



2024/2025 Berwickshire Neighbourhood Support Fund Application form

Before you start to complete this form, please ensure that you have read the **2024/2025 Berwickshire Neighbourhood Support Fund Guidance Notes** [here](#).

1. Project summary

In no more than 50 words, summarise your project. Say what you wish to do, how you intend to spend the grant and what difference it will make to the community in Berwickshire.

2. How much money are you applying for?

£

3. The name of your group/organisation

4. The name of your project and where it would be located/based

Project name:

Address/location:

5. About your project:

In no more than 350 words, describe your project, including: the aims of the project that you are seeking funding for, what the challenges of the project are and how they will be overcome. Explain what your organisation does, how your group is set up and managed. Where appropriate, please explain what specific skills and expertise you have to deliver the project and who will be responsible for the different elements of your project.

6. Evidence of need

In no more than 350 words, explain why your project is needed. We want to hear where the idea came from and how community involvement has helped develop the idea, what you would like to achieve and how it will improve things in your community. Also, give a justification for your financial request. What resources/people/venues etc. are needed to make your project work?

7. How will you measure the success of the project within your community?

In no more than 350 words, tell us about the intended outcomes of your application. Tell us about the impact: who will benefit and what will the scale of the impact be? How will you find out and measure the impact? Will it create new opportunities? How will you demonstrate the success of your project? You may wish to set milestones to help you measure progress and success. Milestones are unique to each project and represent a significant stage e.g., a pre-defined number of people taking part or percentage of scheduled improvements having been carried out.

For ideas, Evaluation Support Scotland has a range of tools to help measure impact. Examples of Berwickshire Neighbourhood Support Fund's outcomes can be found in the Guidance Notes.

8. When do you plan to start your project:

9. When will your project end:
10. Describe your plans for the sustainability of the project. If the project needs ongoing support or maintenance how will you achieve this:

9. Finance. Tell us how much money you need for your project. The Berwickshire Neighbourhood Support Fund is relatively small and the maximum we will award is £5,000.

Item of Expenditure	Total Cost
	£
	£
	£
	£
	£
	£
	£
	£
TOTAL PROJECT EXPENDITURE	£

10% financial contribution	£
Request to the Community Fund	£

If the total project cost is more than you are requesting from the Berwickshire Neighbourhood Support Fund please tell us how the shortfall will be met and at what stage you are at with the funding (for example it's agreed, applied for, not yet applied for):

Other Funding Sources	At what stage?	Amount
		£
		£
		£
		£

Tell us what grants your group has received from Scottish Borders Council or any other funder in the last three years:

Date	Project Title	Amount
		£
		£
		£
		£

Please detail the current financial position of your group to help us evaluate the funding need for this project:

Restricted funds	£	Non restricted funds	£
<p><i>If your group has more savings than the income your group receives in a year, you should explain what you are planning to do with this money.</i></p>			

10. Please tick those policies below that you already have in place. If you do not yet have these policies, please contact the Communities and Partnerships Team (contact details at the end of this form) for help

Equal Opportunities Policy Yes ☐ No ☐ **Equality Statement** Yes ☐ No ☐

Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults?

Yes ☐ No ☐

*If yes, what protection policies do you have in place and how often are these reviewed?
Please provide a copy of these or give full details below:*

11. If your project involves work to a building or land, you need to have appropriate permissions in place before applying to the Berwickshire Neighbourhood Support Fund.

If your project involves construction or refurbishment of a building you need to have heritable ownership of the land or building, or hold a lease which cannot be brought to an end by the landlord for at least 5 years.

You should also contact [Scottish Borders Council Development Control](#) Officers to discuss projects where they involve physical works.

Planning permission must be in place before applying to Berwickshire Neighbourhood Support Fund.

Do you have the following? (please tick relevant box)

- ☐ A lease agreement, including date of lease and duration of years
- ☐ Written permission of owner
- ☐ Planning permission Reference No.

12. Agreement

By signing and submitting this application form you are confirming the following:-

- You wish to apply for funding on behalf of your group/organisation
- The answers to the questions in this form are true and accurately reflect your group, its finances and your funding request
- You give us permission to publish your application form and supporting documents with appropriate redaction of confidential information
- You will deliver the project/activity as described in this application form
- You understand if you make misleading statements or withhold information, your application will become invalid and your group/organisation will require to return any monies received in full
- You will provide monitoring and evaluation for any funding awarded and comply with the terms and conditions of the fund
- You accept that if information about this application is requested under the Freedom of Information Act we will release it in line with the requirements under the Act.
- You will have any relevant insurance cover in place in respect of the planned project for which funding has been applied

Forename(s):		Surname:	
Position in group/org:		Date:	

IMPORTANT

Your application can only be considered once all the questions on this form are completed and all documents listed in the following checklist are provided:

- A copy of your constitution or rules (or that of your umbrella organisation), dated and signed.*
- A copy of your bank statement, less than three months old*
- A copy of your most recent annual accounts (less than 15 months old), dated and signed as approved. (New groups must be able to provide a 12 month estimate of income and expenditure)*
- Copies of 3 quotations/estimates for items of expenditure over £1,000
- One quotation/estimate for items up to £1,000
- A copy of your Equal Opportunities Policy or Equality Statement*
- A copy of lease agreements, written permissions or planning permissions where appropriate

* These documents will belong to the umbrella organisation if you are working with one.

Failure to attach/enclose the requested documentation will result in the application being delayed.

Please note: Constitutions, bank statements, annual accounts must all be in the same name as the name of the applicant group/organisation given on page one of this application.

If you have difficulty or are unable to access forms online or submit papers by email, and would like assistance in completing this form or have any other queries, please contact the Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800.

Otherwise, all completed forms and attachments should be submitted via email to communitygrants@scotborders.gov.uk Further information can be found on the following website: www.scotborders.gov.uk/communitygrants.

You can get this document on audio CD, in Braille, large print and various computer formats by contacting the above address.