



SUPPORTING COMMUNITIES FUND (SCF) 2020/2021 GUIDANCE FOR APPLICANTS

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

What is the Supporting Communities Fund (SCF)?

The Garioch Partnership has been awarded £11,100 from the Supporting Communities Fund, established by The Scottish Government, to ensure that groups supporting those with disabilities, mental health problems, vulnerable people and bereaved children/adults are able to continue to provide the necessary support through the Covid-19 pandemic.

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 supporting those with disabilities, mental health problems, vulnerable people and bereaved children/adults.

What can be funded?

Funding is available for:

- the provision of ICT equipment
- screens
- food vouchers
- personal protective equipment (PPE)
- craft materials

How much can you apply for?

Only apply for what you need. The maximum award will normally be £750. For exceptional projects this may be raised to £1000.

What must you include with your application?

- Where possible please attach copies of quotations or price estimates
- Name of a referee who will be able to support your application

A signed copy of your constitution and a copy of your most recent accounts may be requested after your application has been submitted.

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 14 days. If your bid is successful, a cheque will be issued by The Garioch Partnership.

Please note:

- No grant will be claimed from a different fund for the same activity included in the award for Supporting Communities Fund Project for the same period of time.
- Acknowledgement of an application to the Supporting Communities Fund 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 6 months of receipt.
 - The Garioch Partnership will be informed if the grant is not spent within 6 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 6 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.