

# Place Based Investment Programme Fund – Community Grants

Small Grants Guidance Note

## Introduction & Background

West Dunbartonshire Council has allocated £471,000 from its Place Based Investment Programme (PBIP) funding to 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 Small 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](http://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.

## Small Grants Fund – Guidance

### How will the Small Grants Fund work?

West Dunbartonshire Council is using the Participatory Budgeting (PB) method to administer the Small Grants Fund. This follows the process that the Council's Communities team used when administering the Community Budgeting Phase 6 fund.

PB is a democratic process which involves citizens directly in making decisions about budgets.

PB is part of a wider agenda for engaging communities, developing participatory democracy and public services reform. It also links to the Community Empowerment (Scotland) Act 2015 and helps to deliver the public sector equality duty by advancing equality of opportunity and fostering good relations between different groups.

Community groups and voluntary organisations across West Dunbartonshire are invited to make applications for funding of up to £5,000 to fund small capital projects which align with their aspirations and need.

Applications will be taken from late November through to late January, and can be made using the PBIP Application Form which is available on the council website [here](#).

Each application will be screened by the Council, with successful applicants being able to promote themselves on the Council's Consul Website.

Local people will then have the opportunity to vote for their preferred group and project. The voting will take place online at [wdn.communitychoices.scot](http://wdn.communitychoices.scot) in February 2024.

Winners of the public vote will be announced in March, with the Grant Awards issued later that month.

### **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 be 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 Small 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.

### **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 <sup>th</sup> December 2023 – 2.00pm-3.00pm	Online
6 <sup>th</sup> December 2023 – 6.00pm-7.00pm	Online

### In Person Drop-in Sessions

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

Email [regeneration@west-dunbarton.gov.uk](mailto: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 any amount up to £5,000. 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.

### **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.

### **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 September 2024. All groups must respond to monitoring and evaluation requests.

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 Tuesday 23<sup>rd</sup> January
- 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 screened by a panel of council officers.
- Applicants who are not progressing to voting will be notified and support will be provided.
- Applicants progressing to the voting will be notified.
- Information will be released on what is expected of groups for online voting. Anybody wishing to vote will require an email address so you may want to ensure you encourage your potential supporters to be 'vote ready' and we can also assist in this process.
- Successful groups will be asked to submit funding claim forms in order to draw down the money.

### **Do groups need to write a report when the funding from Small 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 (e.g. contractor's invoices, receipts, bank statements 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 Small Grants Fund Timeline**

<b>Date &amp; Time</b>	<b>Event</b>
22 <sup>nd</sup> November 2023	Applications Open
4 <sup>th</sup> December 2023 – 2.00pm-3.00pm	Online Session 1
6 <sup>th</sup> December 2023 – 6.00pm-7.00pm	Online Session 2
9 <sup>th</sup> January 2024 – 10.00am - 2.00pm	Drop-in Session 2 – Alexandria
10 <sup>th</sup> January 2024 – 10.00am - 2.00pm	Drop-in Session 2 – Dumbarton
11 <sup>th</sup> January 2024 – 10.00am - 2.00pm	Drop-in Session 2 – Clydebank
23 <sup>rd</sup> January 2024 – 5.00pm	Application Deadline
25 <sup>th</sup> January 2024	Screening Panel Review
2 <sup>nd</sup> February 2024	Voting opens
23 <sup>rd</sup> February 2024	Voting closes
1 <sup>st</sup> March 2024	Grant award issued

Application Forms can be found on the [council website](#) at and must be completed by 23 January 2024 at 5pm.

Completed forms can be emailed to [Regeneration@west-dunbarton.gov.uk](mailto: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](mailto:calum.mcconnachie@west-dunbarton.gov.uk))

**OR**

Email [Regeneration@west-dunbarton.gov.uk](mailto:Regeneration@west-dunbarton.gov.uk)

For planning matters, please contact:

- [DevelopmentManagement@west-dunbarton.gov.uk](mailto: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-scotland-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](mailto:Regeneration@west-dunbarton.gov.uk)