedback on quality of services provided to you. | |
| **Name 1** | |  |
| **Signature 1** | |  |
| **Position** | |  |
| **Name 2** | |  |
| **Signature 2** | |  |
| **Trustee/Board Member** | |  |
| **Organisation** | |  |
| **Date** | |  |