

CONNECTED COMMUNITIES EDINBURGH, 2024-27 GRANT PROGRAMME: APPLICATION GUIDANCE NOTES

Guidance on completing the Pre-Application Eligibility Checklist:

Please ensure you have completed and submitted the Pre-Application Eligibility Checklist which is a compulsory step in the application to Connected Communities Edinburgh prior to completing the application form.

Pre-Application Checklist

You must answer all questions in this section, which confirms your organisation's eligibility to this fund. We will make contact with you if further evidence is required.

Section 1

1.1-1.4 If you have answered 'NO' to any question 1.1-1.4 in Section 1. your organisation is not eligible for Connected Communities Edinburgh.

Please do not submit an application for this fund.

1.5 – 1.7 If you answered NO to Q 1.5 but YES to 1.5.1 or 1.5.2 or 1.7 you may submit an application.

Following assessment, funding may be awarded conditional on gaining charitable status within a year from the date of application.

If your application does not score highly enough to be awarded a conditional grant, you may still be awarded £25,000 over the 3-year programme.

If charitable status is not granted within a year from the date of application, the funding you may be awarded will not exceed £25,000 over the 3-year programme.

NOTE: Advice and support is available for organisations who wish to apply for charitable status.

If you have answered NO to Q1.6 but YES to Q1.7, you may submit an application, but only for £25,000 over the 3-year period.

Community organisations that do not have charitable status, can only apply for a grant up to £25,000 over three years.

For any Community organisation for whom registration as a charity is not possible, the Council may be able to consider other ways to evidence sound financial performances in order to be able to apply for grant funding if their financial accounting practices meet as a minimum the essential elements and requirements of the Office of the Scottish Charity Regulator.

Section 2

2.1 - 2.3 Your answers to question 2 will not be scored but will help us understand how public money delivers outcomes across Edinburgh. This will also ensure there is no duplication of services.

Answering YES to any of these questions does not exclude you from applying if you are eligible, nor will this affect the decision to award any funding.

Please detail if your organisation has a contract with CEC/Health and Social Care/Capital City Partnership, and briefly describe how your proposal complements, expands and/or is additional to the work you are undertaking through this existing contract. This includes contracts, frameworks, service level agreements.

Please detail if your organisation receives any other funding from CEC/Health and Social Care/Capital City Partnership, and briefly describe how your proposal complements, expands and/or is additional to the work you are undertaking through this existing funding (max 250 words).

Please detail any funding and support from CEC/Health and Social Care/Capital City Partnership your organisation is currently in receipt of.
This could include properties leased from the council and seconded posts.

Prior to completing your Application:

Please choose which Funding Strand you are applying for and use the relevant paperwork.

Please remember you can only submit one application for an annual grant between £10,000 and £100,000.

Please note that the deadline for submission is 12 noon on 1st November 2023. No late applications can be accepted.

Funding Strand 1: Learning outcomes for children and families in Edinburgh

Age range for Funding Strand 1:

- **Children 0-25 (26 if care experienced)**
- **Families including pre-birth.**

Funding Strand 1 focuses on delivering learning opportunities and outcomes for disadvantaged children and families in Edinburgh.

Consider what the learning outcomes of your proposal are and which disadvantage(s) your proposal addresses. The guidelines for Funding Strand 1 encourage a wide variety of proposals addressing local need.

‘Learning Outcomes’: SQA/accredited forms of learning outcomes and learning outcomes in a wider sense (outdoor learning, creative learning, personal and social development outcomes etc.).

‘Disadvantaged’: an increasing number of children and families are facing poverty. Poverty affects every area of the city, with high concentrations of poverty found in all 4 localities. If addressing poverty, consider what your proposal does to alleviate the impacts of poverty on learning in the widest sense.

As well as poverty, examples of disadvantages children, young people and families face are race, gender, sexuality, disability, intersectionality between various protected characteristics, those who are care experienced and those who are young carers.

Funding Strand 2: Health and wellbeing outcomes for children and families in Edinburgh

Age range for Funding Strand 2:

- **Children 0-25 (26 if care experienced)**
- **Families including pre-birth.**

It is paramount that children, young people, and families in Edinburgh can access support when struggling with their health or improving/developing their wellbeing.

Funding Strand 2 broadly focuses on what your proposal does to support children, young people and/or families in Edinburgh with their mental health and wellbeing and how your proposal will aid participants in reaching their full potential, with focus on early intervention and prevention approaches.

‘Mental health’: children and young people in Edinburgh, and across Scotland, are facing a growing mental health crisis, exacerbated by the current landscape of lasting and devastating impacts of the Covid-19 pandemic, climate change and the cost-of-living crisis. Since the pandemic, 39% of 11–24-year-olds in Scotland have reported concerns about their mental wellbeing.

‘Wellbeing’: wellbeing can include a myriad of factors, for example: physical wellbeing, substance misuse, sexual health and wellbeing, lack of access to opportunities, social isolation, and many more.

Funding Strand 3: Youth and children’s work in Edinburgh

Age range for Funding Strand 3:

- **5 – 25 (26 if care experienced)**

Funding Strand 3 focuses on the provision of youth and children’s work in Edinburgh.

Edinburgh’s children and young people benefit from a rich landscape of services across the city. Universal and targeted youth work has been evidenced to produce benefits and positive outcomes in health and wellbeing, educational outcomes, employability, personal and social development, and intercultural learning. The positive changes youth work spaces bring to people and communities are innumerable and can last a lifetime.

Detail what youth work and or children’s work services your proposal offers and what positive outcomes delivery will produce for children, young people, and families in Edinburgh.

Guidance on completing Part A:

Name of Organisation

State the name or the Organisation applying for this grant.

Select which localities your proposal will address

You can select as many or as few localities your organisation works within. If your organisation delivers services citywide, **X** every locality.

Organisation Details: QA1.1 – QA1.4	
A1.1	Please state the full name of the organisation as it appears in your organisation's governing document.
A1.2	Please state your organisation's charity number, as it appears on the Scottish Charity Register or the date in which your application to become a Registered Charity was / will be submitted. Please mark N/A if the above does not relate to your organisation.
A1.3	Please fill in the main office address of your organisation.
A1.4	Please enter accurate contact details for the key contacts at your organisation.

Governance, Accounts and Auditing: Q.A2	
A2	This question is to do with your organisation's most recent accounts which are required to support your application. Please note: to apply for a grant, your financial accounting practices must meet as a minimum the essential elements and requirements of the Office of the Scottish Charity Regulator (OSCR). 1. If you have independently verified accounts, please provide: - link to your organisation's accounts (preferred) or - copy of your independently verified accounts for the last two years. Two years of accounts is the preferred option however, if your organisation has not been operating for over two years, exemptions can be made. Please contact us if you feel an exemption would be appropriate for your organisation. 2. If you do not have independently verified accounts, you may only apply for a grant not exceeding £25,000 over the 3-year period. Please provide: - your organisation's accounts for the last two years or - your organisation's accounts for the last year or - your organisation's bank statement for the last 12 months. The bank account <u>must</u> be in your organisation's name. Please note that in this case 2) we may come back to you for further information about your financial position and procedures. The outcome of any enquiries may affect the validity of your application.

Service Details: Questions A3 – A7	
A3	The purpose of the question is to gain an overview of how proposal is responding to the city priorities. This question is open to any actions that contribute towards the City Priorities. Please X whichever City Priorities your proposal addresses and explain/list the ways in which your organisation does so.
A4	Please indicate which protected characteristics your organisation demonstrably engages with and supports.

A5	This question refers to Priority Family Groups and is the first weighted question in the application form, with a weighting of 2. This question is about the wider action to successfully reduce childhood poverty, with 8 out of 10 children living in relative poverty belonging to at least one of these priority groups. Please indicate which of the priority groups (if any) your proposal will engage with. Please remember to evidence throughout the application.
A6, A7	Please mark appropriately, these questions provide an overview of your organisations approach to staffing, volunteers, fair work practices etc.

Guidance on completing Part B:

Please note that this is the main section of your application, which will be assessed and scored.

Please do not include any weblinks or additional appendices to this application.

If further information is required, we will make contact with you directly.

Briefly describe the purpose of your organisation, outlining the main activities and services your organisation provides. Please describe the local need your proposal addresses.	
B1, B1.1	The purpose of these questions is to provide a brief overview of your organisation and the services/activities it currently provides. Please include where you are delivering services, what the services look like and who your organisation supports. You may describe the positive impact on the local community. Numerical data and impact quotes are welcome. Please do not include any weblinks or additional appendices to this application. If further information is required, we will make contact with you directly.

Please describe how your proposal, if funded, will address the need you have identified above?	
B2	The purpose of this question is to ensure that we understand and support local need across the city. Please tell us about the area that your organisation operates in, what challenges this area faces, what local need there is that your organisation has identified. Please outline how this funding could support addressing the need. You must describe the links your organisation has in your local community.

QUESTIONS B3 – B7

Please describe the activities/services your organisation proposes to deliver.

These questions are weighted and have a max amount of 300 words each.

The purpose of these questions is to learn how your organisation proposes to use grant funding.

You may include the below details, which are specific to each funding strand:

FUNDING STRAND 1: LEARNING OUTCOMES FOR CHILDREN AND FAMILIES IN EDINBURGH

- a) You may tell us what ‘learning outcomes’ the children/young people/families your organisation works with would achieve.
- b) You may tell us how your organisation will support children, young people and families to overcome the disadvantages they are facing?

The purpose of these questions is to learn how your organisation meets Funding Strand 1.

Funding Strand 1 focuses on delivering learning opportunities and outcomes for disadvantaged children and families in Edinburgh.

You may include in your answer what the learning outcomes of your proposal/project/organisation are and which disadvantage(s) your proposal addresses.

Learning outcomes are not only SQA accredited outcomes but also learning outcomes in a wider sense (outdoor learning, creative learning, personal and social development outcomes etc.)

Disadvantages could include those who are in poverty, race, gender, sexuality, disability, intersectionality between various protected characteristics, those who are care experienced and those who are young carers.

OR

FUNDING STRAND 2: HEALTH AND WELLBEING OUTCOMES FOR CHILDREN AND FAMILIES IN EDINBURGH

- a) You may tell us how your proposal supports children, young people and/or families in Edinburgh with their health and wellbeing.
- b) You may detail how your proposal will aid participants in reaching their full potential, with focus on early intervention and prevention approaches.

Funding Strand 2 broadly focuses on what your proposal does to support children, young people and/or families in Edinburgh with their mental health and wellbeing and how your proposal will aid participants in reaching their full potential, with focus on early intervention and prevention approaches.

Health can include mental health, physical health, emotional health. Wellbeing can include a myriad of factors, for example: physical wellbeing, substance use, sexual health and wellbeing, lack of access to opportunities, social isolation, and many more.

As defined by The Health Foundation: The social (or wider) determinants of health refer to the social, cultural, political, economic, commercial and environmental factors that shape the conditions in which people are born, grow, live, work and age. Some key social determinants of health are: our education and employment opportunities; our housing; our social networks; and where we live and the extent it facilitates exercise, a good diet and social connection. Further information can be found here – <https://www.health.org.uk/evidence-hub>.

OR

FUNDING STRAND 3: YOUTH AND CHILDREN'S WORK IN EDINBURGH

- a) You may tell us about the youth and children work or services your proposal offers.**
- b) You may tell us what positive outcomes delivery will produce for children and young people in Edinburgh.**

Funding Strand 3 focuses on the provision of youth and children's work in Edinburgh.

Edinburgh's children and young people benefit from a rich landscape of services across the city.

Universal and targeted youth work has been evidenced to produce benefits and positive outcomes in health and wellbeing, educational outcomes, employability, personal and social development, and intercultural learning.

You may detail what youth work and or children's work services your project/proposal offers and what positive outcomes delivery will produce for children, young people, and families in Edinburgh.

NOTE: FOR ALL FUNDING STRANDS:

Use these questions (B3-B7) to ensure that you give the overall picture of what your organisation hopes to provide, how your organisation's plan to logistically carry out your services/activities to deliver your aims, i.e. when services will run, where they will be delivered, who will be involved, including both service users and staff/volunteers.

You may outline:

- the proposed management and staffing arrangements to deliver this service noting reporting lines, numbers of staff, hours of work, and the support available to staff (you may use a chart to explain this).
- your approach to recruitment, supervision, training and continuous professional development, learning for the workforce who will deliver this service,
- staff specialist skills (and where appropriate, qualifications) and how they relate to the effective delivery of the service.

- how you ensure staff enable fair and equal treatment of all service users and colleagues, and that there is a clear process dealing with unlawful discrimination
- How you will manage risks to service continuity including those posed by staff absence and any peaks/troughs of demand throughout each year.

B8	What are your organisation's plans in terms of monitoring and quality assurance?
	The purpose of this question is to find out how your organisation plans to monitor the success of the grant funding in relation to how your organisation achieves the outcomes detailed in the funding strand and how this helps children/young people/families in overcoming disadvantages they may be facing.
B8.1	Please describe how your organisation will gather evidence/information/statistics to report against the outcomes/measures of success above.
	Please describe the measures your organisation has put in place to demonstrate the breadth and effectiveness of these targets and wider service provision.

What does success look like? In the below boxes, please provide up to five measures of success/SMART targets for your organisation.

B9	Please list up to five measurable targets to help create a broad framework of how best to monitor the success of your organisation. SMART = Specific, Measurable, Achievable, Relevant, Time-bound.
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Guidance on Completing Part C:

Total amount requested per annum	
C1	Please detail the amount you are applying for. The minimum amount you can request is £10,000 and the maximum is £100,000 per annum. Note: for those organisations applying for a grant capped at £25,000 over the three years, please detail how you would like it to spread over the three years. Note: for those organisations currently/soon in the process of applying for charitable status, please state when you expect this to be granted. You may be awarded a conditional grant in excess of £25,000 over the three years, on the proviso that you gain charitable status within a year from the date of the application.

	Please note the Application should be based on Year 2 costs. We will calculate the average annual payment based on the figures you submit for the three years. Please note Year 1 should equate to 97.6% of Year 2 and Year 3 should equate to 102.5% of Year 2. This makes provision for 2.5% annual increase. This will result in an overpayment in Year 1 equivalent to inflation at 2.5%, which should be ringfenced and carried forward to allow for inflation increase in Year 3. No further provision for inflationary increase can be made.
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Budget breakdown	
C2-C5	Please detail the costs breakdown. Please state a figure (£) in C.2-C.3 and a percentage (%) in C4. In relation to staff costs, please ensure you allow for National Insurance and Superannuation and include any associated costs (i.e. mileage, shift allowances and any other expenses). Please include details of the cost of premises or other venues if relevant to your proposal. This could include rental, utilities, repairs and maintenance, loan payments. Please outline what percentage of this grant will be used to cover property costs. Please outline what percentage of this grant will be used to cover overheads, including management and admin support. We anticipate this may be in the region of 8%. Please itemise and describe appropriately any other costs.

Confirmed/anticipated budget	
C6	Please fill in both your organisations confirmed and anticipated income across years 1, 2 and 3. For all income, please note whether the funding is restricted or unrestricted. Please include match funding requirements for this project, if your application relates to a specific project. Please include match funding requirements for other projects you are undertaking.

Fair work practices	
C7	Please mark appropriately.

Guidance on Completing Part D:

Declaration and Submission Checklist

Part D of the Application Form contains a Declaration from which two signatories are required from your organisation.

Part D also contains a checklist to ensure you have attached all the documentation required for your application.

Please note all unsuccessful applications will be destroyed 100 days from the date of submission.

Guidance on Weighting and Scoring criteria.

Funding Strand 1 Learning outcomes for disadvantaged children, young people & families in Edinburgh.		Funding Strand 2 Health & wellbeing outcomes for children, young people & families in Edinburgh.		Funding Strand 3 Youth and children's work in Edinburgh	
Focuses on learning opportunities for people facing greatest disadvantage.	7	Focuses on delivering outcomes that help improve wellbeing, where there is an identified need.	7	Focuses on the provision of youth and children's work (age 5 – 25 or 26 if care experienced) in Edinburgh.	7
Includes both accredited learning and informal learning delivering personal and social outcomes.	6	Includes physical, social and mental wellbeing.	6	Includes both universal and targeted youth and children's work.	6
Aims to alleviate the impact of poverty and other disadvantage through learning.	5	Aims to benefit those facing greatest disadvantage and/or who face barriers through an early intervention and prevention approach.	5	Aims to realise positive outcomes in health and wellbeing, education and learning employability, personal and social development, and intercultural learning.	5
Considers the needs of people with protected characteristics and / or care experienced and young carers.	4	Considers the needs of people with protected characteristics and those who are socially isolated and/or struggling with their mental health.	4	Considers the needs and rights of children and young people, particularly where a need is clearly identified.	4

Includes learning opportunities that address the need you have identified.	3	Includes health, wellbeing, social isolation or any of the wider determinants of health.	3	Includes creative, accessible (application form) solutions that reach out to include children and young people least likely to engage	3
Benefits at least one of the 6 poverty priority groups	2	Benefits at least one of the 6 poverty priority groups	2	Benefits at least one of the 6 poverty priority groups	2

END OF GUIDANCE NOTES