



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 may also support national and international charities where a tangible impact on one or more of the communities in the area of benefit is demonstrated in the application. Our 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 There are two categories of grant:
- (i) The CFSLA Grant Award - The CFSLA Grant Fund is intended to support the purchase of equipment or resources which are essential to allow a community group to continue or extend the activities or voluntary services that they provide to the community, or where the purchase of equipment or resources will allow the applicant to raise additional funds for themselves. The maximum award is £600.
 - (ii) The CFSLA Community Celebration Award – The Community Celebration Award aims to encourage CFSLA Payroll Lottery members to propose the application of groups for funding for a community-led event within the boundaries of the area of benefit to allow local charitable and community groups to build on goodwill which helps include people experiencing disadvantage in community celebration. The maximum award is £500

2 The CFSLA Grant Awards – Criteria for Funding

- 2.1 The CFSLA Grants Funding is intended to be an investment in positive and lasting change in the communities in the areas of benefit. It is aimed at smaller local groups with an annual turnover of less than £25k, but applications from larger organisations will be considered for projects and initiatives the benefit of which can be clearly defined.
- 2.2 The following criteria must be met in order to be eligible for funding under this community grants scheme:
- Grants will be given only to not-for-profit voluntary and community 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 and non-recurring expenditure only. 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 only from constituted groups with a bank account in the name of the group. 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.
- Groups may make a maximum of two successful applications, one in each category, in the calendar year.
- For applicants in receipt of the CFSLA Grant Award, we will not normally accept a further application for that category of Award from that group within an 18 month period of an award.
- Organisations or groups that operate a policy of exclusivity or unduly restrict membership, 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 the relevant 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.
 - 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.
- 3.5 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 In the event that funding requested in eligible applications exceeds the total funds available at any given time, the CFSLA committee will give applications which show they meet current CFSLA priorities more weighting. Current CFSLA priorities are listed on our website.
- 5.2 Applicants whose applications are unsuccessful or ineligible will be notified by email and receive feedback on the reasons for the decision within two weeks of the decision.
- 5.3 Applicants whose applications are unsuccessful will be eligible to reapply to the CFSLA. No restrictions on timescales exist for reapplying in this case.

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 applicant's 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.
- 7.5 The award offer must be acknowledged within 1 week of the 'confirmation of award email' and is valid for 8 weeks from the time of this 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.

8 Discretionary Awards

- 8.1 In response to occasional opportunities to support initiatives which help communities in need, or in response to circumstances affecting the quality of community life, the CFSLA committee may, at its discretion make a awards to a charity or community group(s) operating within the boundaries of the participating council areas for philanthropic projects or events which align with current CFSLA priorities.