

FINANCIAL ASSISTANCE TO EARLY YEAR GROUPS

GRANT INFORMATION FOR COMPLETION OF SUSTAINABILITY GRANT APPLICATION FORM

ABERDEENSHIRE COUNCIL
EDUCATION LEARNING & LEISURE SERVICE
FINANCIAL ASSISTANCE TO EARLY YEARS GROUPS
APPLICATION INFORMATION

Introduction

It is important that applicants read these guidelines and the criteria thoroughly before completing the application form.

The following principles underpin this grant scheme:

- a) Through this grant scheme, the Council aims to support and develop voluntary Groups in a sustainable way and contribute to community life in Aberdeenshire.
- b) The Council recognises the need to encourage the voluntary and community sector to diversify its sources of funding so that they can become more self reliant and not dependent on any one single source of external funding.
- c) This grant scheme will be clear, open and efficient. There are criteria and timescales.
- d) If requested, applicants will be given feedback if they are unsuccessful.
- e) The objects of applicant Groups should be consistent with those of Aberdeenshire Council, and where feasible, should meet joint strategic aims and objectives.
- f) The criteria and assessment process will be rigorous in ensuring that the applicant is a legitimate and accountable voluntary or community organisation.
- g) Applicants will receive an acknowledgement within one week of their application being received. This might be through electronic mail if an address is provided.
- h) Applicants will be told in writing if they have received an award or not as soon as possible of the decision being made.
- i) Applications are administered by the Education Officer (Early Years) and her team; following a funding decision, information will be provided to the Group making the application.

NB We are subject to the Freedom of Information Act (Scotland) 2002 so details of applications may be provided following a request but these responses are always made with due diligence with Data Protection Act 1998.

GUIDELINES FOR COMPLETION OF THE APPLICATION FORM FOR GRANTS TO EARLY YEARS GROUPS

Step by Step Guide to Completing the Application Form

This section takes you through each of the questions on the application form.

It is important to read the Council's principles and criteria before completing the application form.

TELL US ABOUT YOUR GROUP

Q1

The main contact for your Group should be someone who can talk about the need for the grant in detail.

Q2

The Council will only give financial assistance to legitimate voluntary or community Groups.

You do not need to be registered as a charity by the Inland Revenue to receive a grant. If you are registered, then please supply us with your number.

Please provide a short description of what your Group is set up to do. Often this is laid out in the objective section of your constitution.

Q3

The Council needs to know the type of people who are in your membership. Please include a list of all those involved in running and managing your Group showing what their responsibilities are including their names, addresses and posts held.

TELL US ABOUT THE PEOPLE YOUR GROUP WORKS WITH

Q4 and Q5

These questions are designed to tell us about the people who benefit from the facilities, activities or services your Group provides. Tick only the boxes that apply to you, ticking more boxes will not affect your chances of receiving a grant.

TELL US ABOUT THE TYPE OF GRANT YOU ARE SEEKING

Q6

Revenue Grants

Revenue grants are for running costs of your Group, for example rent and fuel costs.

Capital Grants

Capital grants are for the purchase of equipment or premises, or for major or minor building work.

Tell us precisely why you need a grant.

Q7

How much are you asking for?

List the items or activities you wish to fund. Try to be as accurate as possible about the costs **and remember to include VAT**. You should list each item, its cost and add up the total. It is essential that you refer to the criteria attached.

Q8

Tell us how you plan to generate income through funding this year.

Q9 (a) & (b)

Please tell us what fundraising activities you carried out last year and how much was generated.

Q10 (a), (b) & (c)

If you are unsure of any of the details please check with the bank or building society.

Your Group must have a bank or building society account. The account name will be found on your chequebook or passbook; this should normally be the same as the name of your Group.

“Total income” means all the income generated and received that year irrespective of how and from where.

In addition to answering these questions, please enclose with your application your most recent set of financial accounts. These should show all the income your Group has received during that last financial year. If you are a new Group, you should enclose an estimate of what your income and expenditure will be in your first year. In addition to telling us about your balance we need to know how much of this is restricted to be used for projects for which it was granted. The point of this is to establish how much (if any) of your balance is free to be utilised for this or any other purpose. In most cases you will be expected to produce evidence/documentation to back up your answers.

Whatever the format of your accounts, they should be signed and approved by an independent Qualified Accountant. Please also submit a recent bank statement(s) showing your bank balance (no more than three months old).

Q11

This must be a senior person from your Group, but someone **other than the main contact** in Q1.

FINISHING OFF

Check that each question is complete

Check that question 10 is completed and question 11 is signed by the appropriate person

Make sure that you include any separate sheets and that they are clearly marked with the appropriate question number

Please keep a copy of the application form for reference in case we contact you

Include in your Pre Paid Addressed Envelope

Your completed application form

A copy of your last set of accounts signed off by an independent Qualified Accountant

Proof of ownership of building or premises (if applicable)

Projected future costs for running the Group to the end of the current Academic Year