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COSLA

Democracy Matters Community Engagement Fund 2023 - 2024

Application Guidance

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Democracy Matters Community Engagement Fund 2023 - 2024

Introduction

This document has been developed to offer guidance notes and highlight things you will need to consider for each question in your application form. It is important that you read this guidance prior to and during the completion of your form.

Before starting your application, we highly recommend that you look through all the associated documents which can be found on our webpage for the Democracy Matters Community Engagement Fund.

If you are unclear about any of the content and wish to ask any other questions, please email our team at democracy@impactfundingpartners.com. Alternatively, you can phone and ask to speak to someone on 01383 620 780.

Section 1 – About your organisation

In this section, we want to know about your organisation. We need to know about the setup of your organisation, information on your governance and about your current financial situation.

Please use this guidance when completing your application.

1.1 Legal name of your organisation

Please provide the name of your organisation or community group as it is stated on your governance/registration documents.

1.2 Registered address for your organisation

Please provide the address that your organisation or community group is registered at. If you are a large organisation with numerous services across the country, please ensure you provide the address of your head/main office even if it is not in Scotland.

Please provide the name of the local authority where your organisation or community group has its registered head office.

If you are not registered in Scotland, please select N/A in the drop-down menu. You will then need to provide robust information demonstrating a clear presence in Scotland, where you are working, what services you provide and if this is a current or historical presence.

1.3 Main contact for this application

The name and contact details provided here will be used throughout the application and assessment process. It is important to make sure they are correct in case Impact Funding Partners needs to contact you for additional information or to seek clarification.

The outcome of your application will also be sent to this person. If the contact details change at any point during this period, it is important that you notify us straight away to update our records.

1.4 Proof of Organisation Bank Account

Here you are required to upload a copy of your bank statement. Please ensure that it is less than three months old and clearly shows:

- The name of the bank
- The name of your organisation
- The account number and sort code

The bank account name should make clear that it is for your organisation. Groups of people wishing to input to this conversation but do not have a constitution or bank account can still be involved. To be involved, the application must be made by

another eligible organisation submitting on their behalf. If successful, the applicant body will receive the grant and it is responsible for how it is spent and for reporting.

Number of people required to authorise payments should be two or more people.

1.5 The legal status of your organisation

In this question, please provide information on the legal make up and registration details of your organisation or community group.

You will be asked to upload a copy of your governance document/constitution/set of rules (depending on your set up and legal status) in section 4. This will be used when your governance is being assessed as part of the application process and will include a check of your stated charitable objectives. Ideally, in terms of best practice and good governance, the document you upload should be signed and dated by at least two office bearers from your Board/Governance Committee.

It is important to ensure your governance document/constitution/set of rules is uploaded in full. If it is only part uploaded, it may result in your application being rejected. If you have a Memorandum of Articles, you should ensure that the adjoining Articles of Association is also included.

1.6 Annual income

Your annual income must be below £250,000 in the last financial year (excluding any one-off income for capital items such as buildings and equipment).

1.7 Your Organisation

Please select the main area of focus that your organisation has from the drop-down list.

1.8 What are the main aims and activities of your organisation?

In this question, please provide a summary outlining the purpose of your organisation and what it is that you do. When writing this, think about explaining what your organisation does to somebody who does not know you. You should include information about:

- Your organisation's focus
- The people and communities you support
- What sort of support and activities you provide

Section 2 – About your proposed conversation

This section asks you to provide details about the planned conversation you wish to host.

2.1 Where will your conversation take place?

Please indicate the name/s of the village, town or community. If you are running your conversation online or part of a hybrid event, please advise on the location as to where these people will be joining from.

2.2 When will your conversation take place?

A general idea of the date is sufficient as we understand circumstances can change and the date may need to be rearranged. If you do change the date, you should notify us so we can update your details. All conversations must take place by the 14th February 2024.

2.3 How many people will be involved in your conversation?

This should be a group of five or more people.

2.4 Was your organisation involved in the first phase of Democracy Matters in 2018?

Please note, it is not mandatory to have been involved in Phase 1 to apply for this fund. All voices and contributions are welcome in Phase 2.

2.5 Overview of your conversation

Please use this space to give us a brief overview of your planned conversation. Please refer to the 'Themes and Questions' document, Fund Information guidance and Democracy Matters Phase 2 documents to help you answer this question.

You need to tell us about who you are planning to involve in your conversation, what conversation themes and questions you will be covering and how your conversation will be held.

If you are planning to request funds to support accessibility costs, you can tell us about these in Section 3.

2.6 Government Representation

Please tell us if you are happy for a Scottish Government representative to visit your conversation event.

Section 3 – Conversation Budget

3.1 Your Key Costs

Please provide an overview of key costs. Include volunteer travel and catering costs in the 'catering' and 'travel' headings if you intend to have volunteers involved in the facilitating of the conversation events. The following budget areas are:

- Venue Hire/Overhead contribution
- Catering
- Childcare
- Travel
- Materials/Resources
- Accessibility costs (Think about what would help to make you project accessible and enable people to come. For example, you may need an interpreter or to provide accessible transport).

3.2 Accessibility Costs

If you're applying for accessibility costs, you must detail what these are in the comment box below.

Scottish Government are very keen to support accessibility costs to ensure widespread and diverse participation. You can apply for accessibility costs over and above the total fund amount of £300 per applicant, however you must contact us to discuss this prior to submitting your application.

Section 4 – Form sign off and submission

This is the last section of the application form with some final administrative questions. You also need to upload your governance document. This is required to be checked as part of your application assessment. You need to upload your bank statement at question 1.4.

You then just need to note that your application form has been approved by your management committee/Board of trustees, sign and date it before submitting your form.

You will be notified by email if your application has been approved.

The email will come from autoresponse@impactfundingpartners.com. Please add that email address to your safe senders to avoid any delay in notification. We cannot be held responsible for notifications landing in spam/junk email folders.

 info@impactfundingpartners.com

 01383 620780

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