



# 2021/2022 BUILD BACK A BETTER BORDERS (BBBB) RECOVERY FUND - Guidance Notes

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

## What is the Scottish Borders Council Build Back a Better Borders Recovery Fund?

The Build Back a Better Borders Recovery Fund is a one-off fund that will provide support for **new** initiatives and projects that will help address the impact of COVID-19 on our communities, and improve access to sport and culture, help tackle environmental issues in the year of **COP26** and help strengthen community capacity, resilience and engagement as well as intergenerational work.

Projects must be accessible to all within the community and be free of charge. Where possible the fund will help support both local suppliers and the Living Wage in relation to staffing costs. **If you are awarded BBBB funding, the grant must be spent within 6 months of being awarded.**

It is important you read these guidance notes before completing the application form as they will help you to provide all the information we require to consider your application. If you are unclear about any section of the application form, please contact the Communities & Partnership team – details are at the end of this document.

## What is the aim of this exercise?

You can apply for funding if:

- you are a voluntary or community group based in the Borders
- you are a non-Borders based voluntary or community group who can demonstrate direct benefits for identified groups in the Borders
- you have a constitution or set of rules or equivalent (if you are applying for over £5k)
- you have a bank or building society account
- you have independently approved annual accounts which are less than 15 months old (if you are applying for over £5k, new organisations must be able to provide a 12 month estimate of income and expenditure)
- your activities benefit the well-being of the Borders people
- you are committed to equality for all and equality of opportunity

Applications are welcome from groups working in partnership but one group must be identified as the lead applicant.

## We are unable to accept applications from:

- Individuals
- Organisations involved in party political activities
- Companies who aim to make a profit
- Statutory bodies
- Organisations that wish to pass the funding on to an individual

# 2021/2022 BUILD BACK A BETTER BORDERS (BBBB) RECOVERY FUND - Guidance Notes

## The fund can pay for:

Project activities	<p>This could be for a new project or a new development to an established project.</p> <p>For example, an established community drop-in may like to start offering additional and new themed workshops to help people recover from the pandemic.</p> <p>Funding can be used for one off events, weekly group activity, workshops, training etc., but they need to be new and accessible to all within the community.</p> <p>You could start a new activity with a group that you know has been socially isolated and would benefit from company and being around others – it could be focussed on sport, art or culture.</p>
Running costs	<p>Consider all the things you will need to pay for to start your new initiative. This may include increased staff costs, venue hire costs, insurance charges, training costs, promotional costs, safeguarding costs etc. all of which can be covered by this fund.</p> <p>Government Covid-19 guidance may require you to adapt your project as it is being delivered so you may need to allow for an adjustment in some running costs if the guidance changes</p>
Staffing / Volunteer expenses	<p>You may need dedicated staff time for planning and delivering a new initiative (all staff costs must support the Living Wage) or you may need to cover volunteer expenses such as travel costs or training costs.</p> <p>This fund will support these additional staffing costs.</p>
Small scale refurbishment	<p>This can be used for building or land improvement. For example, due to Covid-19 guidelines you may need to upgrade facilities within the venue you use or you may like to adapt an area of land to use for community activities and sport. This fund can be used to contribute towards costs if you need more than the maximum you can apply for and have got the remaining money needed from elsewhere.</p>
Equipment	<p>You may need to hire or purchase equipment for your new initiative to increase or improve access for your community. For example – you might want to purchase equipment for new outdoor activities such as electric bikes that everyone can enjoy.</p>
Restricted hospitality	<p>Food and refreshments will be considered, but strictly no alcohol</p>

## The fund is unable to support:

- Ordering or spending which has taken place prior to application approval
- Alterations and improvements to licensed serving areas
- Trips abroad
- Maintenance of private roadways
- Used vehicles
- VAT you can reclaim
- Support for an individual

# 2021/2022 BUILD BACK A BETTER BORDERS (BBBB) RECOVERY FUND - Guidance Notes

## Support available

### 1. Organisation Details:

Please provide contact details for your organisation. These details should be the same as those detailed on your constitution, bank statement and annual accounts and will be used by SBC should you be successful with your application.

### 2. Point of contact:

If different from above, please provide applicant contact details. The person named in this section will be the person deemed responsible for making the application and will be the point of contact for SBC.

### 3. Which theme does your application relate to?

Please select all that apply and provide more detail in the questions below.

### 4. Tell us about your organisations income and expenditure for this last year:

Please provide figures from your signed end of year accounts including any ring-fenced funding or committed spend you may have.

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. If you have not set aside this money for anything specific, funding is unlikely to be awarded.

### 4a. Tell us how your organisation has been impacted by Covid

If COVID-19 has impacted on your ability to generate income or you have incurred additional expenses because of COVID-19 please provide us with the details.

### 5. Please tell us about your group's plans for recovery and what new initiatives you plan to deliver to help people recover from the pandemic:

This is your opportunity to tell us about your project. Please provide us with a summary which clearly shows what the aims of the project are.

Applications are encouraged for projects and events which:

- are being delivered in areas of deprivation. Click [here](#) to check the Scottish Index Multiple Deprivation ranking of your area
- support those with protected characteristics [Equality and diversity/Fairer Scotland Duty](#)
- increase or improve access to sport or arts and culture
- enhance community wellbeing and tackle social isolation
- improve the local environment or make a contribution to sustainability, in line with the [UN Sustainable Development Goals](#) and the Council's Climate Change Checklist and [Food Growing Strategy](#)
- increase or improve community capacity, resilience and engagement
- enhance and support both formal and informal volunteering
- recognise those that have given service to their communities during the pandemic
- encourage intergenerational projects and events
- provide support to the socially isolated

# 2021/2022 BUILD BACK A BETTER BORDERS (BBBB) RECOVERY FUND - Guidance Notes

Remember to include details on what resources are needed to make your project work and who will be responsible for the different elements of your project.

If your project involves a building, lease of land or a public space, permissions / agreement from the relevant body must be gained before making an application. If your project involves any form of construction 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.

## 6. Please tell us about the groups of people who are likely to benefit from your new initiative and how they have been affected by the pandemic:

Please use this section to tell us about the groups of people who will benefit from your new initiative. Are they a group by geography, common interest or shared need for example? How many people do you estimate will benefit from your initiative? You may wish to speak to people your project is aimed at to gather their views and speak with groups/organisations/services connected to your project theme to see if they can enhance your project or work with you. This could help you determine what will and won't work in your area.

## 7. What is the expected impact of your new initiative and how will it help those most in need recover from the pandemic?

What do you anticipate will change for the group of people your project will be delivered to? How will this change benefit them? How will you measure the impact your project has? If you have any evidence which helps demonstrate the expected change, please include this with your application.

## 8. In which Locality will your activity be delivered?

Projects must be delivered within the Locality that you are applying to for funding. If you would like to deliver a project across more than one Locality, you must apply to the relevant Area Partnerships separately and demonstrate within those applications how your project is addressing need within that particular Locality. Decisions on applications will be made at the Area Partnership operating within the relevant Locality.

## 9. Please tell us about your timeline for delivery:

Applications will be invited from 1 June 2021 to 31 May 2022. Applications over the value of £1,500 will be presented at Area Partnership meetings for consensus and decision making. For information on when Area Partnerships are being held please click [here](#). If there is a high volume of applications, an additional meeting of the Area Partnership may be held. You must send in your completed application with supporting documents **at least one month prior** to the Area Partnership meeting at which you wish to have your application considered. If successful, funding must be spent within 6 months. Please consider these timelines when planning your project.

Fast Track applications can be submitted at any time and will be assessed on a rolling basis. Elected Members will make the funding decision for Fast Track applications.

# 2021/2022 BUILD BACK A BETTER BORDERS (BBBB) RECOVERY FUND - Guidance Notes

## 10. Project expenditure:

The amount un-constituted and constituted groups can apply for is as follows:

- Up to £5,000 for non-constituted groups (with payment through an umbrella body)
- Up to £15,000 for constituted groups
- Up to £1,500 fast track process

Applications of £500 and over will require a 10% organisational financial contribution. Grants of up to £499 can be funded up to 100%. The funding requested should be the minimum required to enable the project to go ahead.

Applicants should note that they may be asked to apply to other funding sources when appropriate. For advice on other funding opportunities, please contact the Council's Grants Administrator, The Bridge or Berwickshire Council of Voluntary Service - see contact details below.

Grants Administrator, Communities & Partnerships Team, Council Headquarters, Newtown St. Boswells TD6 0SA. Tel: 0300 100 1800

The Bridge, Volunteer Resource Centre, School Brae, Peebles EH45 8AL.  
Tel: 01721 723123 [tweeddale@the-bridge.uk.net](mailto:tweeddale@the-bridge.uk.net)

The Bridge, 3 Roxburgh House Court, Roxburgh Street, Galashiels TD1 1NY  
Tel: 01896 755370 [central@the-bridge.uk.net](mailto:central@the-bridge.uk.net)

The Bridge, 1 Veitch's Close, Castlegate, Jedburgh TD8 6AY.  
Tel: 01835 863554 [roxburgh@thebridge.uk.net](mailto:roxburgh@thebridge.uk.net)

Berwickshire Association of Voluntary Service, 55 Newtown Street, Duns TD11 3AU.  
Tel: 01361 883137 [www.bavs.org.uk/contact-us](http://www.bavs.org.uk/contact-us)

## Additional information

### How will projects be assessed?

Assessment

Funding applications will be assessed using the following criteria:-

- What need/demand has been evidenced for your project/activity
- Where the initiative is being delivered – those delivering in areas with a high level of deprivation may be ranked more strongly
- Who the project is intended for – those delivering projects which benefit groups with a protected characteristics may be ranked more strongly
- Project success and the benefits to be gained - how well your project meets the outcomes of the fund
- Support and involvement of wider community
- If you have received a grant or funding from SBC before and if you completed the grant evaluation form (you must have completed this before your application can be progressed)
- How your group is set up and managed
- Your finances and the financial need for funding (see note below)
- Your group's commitment to promoting equality for all and equality of opportunity



# 2021/2022 BUILD BACK A BETTER BORDERS (BBBB) RECOVERY FUND - Guidance Notes

**If you do not submit all supporting documents that are required with your application - this will delay your application being progressed.**

Once the assessment is complete, applications over the value of £1,500 will be presented at an Area Partnership meeting for a decision. If consensus is not reached, it will be for Elected Members to make the decision, with the Chair having the casting vote. Fast Track applications will be assessed by SBC officers and a decision on funding approval made by SBC Elected Members.

## **What happens if I am awarded funding?**

Successful applicants will be informed after an Area Partnership meeting or after a decision has been made by Elected Members and details listed on SBC's website. You will receive an award letter specifying the terms and conditions which you must sign and return one full copy within 3 weeks. Funding will not be paid until we have received a signed award letter. Following receipt of the signed award letter and acceptance of the terms and conditions, grants will be paid either directly into your bank or building society account or paid out by cheque. Please note: if you are successful – it can take up to one month for us to process your payment.

When your project is complete, you will be asked to complete a project evaluation to detail the impact of your project and submit receipts to evidence spend. This will be shared with the Area Partnership. If you have any concerns about meeting the 6 month deadline for completing your project, please contact the Communities and Partnership team.

Funding can only be used for the purpose applied for. The conditions of any offer of funding, along with the project outcomes, will be closely monitored. Any amount not used must be repaid in full.

**Failure to comply with any conditions attached to funding may result in the funding being repaid to Scottish Borders Council or affect future funding awards.**

**Please note that if requested, your application could be made public with any sensitive information redacted.**

For assistance in completing this form and all other queries please contact the Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800.

All completed forms and attachments should be submitted via email to [communitygrants@scotborders.gov.uk](mailto:communitygrants@scotborders.gov.uk)

Further information can be found on the following website: [www.scotborders.gov.uk/bbbbrecoveryfund](http://www.scotborders.gov.uk/bbbbrecoveryfund)

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