

Place Based Investment Programme Fund – Community Grants

Large Grants Guidance Note

Introduction & Background

West Dunbartonshire Council has allocated £471,000 from its Place Based Investment Programme (PBIP) funding so it can be used as Community Grants. Community groups based or delivering services within West Dunbartonshire are now able to apply for new capital funding for their projects.

The money is split into a small grants lot (£71k for bids of up to £5,000) and a large grants lot (£400k for bids of £50,000 or more). Both grants must be used for capital investments, which means they can be used for equipment or property upgrades but not for the ongoing running costs of an organisation.

This guidance has been put together to support organisations to apply for the Large Grants Fund. The note covers how the grant will be administered, outlines the eligibility requirements for those organisations keen to apply and advice for filling in the application.

The Place Based Investment Programme is a Scottish Government initiative that seeks to accelerate the delivery of community-led regeneration, community wealth building, town centre revitalisation, and 20-minute neighbourhoods. You can read more about the Programme's aims and objectives by visiting [OurPlace.scot](https://www.ourplace.scot).

If you have any questions about anything in this guidance, then please use the contact details at the end of the note to get in touch with us.

Large Grants Fund – Guidance

How will the Large Grants Fund work?

West Dunbartonshire Council will assess the applications for the Large Grants Fund. A panel of council officers from different departments from within the council will review each application, and determine whether they meet the appropriate criteria.

Community groups and voluntary organisations across West Dunbartonshire are invited to make applications for £50,000 or more to fund capital projects which align with their community's aspirations and need.

Applications will be taken until 9th February 2024 at 5pm and can be made using the PBIP Application Form which is available [here](#).

Each application will be screened by the Council, with the successful applicants receiving the Grant Awards in March 2024.

Who can be funded?

Community groups and voluntary organisations can apply to the PBIP Community Fund if you can meet the following requirements:

- Your group/organisation provides a service in, or of benefit to, communities in West Dunbartonshire
- You have a constitution or governing document
- You have a bank account in the name of your group (with at least 2 unrelated signatories)
- You are a not-for-profit group/organisation
- You hold public liability insurance should your activities require it.
- You are not undertaking any physical works to buildings / assets without evidencing permission from the owner and/or planning department, if required.

What if my group doesn't meet all of the requirements?

We are unable to accept applications from groups that do not meet the necessary requirements of the grant. Unfortunately, we cannot offer support to groups that do not yet currently meet the eligibility within the funding timescale.

What sort of projects can be funded?

The PBIP Community Grant can only accept applications for capital expenditure to fund projects which meet the requirement of the PBIP. To qualify as capital expenditure it has to either create an asset or enhance an existing asset that lasts over one year. We are unable to award funding that contributes towards operational costs.

A few examples of what can be funded by the grant are listed below:

- The costs of purchasing and installing a green house in a community garden.
- Building upgrades to an organisation's premises (as long as you have the permission from the building owner and planning permission should it required).
- Enhancements to public realm or premises to improve accessibility.
- Hard and soft landscaping improvements
- Street furniture and lighting improvements
- Purchasing new outdoor play or exercise equipment.

Here are a few examples of projects that cannot be funded through the PBIP Community Grants Fund:

- Purchasing football strips for local team.
- Purchasing of a vehicle or computer equipment
- Salary for a staff member.
- Costs towards running an event such as fun days.
- Bills, rent or maintenance costs
- Reimbursements for past project expenses.

What should your project do?

Projects funded through the PBIP Large Grants Fund should have a positive impact on the lives of people living within your local community, with a focus on place-based physical improvements.

The aim of the PBIP is to ensure that all place based investments are shaped by the needs and aspirations of local communities and accelerate our ambitions for place, 20-minute neighbourhoods, town centre action, community led regeneration and community wealth building.

We will ask you to describe how your project will have a positive influence on one or more of the following:

- Supporting community-led local economic development
- Delivering place-based regeneration
- Attracting people into the town centre
- Supporting local businesses to thrive and grow
- Promoting active travel and greening of the area's economy
- Improving accessibility in and around town
- Reducing social isolation.
- Encouraging more people to be active in their local community.
- Providing more opportunities for young people.
- Addressing inequalities in communities.
- Improving mental health and wellbeing
- Addressing health & environment issues.

How will the applications be assessed?

The applications will be assessed by a panel made up of council officers from different departments from within the council. They will be judging each application against the criteria set out in the prior question, and also how well the projects align with the objectives and aims of the PBIP. It is recommended that all applicants familiarise themselves with programme by visiting www.ourplace.scot

The screening panel will also look for applications to demonstrate deliverability of the project. As well as an overview of the purpose of your project, your application should:

- Demonstrate what stage the project/proposal is at (e.g. is the scheme just an idea, or do you have a costed scope of works/designs?),
- Show an indicative timeline/programme for the delivery of the project,
- Evidence that your organisation has delivered similar capital projects in the past, or has required expertise to do so,
- Outline the social, economic and environmental impact of the project,
- Offer value for money.

You should also state whether there is any match funding in place.

The project does not need to demonstrate every one of these characteristics, however projects that do will be more likely to succeed with the application.

What will help me demonstrate my project is ready to go?

An application that can provide a costed project plan, architects drawings (if relevant), fee quotes for construction contractors and project timeline would demonstrate that the project can be delivered within the Grant timelines.

How much can I ask for?

Applicants can request for the grant to cover the entirety of their total scheme costs, however applicants with match-funding will be prioritised. The Large Grants pot can accept applicants for more than £50,000, but each applicant must demonstrate the scheme costs. Your total grant request must not exceed the total cost of your proposal.

Will grants cover VAT costs?

The grant will only cover VAT costs if your group is not VAT registered and unable to reclaim VAT. If your organisation has a way to reclaim VAT, then the grant will not be able to cover this cost.

Is help available to complete an application?

Yes. If you aren't sure what type of funding your project or idea needs or you need to speak to someone about your application, help will be available. A number of drop in sessions will be held across the Council area to assist those who need support to complete an application.

If you are unable to attend any of the drop in sessions, you can make an appointment to speak with a member of the Regeneration Team. Members of staff will be available during regular office hours and also some evenings. Contact details are provided at the end of the notes.

Help Sessions

The council will run drop in and online help sessions for organisations to attend and ask questions about the application process. See below for more information on when and where the sessions will take place:

Online Help Sessions

Date & Time	Location
4 th December 2023 – 2.00pm-3.00pm	Online
6 th December 2023 – 6.00pm-7.00pm	Online

In Person Drop-in Sessions

Date & Time	Location
9 th January 2024 – 10.00am – 2.00pm	Alexandria CE Centre, Alexandria
10 th January 2024 – 10.00am – 2.00pm	Dumbarton Library, Dumbarton
11 th January 2024 – 10.00am – 2.00pm	Dalmuir Community Centre, Clydebank

Email regeneration@west-dunbarton.gov.uk to register for the online help sessions.

Can groups previously funded by Community Budgeting apply?

Yes. Groups that have had funding from previous rounds of Community Budgeting can apply this time providing that you responded to all previous monitoring and evaluation requests and provided evidence of spend.

However, we would encourage newer groups and groups from neighbourhoods which haven't previously received any funding to come forward. Help is available to develop your idea and complete your application.

How much can be applied for?

Groups who can meet all of the criteria before the application deadline can apply for amount £50,000 or more. Only one application per group or organisation is permitted.

As there is limited funding, groups should only apply for what they require to allow a wider range of groups to be funded.

How do we know our project is needed?

The application form asks groups/organisations to describe how they have consulted with the community and how their project is designed to help communities. The people you have spoken to could live in the area where the project will take place, or it could be the people who regularly attend your group or take part in your activities. You need to demonstrate that you have taken steps to find out if the project you are seeking to fund is wanted and needed.

When do we need to deliver the project?

Successful groups need to be able to spend the funding received for the project before the end of March 2025. All groups must respond to monitoring and evaluation requests. It is expected that a Financial and Progress report should be provided to the Council by September 2024.

We also want groups who are applying for physical works to assets, play equipment or other equipment for a public space to think about how this will be maintained in the long run.

What happens after I submit the application?

- Applications must be submitted by 5pm on 9th February 2024
- All accompanying documents must be sent in before the closing date in order for your application to be eligible.
- Applications without the appropriate documents at this stage will not be progressed.
- All eligible applications will be assessed by a panel of council officers.
- Highest ranking applications will receive grant offers by early March 2024. Overall number of grants will depend on number of applications received, and amount of funding being sought.

Do groups need to write a report when the funding from Large Grants Fund has been spent?

Yes. A short financial/evaluation report on how the money was spent is required. It is a requirement of the fund that all successful organisations provide financial evidence for their project spend. As an example you may be asked to provide contractor's invoices, receipts, bank statements to demonstrate that payments have been made, or end of year accounts.

In addition you will need to provide a summary of what difference the funding and your project made to the local community or to the people who took part in it. We also would welcome photographs or video evidence that may be used in promotional work or reports.

We will ask you to tell us how the things you hoped to achieve were achieved or of any difficulties you encountered. The story of how your group or idea helped make a positive difference to local people. We will provide a template to help you with report back on the project and its outcomes.

Further Information

PBIP Large Grants Fund Timeline

Date & Time	Event
22 nd November 2023	Applications Open
4 th December 2023 – 2.00pm-3.00pm	Online Session 1
6 th December 2023 – 6.00pm-7.00pm	Online Session 2
9 th January 2024 – 10.00am - 2.00pm	Drop-in Session 2 – Alexandria
10 th January 2024 – 10.00am - 2.00pm	Drop-in Session 2 – Dumbarton
11 th January 2024 – 10.00am - 2.00pm	Drop-in Session 2 – Clydebank
9 th February 2024 – 5.00pm	Application Deadline
W/C 12 th February 2024	Screening Panel Review
1 st March 2024	Grant award issued

Application Forms can be found online at on [the council's website](#) and must be completed by 9th February 2024 – 5.00pm 2024 at 5pm.

Completed forms can be emailed to Regeneration@west-dunbarton.gov.uk

OR

Handed in to 16 Church St, Dumbarton G82 1QL or Clydebank Town Centre Office 16 Sylvania Way, Clydebank G81 1EA.

Forms that are handed in to Council offices must be in a sealed envelope and addressed to the Regeneration Team.

Useful Contacts

To discuss your application, please contact Calum McConnachie, Regeneration Officer (calum.mcconnachie@west-dunbarton.gov.uk)

OR

Email Regeneration@west-dunbarton.gov.uk

For planning matters, please contact:

- DevelopmentManagement@west-dunbarton.gov.uk
- Tel: 0141 951 793

This document is also available in other languages, large print and audio format on request.

Arabic

هذه الوثيقة متاحة أيضا بلغات أخرى والأحرف الطباعية الكبيرة وبطريقة سمعية عند الطلب.

Hindi

अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है

Punjabi

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

Urdu

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔

Chinese (Cantonese)

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。

Polish

Dokument ten jest na życzenie udostępniany także w innych wersjach językowych, w dużym druku lub w formie audio.



British Sign Language

BSL users can contact us via [contactSCOTLAND-BSL](https://www.scotland.gov.uk/contact/BSL), the on-line British Sign Language interpreting service.

☎ 01389 737527

✉ West Dunbartonshire Council, 16 Church Street, Dumbarton, G82 1QL

💻 Regeneration@west-dunbarton.gov.uk