



1 Introduction

- 1.1 The Committee can offer assistance to charity and community groups located within the boundaries of the participating Council areas i.e. Clackmannanshire, Falkirk and Stirling, for the benefit of people of these areas. We will also support national and international charities within specified limits. Ours funds come from the profits of a monthly lottery run for employees and ex-employees of the above authorities plus Central Scotland Assessors Services.
- 1.2 In awarding funds, we aim to ensure that the application process is easy to understand and made clear to all applicants, while at the same time ensuring sufficient information is gathered to promote value for money, fairness in decision making, public accountability and avoidance of fraud or misuse of funds.
- 1.3 The maximum grant award will be £500.

2 The CFSLA Grant Award – Criteria for Funding

- 2.1 Grants from the CFSLA are awarded to groups who are involved in community based projects and initiatives that will benefit the local community.
- 2.2 The CFSLA Grants Fund is intended to invest in groups to bring about a positive and lasting change for the benefit of the charity, group or community.
- 2.3 The CFSLA Grant Fund is intended to support the purchase of equipment or resources which are essential to allow an existing organisation or group to continue or extend the activities or services that can be provided to the community, or where the purchase of equipment or resources will allow the applicant to raise additional funds for themselves.
- 2.4 The following criteria must be met in order to be eligible for funding under this community grants scheme:
 - Grants will be given only to voluntary and non-profit making groups and organisations to support community initiatives that benefit residents of Clackmannan, Falkirk or Stirling Council area.
 - Grants will be awarded for one-off project costs e.g. purchase of resources or equipment etc.
 - Grant applications will be considered for non-recurring expenditure only, therefore operational running costs, general maintenance costs (energy bills, insurance), annual fees, training costs or ongoing staffing costs will not be funded.
 - Applications will be considered from constituted groups only, we do not accept applications from individuals.
 - Applications for less than 100% of costs are preferred and groups are advised to try other avenues for funding in addition to this fund.
 - We will not normally accept more than one application for funding per organisation or related group in any one financial year. Furthermore, following the receipt of an award, the organisation or group are not eligible to submit a further award within an 18month period.



- Organisations or groups that operate a policy of exclusivity or have a closed membership and thereby not open to any member of the public, will not be considered for funding.
- We cannot fund community events if they are intended to pass on any surplus income to other organisations, e.g. concerts with benefits to “local charities”.
- Grant applications will not be considered from political organisations.
- Grants will not be awarded retrospectively i.e. grants will only be awarded for resources still to be purchased at the time the application is made.

3. The Application Process

- 3.1 Applications for funding should be made on our application form and supported by all requested supporting documentation.
- 3.2 Application forms can be downloaded from our website www.CFSLA.org.uk or are available from the participating Council's intranet or by emailing CFSLA@clacks.gov.uk.
- 3.3 You can fill in an electronic version of the application form using Microsoft Word and email it to us along with the appropriate supporting documents in order for us to process it.
- 3.4 Completed application forms must be returned with the following supporting documents:
 - A copy of your most recent Annual Accounts or Audited Accounts.
 - Your Constitution or other governing documents.
- 3.5 Estimated price for the purchase. Please ensure the lowest price available for the item at the time of the application is quoted. The Committee may check on-line prices and where the item is available at a cheaper price with an alternative supplier, the award amount will be based on this price.
- 3.6 We may contact you to ask for more details about your project. We will be pleased to help you with any queries you may have in relation to the supporting information you are required to provide in advance of submitting your completed application.

4 How your application is dealt with

- 4.1 Upon receipt of an application for funding, we will make an initial assessment to check that the application is eligible for funding against the CFSLA criteria and that all supporting documentation has been provided.
- 4.2 We aim to acknowledge receipt of all applications within 10 working days of receiving the application. We will provide an indication of when the next meeting to review applications will be.



- 4.3 The CFSLA Committee is made up of employees of the 3 participating Councils and ex-employees of the above authorities in-receipt of a Council Pension.
- 4.4 The CFSLA Committee will meet quarterly to review applications and make a final recommendation for funding.
- 4.5 Once your application has been considered and a decision has been made, we will inform you by email and if you have been successful, we will arrange for the funds to be released.
- 4.6 Funding will only be released once proof of purchase has been provided.

5 Unsuccessful or ineligible applications

- 5.1 Applicants whose applications are unsuccessful or ineligible will be notified by email and receive feedback on the reasons for the failure of the grant application within two weeks of the decision.
- 5.2 Applicants whose applications are unsuccessful will be eligible to reapply to the CFSLA. No restrictions on timescales exist for reapplying for funding.

6 Payment of funding

- 6.1 Once proof of purchase has been provided, the CFSLA will arrange for funding to be paid directly into the group or organisation bank account.
- 6.2 Where a representative of the group has purchased the goods on behalf of the group, the CFSLA asks that the individual request reimbursement from the organisation of group. The CFSLA will only issue funding to the Organisation of group.

7 Terms and conditions of funding

- 7.1 Grants awarded must be spent only on the purpose for which is stated within your application. If for any reason your circumstances change and you wish to vary the way in which you spend your grant, you are required to contact us and request written permission to do so.
- 7.2 You are required to provide access to all necessary documentation (see guidance notes and criteria) to support your application for funding.
- 7.3 Financial support provided by the CFSLA should be acknowledged on all printed publicity and in information given to the press and media.
- 7.4 Your organisation or group must agree to be involved in CFSLA publicity activities and should provide photographs of equipment purchased, which may be used to promote the CFSLA funding awards on our website.

General Criteria, Guide to the Application Process and Terms and Conditions of Funding



- 7.5 The award offer is valid for 8 weeks, from the time of the confirmation email. In the event of your organisation ceasing to operate or fails to complete the activity or purchase for which the grant was offered, the CFSLA reserves the right to withhold payment or reduce its award.