



Scottish Government
Riaghaltas na h-Alba
gov.scot



COSLA

Democracy Matters Community Engagement Fund 2023 - 2024

Your community. Your Ideas. Your Future.

Fund Information

Contents	Page
Introduction	2
Fund information	3
Fund aim	3
What the fund will support	
Timescales	
Who can apply?	4
What will the fund support?	5
How much can organisations apply for?	
What costs will the grant cover?	
Conversation Feedback	
Links to associated and relevant documents	6

Democracy Matters Community Engagement Fund 2023 - 2024

Introduction

This guidance document has been developed to help you understand the purpose of the fund and what it aims to achieve.

It will take you through the fund aim and outcomes. It covers eligible criteria, timescales, how much you can apply for and how to report back after you have held your conversation.

It is important that you read this information prior to and during the completion of your application and the documents associated with this fund, which you will find on our website.

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.

After reading through the information and you find that you are not eligible to apply for funding, you can still contribute to the conversation. You can hold a conversation using the available documents on our website, either as a group of people or as an individual and submit your feedback. Details on how to feedback and contribute to the conversation are also available on our webpage.

Fund Information

Impact Funding Partners is managing this fund on behalf of the Scottish Government and COSLA.

Fund aim

Following a highly inclusive process of engagement with communities in 2018, the Democracy Matters Community Engagement Fund has developed into phase two. Phase one showed that different places and diverse communities work best when they have local control and influence over decisions that affect them most.

Democracy Matters 2023 – 2024 aims to develop the thinking around how a vibrant, equal system of local democracy, where people understand their rights and actively participate in civic life, can be made to work in practice.

What the fund will support

The second phase of the Democracy Matters Fund will support organisations and groups to host conversations and gather the views of people across Scotland on how we can create a system of inclusive local democracy. Conversations can be in the form of community events, meetings or gatherings.

The Scottish Government and COSLA want to hear from people right across the country. To do this, the fund will:

- Reach out to all communities across Scotland no matter how small, large or what their geographical influences are.
- Reach out to marginalised individuals and communities whose voices are not heard.

There are six themes your conversation should cover, with each theme having two or three questions to discuss. These questions can be found on our website in the 'themes and questions' document. It is not essential that you answer all questions, as you may find some are more relevant and important to your community than others. However, the more you answer across all six themes, the stronger the voice will be that is feeding into the consultation.

Timescales

The fund will open for applications on Monday 28th of August 2023 and will close on Friday 26th January 2024.

You can host your conversation anytime during this period, but it should be no later than the 14th of February 2024.

Applications will be assessed, and decisions issued on a rolling basis. Earlier applications are recommended to ensure you receive a grant to assist you with hosting your conversation.

Who can apply?

The following points cover who is eligible to apply. If you are unclear if you are eligible or not, please email us at democracy@impactfundingpartners.com.

Should you find that you are not eligible for funding, you can still contribute to the conversation by using the documents on our webpage.

To be eligible for funding, the following requirements should be met:

- You must be a third sector organisation, grassroots or community group including unincorporated voluntary organisations, clubs, SCIOs (Scottish Charitable Incorporated Organisations) or CICs (Community Interest Companies).
- Organisations do not need to be registered charities, although their constitution/set of rules should make clear that funds will only be spent on purposes established in the constitution, and not distributed amongst members in the event of winding up/dissolution.
- Where an organisation applying to the fund is registered outwith Scotland, they must provide robust evidence that they have a strong track record of delivering in Scotland and that the conversation will only take place in Scotland and involve people living in Scotland.
- Your organisation or community group should have a bank account in the name of your organisation with at least two signatories to authorise payments.
- Your annual income must not have exceeded £250,000 in the last financial year (excluding any one-off income for capital items – buildings, equipment or funding you hold on behalf of another organisation).
- You must be able to hold your conversation between the 28th August 2023 and 14th February 2024 and provide feedback within two weeks of your conversation taking place.

Note 1: 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.

Note 2: You do not need to have been involved in the first phase of Democracy Matters. The fund seeks to reach voices across the breadth of Scotland, so we encourage applications from organisations currently not engaged.

How much can organisations apply for?

In order to host your conversation and enable people to attend, you can request the following amount:

- The minimum grant is £100.00.
- The maximum grant is £300.00.

In order to make your conversation accessible, additional funding may be available should the cost be greater than the £300 maximum grant. This may include costs to cover inclusive communication, accessible transport, support workers etc. If you require such accessibility costs, please contact us to discuss further.

An organisation can apply for a maximum of two grants if the conversations that take place involve different people or are in a different community. If you wish to host two conversations, you should submit an application form for each one.

Costs should relate to holding a conversation for five or more people.

What costs will the grant cover?

Costs should relate directly to holding a conversation. You can request a grant to cover the following costs:

- Venue hire/overhead contributions;
- Catering;
- Childcare;
- Travel;
- Resources and materials;
- inclusive communications (including interpreters). If your inclusive communication costs will be more than the grant available, please contact us to discuss.

There does not have to be a specific percentage split on these costs.

Conversation Feedback

You must submit the feedback gathered from your conversation directly to the Scottish Government within two weeks of hosting your conversation. Do not submit your conversation feedback form to Impact Funding Partners as it is the Scottish Government who is gathering and collating the feedback. Please submit your feedback via the Scottish Government's consultation hub that can be accessed here consult.gov.scot/democracy-matters.

Although it is preferred and encouraged, if for any reason, you cannot or do not wish to submit the responses via the link, please email Impact Funding Partners at democracy@impactfundingpartners.com and you will be supplied with a word document to email straight to the Scottish Government.

Links to associated and relevant documents

The following relevant documents, guidance and application form can be found on our webpage by clicking [here](#):

1. Fund Information
2. Fund Application Guidance
3. Application Form
4. Themes and Questions
5. Facilitation Guidance
6. Phase 2 Democracy Matters – **Core Version**
7. Phase 2 Democracy Matters – **Easy Read Version**
8. Phase 2 Democracy Matters – **Gaelic Version**
9. Phase 2 Democracy Matters – **BSL Version**

Watch a summary of Democracy Matters in this video animation:

[Democracy Matters Phase 2 - YouTube](#)

 info@impactfundingpartners.com

 01383 620780

impact | FUNDING PARTNERS



www.impactfundingpartners.com

Impact Funding Partners

Robertson House, 152 Bath Street, Glasgow, G2 4TB

Scottish Charity Number: SC035037

Company Number: SC261186

@Impact_Funding

