

## COMMUNITY INITIATIVE GRANT (CIG) 2020/2021 GUIDANCE FOR APPLICANTS

**Please ensure that you read these notes carefully before completing your application.**

### **What is the Community Initiative Grant (CIG)?**

The Community Initiative Grant is The Garioch Partnership's small grants scheme, originally introduced in 2012/13, and supported by Aberdeenshire Council's Garioch Area Committee.

For 2020/2021, the Garioch Area Committee allocated £5,000.

Applications are reviewed by a Grants Panel, made up of local volunteers, who assess the applications and make recommendations to the Board of The Garioch Partnership.

### **Who can apply?**

The scheme is open to any constituted not-for-profit community group or community run organisation in the Garioch area. While the schemes are primarily aimed at community groups with a turnover of less than £25k per annum, in exceptional circumstances an award may be made to groups with a turnover greater than £25k, if The Garioch Partnership Board feels the award will benefit the Garioch community.

### **What kind of projects can be supported?**

Consideration will be given to projects that:

- show wide community support
- are of long-term benefit
- improve the quality of life of local people
- make a difference to the community you live in

This could include:

- start-up costs for a new group
- equipment
- training for group members
- encouraging active participation in a community
- marketing costs
- improvements to community facilities

### **What cannot be funded under this scheme?**

Under the Community Initiative Grant scheme, we cannot fund applications for:

- transport or travel costs
- individuals, including wages or salary costs
- admin/revenue costs, including venue hire and food/drink costs

***Please note that if you are in receipt of, or have applied for, a grant from the Garioch Area Committee's Top-up Budget / Area Initiatives Fund in the current financial year, you are not eligible for this grant scheme in the same year.***

### **How much can you apply for?**

Only apply for what you need. The maximum award will normally be £750. You will normally be expected to have matched funding in place or be able to demonstrate how the whole project will be funded, unless the grant is for start-up costs for a new group or activity.

### **What must you include with your application?**

- Equipment specification and price list or a quotation for the work to be done
- Signed copy of your Constitution
- Most recent accounts
- Name of a referee who will be able to support your application

### **What happens once the application has been received?**

You will receive an acknowledgement on receipt, your referee will then be contacted and the application considered as quickly as possible by the Grant Panel. Ordinarily you will know the outcome within 30 days. If your bid is successful, you will be invited to attend the next Garioch Partnership Forum to receive your award. All grant payments are made by cheque from The Garioch Partnership.

### **Please note:**

- Only 1 successful application can be awarded in any 1 year period.
- If reports from previous funding rounds have not been submitted, we will be unable to process your application.
- Acknowledgement of an application to the Community Initiative Grant scheme does not presuppose the outcome of the panel and does not guarantee support.
- Projects cannot be funded retrospectively; all projects must be carried out after the deadline for submission and it is recommended that projects do not begin until after applicants have been informed of the final decision.
- The grant awarded will be spent within 12 months of receipt.
  - The Garioch Partnership will be informed if the grant is not spent within 12 months of receipt.
  - Any part of the grant which is not spent within the agreed timescale will be refunded to The Garioch Partnership, unless prior agreement is sought.
- The Garioch Partnership will be informed of any proposed changes to grant expenditure and permission must be sought before any grant variation.
- You will keep a financial record of the spending of the grant and retain a copy of any appropriate invoices and receipts, and submit these to The Garioch Partnership if requested.
- The Garioch Partnership reserves the right to require repayment if we find that any form of deliberately false or misleading information was provided to us.
- A report on the spending will be submitted within 12 months of receipt of the award. This report can be a very brief summary of what the grant was spent on; who has benefitted and how it has helped your group. Photographs showing how the grant was spent are welcomed. Please ensure you have full permissions from people included in any photographs taken, as we may share these images in the public domain eg on website, social media etc.