



# Whole Family Community Fund January 2025 – March 2026

Application Guidance

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## Whole Family Community Fund

### Introduction

This document has been developed to offer guidance notes and things you 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.

This guidance document will talk you through each question, offering advice on what we will be looking for when assessing your submission, and the sort of content you should consider including in your answers.

If you are unclear about any of the content and wish to ask any other questions, please email our team at [wholefamily@impactfundingpartners.com](mailto:wholefamily@impactfundingpartners.com). Alternatively, you can phone and ask to speak to someone on 03303 413 060.

## Completing your application

This part of the guidance document will take you through each question in the application form, offering advice on what we will be looking for when assessing your application, and the sort of content you should consider including in your answers.

## Section 1 – About your organisation

In this section, we want to know about your organisation. We need to know about the set up 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 Glasgow.

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

### 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 need 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 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 7**. This will be used when your governance is being assessed as part of the application process.

It is important to ensure your governance document/constitution/set of rules clearly states that in the event of winding up/dissolution, no remaining money or assets will be distributed amongst members.

Organisations without a clear winding up clause, dissolution clause or asset lock in their constitution/set of rules are **not eligible** for funding.

### 1.5 Proof of organisation bank account

Please upload a copy of your latest bank statement here. Your bank statement should be from the last three months. Please ensure that it clearly shows:

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

The bank account name should make clear that it is for your organisation.

**Please note:** Public funding (i.e. Scottish Government monies) can only be paid to banks that are registered with and regulated by the Financial Conduct Authority (FCA).

If you are part of an umbrella group, you must have your own separate independently examined finance accounts and your own bank account, rather than using your parent company's accounts.

### 1.6 Annual income

Please provide your annual income as noted in your last set of independently examined accounts. For this fund, your annual income must be no more than £750,000.

If your latest set of accounts is greater than £750,000 then you are not eligible for this fund. However, it may be that you have one off capital funding, or monies held on behalf of another organisation. If this is the case, you must provide detail of this so that we can look to deduct this income from your overall total.

Depending on your organisation's set up, you may not be required to have your accounts fully audited. However, to be eligible, you must provide evidence that your accounts have been reviewed externally and confirmed to be accurate i.e. they are independently verified. This could, for example, be done by someone from a partner organisation.

### 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

This is not where you provide details of what you are looking for the grant to cover.

## Section 2 – Fund Strands

### 2.1 Which strand of funding are you applying to?

There are two strands of available funding. We want to know what strand you are applying for. Please select Strand One or Two based on your proposed activities and the criteria for each strand.

You must make it clear later in the application that your activities meet the requirements for whichever strand you select.

#### Strand One

Strand One projects will deliver activities focused on supporting children, young people and their families through a range of different community based activities.

#### Strand Two

Strand Two projects will look to extend or adapt an existing successful project or pilot a new one. Partnership applications are more aligned with this strand.

## Section 3 – Neighbourhood and Beneficiaries

### 3.1 When will your project start

If successful with your application, please tell us when your project and activities will start.

All funded activities and spending must take place between mid-January 2025 and 31<sup>st</sup> March 2026.

### 3.2 Which of the three Glasgow sectors will you be working in?

Please tell us what sector of the city you will be delivering activities in (North East, North West or South). You can only select one sector.

Depending on which sector you choose, you will then be given a further option to select which neighbourhood your activities will be taking place in. Again, you can only select one option.

If you want to deliver in more than one sector, or more than one neighbourhood, you need to complete an application for each one, as this fund is focused on the delivery of activities for local community needs.

### **3.3a How many children will benefit?**

Please enter the number of children and young people that will benefit from your activities. This should include children and young people up to the age of 18 years old.

### **3.3b How many other family members will benefit?**

Please enter the number of other family members that will benefit from your activities. This could include siblings, parents, grandparents and carers.

### **3.4 Tell us about the main beneficiary group(s) you hope to help with your project.**

Here we would like to know about who you will be supporting. For example, you may be focusing support for minority ethnic families, families with disabled children, lone parent families, refugees and asylum seekers and their families, families experiencing homelessness, families with care experienced children or families affected by mental health issues.

## **Section 4 – About your proposed project**

This section asks you to provide details about the project and activities you wish to deliver. We also need to understand that your proposed activities fit the strand you are applying for.

### **4.1 Describe the project activities to be carried out and any targets**

This question is asking you to provide more specific details about your proposed activities. Please set out what you will be doing, where, when and how many people will benefit. Also include the groups of people you are targeting eg. older people, disabled people, New Scots. Also tell us about any partners you will be working with to deliver your project.

For example:

#### **Dads and kids group session**

- Once a fortnight we will run a two hour dads and kids group

- The group will have approx. 10 – 15 people each session
- In the first half, the kids will do an activity together and the dads will have a peer support group activity
- Both kids and dads will come together for lunch then do one big group activity in the second half of the session
- Total of 40 sessions across the year benefitting approx. 20 different families

#### Family art classes

- A local art tutor will deliver these sessions in the community hall
- There will be one 2hr session per week for six weeks in a row
- There will be four of these six weekly blocks across the year
- Each session will last 2 hours
- There will be 8 disabled children with their parents/carers at each session, with 32 individual people benefitting

Please ensure you include the details of all planned activities across the full fund period. If you are successful with your funding application, we understand that plans may change depending on demand and current circumstances. You will be able to make changes to your activities, if need be, by discussing with IFP to ensure any changes still align to the fund aim and outcomes.

### 4.1a Please demonstrate how your project meets the criteria for Strand Two

#### **Please note:**

This question will only appear if you have selected Strand 2 in question 2.1.

We want to make sure your proposal fits best with strand two. Please demonstrate why your proposal meets the strand criteria i.e. what is it about the type of project, your plans or the client group that requires more resource to deliver.

Are you proposing to expand or adapt your current project based on changing needs? Are you proposing a new activity or project?

### 4.2 Please demonstrate your current presence and the support you currently provide in the neighbourhood that you are applying to work in.

The fund is for supporting organisations who are currently engaged with and supporting children, young people and families in the neighbourhoods of the 12 GP practices. Activities must be locally focused.

Here we would like you to clearly demonstrate that you are currently working in the neighbourhood and surrounding community you selected earlier in the application.

Please let us know the client groups you are working with and a brief summary of the type of activities you are already delivering. This will help us understand that you know the area well.



### **4.3 How will the activities you are proposing help address the aim of the fund and benefit the whole family**

Here we would like you to tell us how your activities will benefit not just the child and young person, but the family as a whole.

Please let us know the difference your activities will make for everyone.

### **4.4 Describe what steps you will take to ensure your services are inclusive and accessible to all**

We want to know what steps you take to be inclusive, enabling more people to benefit from what you offer. Are the activities you plan to offer accessible to all?

You may have identified that certain groups of people are underrepresented within your beneficiaries, so you can use this space to note any new target groups and how you plan to engage with them and offer your services.

You should reflect any accessibility costs required in your budget in section 6.

## **Section 5 – Staffing**

This section will ask you about the staffing required to deliver your proposed project. Please provide the number of staff needed and the skills and experience that they will have.

### **5.1 Will you be using existing staff or recruiting new staff? Please also tell us how many staff will be involved and their roles.**

Here we would like to know how many staff will be involved in the delivery of your activities. Please tell us if they are existing staff, or if you will need to recruit anybody.

For the staff involved, please provide a brief summary of what they will be doing. You should include freelance staff that you may use to deliver certain activities.

### **5.2 Will you be involving volunteers in your project delivery? Please tell us how many volunteers will be involved and their roles.**

We would like to know if you will be using volunteers to help deliver your activities. If you are, please tell us how many and the sort of role they will be undertaking.

## Section 6 – Project budget

### 6.1 Budget year by year

This question is asking for the top line budget totals. If you do not need any money for certain areas (volunteer costs for example), please enter a zero (0), as all fields must be filled in with a number.

You should round your totals to the nearest pound. The budget is split into two separate financial years, as your costs may vary depending on what you are delivering throughout the two financial years. Please note, the fund is approximately 15 months and not two full years.

You are required to upload your Excel budget spreadsheet at question 6.2. Please only use the budget sheet provided. You can download this Excel spreadsheet by clicking on the link at the top of Section 6 of the application form. Click on the blue hyperlink that says, 'EXCEL BUDGET FORM'. The spreadsheet calculates the totals for you.

In question 6.1, you will be asked to add in specific budget headings with the associated requested costs. These figures should match what you have noted on the budget spreadsheet. Please see the spreadsheet for certain caps on budget areas including capital items and overheads.

To enable your project and activities to be accessible, we would encourage all applicants to include accessibility costs within their budgets. This could include, childcare, interpreters, personal carers.

### 6.2 Upload your completed Excel Budget Form

You are required to upload your Excel budget spreadsheet. Please only use the budget sheet provided. You can download this Excel spreadsheet by clicking on the link at the top of Section 6 of the application form. Click on the blue hyperlink that says, 'EXCEL BUDGET FORM'. The spreadsheet calculates the totals for you.

Please ensure the totals on your spreadsheet match the totals you enter on the application form. If not, you may be offered a reduced amount of funding if it is unclear what you are requesting.

Please use the upload button to attach your budget spreadsheet to your application. Your application will not submit unless you attach it.

### 6.3 Budget Breakdown

To help understand your total costs and budget, please breakdown how you have calculated your costs. You should also provide a breakdown of any accessibility costs that you are requesting.

For example:

### **Staff Costs**

Project Co-ordinator: 15hrs per week x £14.00 per hour x 40 weeks = £8,400 per year

Freelance art tutor: 2hrs per week x £75 per 1hr session x 12 weeks = £1,800

Again, if it is unclear how your costs have been reached, you may be offered a reduced total based on our experienced assessor's knowledge on the costs of delivering services and activities.

## **6.4 Accessibility costs**

There is space to request accessibility costs in your budget. This can be used to enable as many people to attend as possible. You may, for example, want to provide accessible transport, interpreters or childcare.

Any accessibility costs that you request, should be included in your direct project costs in question 6.1 and noted on the budget spreadsheet. You should provide details of how you have reached these costs in question 6.3.

If your accessibility costs take you beyond the grant limit of the Strand you are applying for, you must provide additional detail in question 6.4. However, before submitting your application, you must contact Impact Funding Partners to discuss these costs.

## **Section 7 – Declaration and submitting your application**

This is the final section of the application form. Here you need to upload certain documents and policies required, that need to be checked as part of your application assessment.

- Governance document
- Most recent independent examined or audited accounts
- Safeguarding vulnerable adults policy and/or child/adult protection policy

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

 [info@impactfundingpartners.com](mailto:info@impactfundingpartners.com)

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