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Subject: Community Fund Pot A
Date: 26 July 2021 16:53:23
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Afternoon everyone

Sorry to interrupt another lovely day. I have attached an update on the confirmed positions of the Community Councils and their Pot A allocation of the 2021/22 Community Fund. If you have not yet sent me the agreed membership and funding limit for your CC, pop the details in an email and I will add to this overview. I appreciate many of you were discussing this at your June meetings then we went in to the holiday period so you may not have had time to put everything in place.

If an assessment panel is not viable for a CC we could look at what may be an alternative option for you so the Pot A fund can open in your area.

Upper Liddesdale & Hermitage have kindly shared their framework for administering their Pot A fund. You may find it useful to adopt for your area. As you know this is a pilot for a year with all of us evaluating the learning and developing a model for the future.

I've also attached the two documents that were shown at the Area Partnership meeting as a reminder of what detail you have pulled together so far. Everyone is supportive of the scoring matrix shared by Hawick CC which is great. Has someone been able to edit the title and detail so it refers to the Pot A Community Fund rather than windfarm? If you have could you send it to me please so SBC has a copy? If no one has had time to edit the document let me know and I can help with this.

Kind regards

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T&L Community Fund Pot A: Operation and Membership

Membership considered

The aim is for the Assessment Panels to be as inclusive as possible and represent the broad, diverse constituency of each area therefore applications are welcome from the broadest spectrum of backgrounds. It is anticipated that the Assessment Panels will comprise a mix of experienced and non-experienced members. The Assessment Panels will have a minimum of 3/ maximum of 4 members.

Panel members must live within the district they represent and be willing and able to consider information and options, and to develop their thinking before coming together as a group to agree a joint position, 'whilst being respectful of the views of others, and to adopt a constructive and supportive approach to this very important role. Adoption of the CC code of practice is a requirement for all panel members.

Operation of the Assessment Panels

After Covid restrictions have been eased it is anticipated that the Panel will continue to meet online using tools such as Zoom or Teams.

1. Panels will be known as ? Assessment Panel.
2. The Chair/lead contact will be identified by the Assessment Panel
3. The specific role of the Chair/lead contact will be agreed by Assessment Panels but all Chairs will be responsible for taking final decisions and reporting back to the Working Group and the Area Partnership.
4. This is a voluntary role with no allocation of remuneration of any kind
5. Each Assessment Panel will agree dates to decide on funding applications and will promote these dates within the local area

Panel recruitment process

Undertaken by each Community Council with the opportunity for joining the panel to be promoted locally. Decision on panel membership to be made by Community Councils. Panels to be in place to assess applications from June onwards. Given the size of some of the districts and the level of capacity available within these territories some panels may need to field members of Community Council's if other group representation is not forthcoming.

Council officers will be the point of contact for enquiries about the fund in general; Community Councils to respond to enquiries about their specific fund.

Teviot & Liddesdale Pot A Community Fund Guidance Notes

Draft

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

What is the Teviot & Liddesdale Community Fund?

The Scottish Borders Council Community Fund provides support and offers assistance with the development of community-based projects for voluntary and community groups that are active within their communities.

The scheme is divided up between each of the five Area Partnerships (Berwickshire, Cheviot, Eildon, Teviot & Liddesdale and Tweeddale). The amounts provided are subject to periodic review by Scottish Borders Council. Each Area Partnership may operate a different assessment process.

The Teviot & Liddesdale Community Fund Pot A

The Pot A fund is 50% of the overall Community Fund and has been divided up between Teviot & Liddesdale's eight Community Councils. Each Community Council has considered how the Community Fund can best meet the needs of the local area and has been responsible for forming an assessment panel to decide on any funding applications received.

The Teviot & Liddesdale Pot A Community Fund will be operated in line with the principles of best practice and Scottish Borders Council's Code of Practice for Following the Public Pound.

Applications for funding

To be able to apply for funding you must meet the following conditions:

Eligibility

1. A voluntary, community group or charity that is based in Teviot & Liddesdale
2. Is fully constituted or rules with a minimum of three members (or that of an umbrella organisation)
3. Have a bank or building society account in the group's name
4. Have independently approved annual accounts (New groups must be able to provide a 12 month estimate of income and expenditure)
5. Be committed to equality for all and equality of opportunity

Criteria

Funding can be used for a variety of purposes including the purchase of equipment, small capital works, hire and running costs, maintenance costs and capacity building projects

Funding cannot pay for:

- Ordering or spending which has taken place prior to application approval.
- Alterations and improvements to licensed serving areas
- Trips abroad
- Maintenance of private roadways
- Used vehicles
- Planning Applications
- Hospitality – food and drink
- Work normally undertaken by statutory bodies

10% organisational financial contribution is required for requests of £500 and over. Grants of up to £499 can be funded up to 100%. No retrospective funding will be given.

Who cannot apply:

- Individuals or groups that wish to pass the funding on to individuals
- Organisations involved in party political activities
- Companies who aim to make a profit for distribution to individuals/shareholders
- Statutory bodies
- Religious organisation?
- Bodies working with animals, unless this relates to mental health or wellness work

How will projects be assessed?

Funding applications will be received by Scottish Borders Council who will assess eligibility:

- The project falls within the scope of the grant scheme
- Your group's commitment to promoting equality for all and equality of opportunity
- If you have completed a project supported by a grant from the community fund, you must have completed and submitted an evaluation form

- All relevant supporting documents are submitted with the application, including relevant permissions. If your group does not have a Constitution, Rules or a bank account you should send us information about the umbrella group who will manage the grant on your behalf if you are successful. This group will then be treated as the applicant and should submit the application and supporting papers.
- All application questions have been completed

If the application meets the eligibility criteria it will be passed to the assessment panel in the Community Council ward you are applying to. You will be expected to:

- Explain what need/demand there is for your project/activity
- Provide evidence that your proposal has community support
- Describe the impact your project will make within the community
- Demonstrate how you will measure how well your project meets your proposed outcomes/impacts
- Say how your group is set up, managed and where appropriate what specific skills and expertise you have to deliver the project
- Indicate your current finances and the financial needs of the project

Notes:

- If your group has more savings than the income your group receives in a year, you should explain what you are planning to do with this money. If you have not set aside this money for anything specific, funding is unlikely to be awarded.

Project Planning

- Speak to people your project is aimed at - gather community views and responses
- Speak to groups/organisations/services connected to your project theme to see if they can enhance your project or work with you
- Consider what resources/people/venues etc. are needed to make your project work
- If your project involves a building, lease of land or a public space, permissions / agreement from the relevant body must be gained before making an application.
- If your project involves any form of construction you need to have heritable ownership of the land or building, or hold a lease that cannot

be brought to an end by the landlord for at least 5 years.

For advice on other funding opportunities, please contact: Grants Administrator, Communities & Partnerships Team, Council Headquarters, Newtown St. Boswells TD6 0SA. Tel: 0300 100 1800

or

The Bridge, 1 Veitch's Close, Castlegate, Jedburgh TD8 6AY. Tel: 01835 863554
roxburgh@thebridge.uk.net

The following documents must be submitted in support of any application:

1. A copy of your constitution or rules (or that of your umbrella organisation), dated and signed.
2. A copy of your bank statement, less than three months old
3. A copy of your most recent annual accounts (less than 15 months old) dated and signed as approved. (New groups must be able to provide a 12 month estimate of income and expenditure)
4. Copies of 3 quotations/estimates for items of expenditure over £1,000
5. One quotation/estimate for items up to £1,000
6. A copy of your Equal Opportunities Policy or Equality Statement
7. A copy of lease agreements, written permissions, or planning permissions where appropriate

How are decisions made?

Decisions on funding will be made by the assessment panel in the Community Council ward you are applying to. A scoring matrix will be used to determine the quality of the proposed project and how well it will benefit the local community. Completed scoring matrixes will be made available by the assessment panels for transparency.

What happens if funding is approved?

The assessment panels will notify SBC of applications approved. SBC will notify the applicant and issue a grant offer letter detailing the terms and conditions of the grant. Grant offer letters must be signed and returned to SBC within 3 weeks. Funding will not be paid until SBC has received a signed award letter. Funding can only be used for the purpose defined in the application. Projects receiving funding must commence within 12 months from the date of acceptance of the funding.

Upon completion of your project and 12 months from receipt of the Community

Funds, whichever comes first, you will be required to complete an evaluation and submit receipts to evidence that the amount given has been used for the purpose intended. The conditions of any offer of funding, along with the project outcomes, will be monitored by the assessment panels through your evaluation report. Any amount not used must be repaid in full.

Failure to comply with any conditions attached to funding may result in the funding being repaid to Scottish Borders Council and affect future funding awards.

What is the time-scale for funding?

Following receipt of the signed award letter and acceptance of the terms and conditions, grants will be paid either directly into your bank or building society account or paid out by cheque. Please note: if you are successful – it can take up to one month for payment of the grant to be processed.

If you have difficulty or are unable to access forms on-line or submit papers by email, and would like assistance in completing this form or have any other queries, please contact the Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800.

Otherwise, all completed forms and attachments should be submitted via email to communitygrants@scotborders.gov.uk

Further information can be found on the following website: www.scotborders.gov.uk/communitygrants

You can get this document on audio CD, in Braille, large print and various computer formats by contacting the above address.

Teviot & Liddesdale Community Fund Pot A

	Burnfoot CC	DDCC	Hawick CC	Hobkirk CC	NDCC	Southdean CC	ULHCC	UTBWCC
Number of panel members	3	0	3 (+1?)			4	4	1
Panel members	Treasurer + 2 others?		Cameron Knox, Marion Short, Katherine Scouler (community), Alastair Cook (community)			Philip Kerr Craig McAdam Emily Douglas (newly coopted CC member) Ros Davies (non CC)	1 x CC member (Chair) 1 x nominated by Hermitage Hall 2 x community members	Daniele Friell
Funding Limit	£		£500	£	£500 Minimum award £250?	Up to the full value available	£500 constituted group £250 un-constituted group	£
Additional information						Pot A funds could support neighbouring CCs if there is felt to be a benefit to Southdean		

All agree to use Hawick CC scoring matrix for assessing applications for Pot A and there is also support to use this for Pot B

Upper Liddesdale & Hermitage Community Council SBC Community Fund – ULHCC Framework

A proposal has been put forward to Scottish Borders Council (SBC) for a new, more locally controlled assessment of applications for/allocation of grants from Area Partnership Community Funds.

The proposal includes the splitting of the annual SBC Community Fund pool into two separate funds. Fund A will be allotted to specific Community Councils. Fund B will be allotted to specific Area Partnerships under a revised grant funding process mandating more direct community council involvement.

The amount tentatively designated for the Upper Liddesdale & Hermitage Community Council (ULHCC) A-Fund in 2021-2022 is £2,100. ULHCC is required to establish a framework for groups within ULHCC to make application for grants from the A-Fund. Further, ULHCC must establish a process for assessment and approval/rejection of applications. Approved grant amounts will be submitted to the Teviot & Liddesdale Area Partnership (T&LAP) for final review.

The following is a proposed ULHCC A-fund framework:

1. A 4-member Panel will be created from residents living within the ULHCC area. One member, designated as the Chair of the Panel, will be a ULHCC councillor. One member will be nominated by Hermitage Hall. ULHCC residents will be invited by public recruitment to apply for the other two positions on the Panel. The ULHCC will select those two members taking into account their experience of living within the ULHCC area and any local knowledge, skills and expertise they may bring to assist the Panel in its deliberations. Membership on the Panel is voluntary with no remuneration.
2. Meetings, in person or by e-meeting, will be convened by the Chair as and when applications are referred to it by ULHCC. Three members constitutes a quorum. Panel members must declare any conflict of interest and, in case of conflict, will not participate in any such assessment. In case of any such conflict, the ULHCC may appoint another ULHCC councillor to the Panel for that assessment. Applicants may be invited to participate in a meeting to support the application or respond to Panel questions.
3. Panel appointments will be for a term of two years and no member may serve more than two terms.
4. Constituted groups within the ULHCC area may apply for up to £500 in any fiscal year. Unconstituted groups within the ULHCC area may apply for up to £250 in any fiscal year. Once the total amount in the A-Fund is allocated in any fiscal year, no further applications will be considered in that year. Unallocated funds at fiscal year-end will be allocated to the T&LAP B-Fund.
5. Applications will be in a form determined by ULHCC and submitted to ULHCC for referral to the Panel.
6. Panel assessments will be in accordance with a scoring matrix determined by ULHCC. A project must provide a community benefit within the ULHCC area and demonstrate wide community support. The overall outcome of a project should demonstrate at least one of: Better quality local services/activities/facilities; Better quality environment; Creating pride in the ULHCC community; Provision of better local advice/information; or, Support for groups to recover from financial difficulty. Each year for additional guidance, ULHCC may also set out specific project themes or priorities linked to locality, action or place plans.
7. Panel assessments of applications and recommendations for funding or rejection will be published. The process will be open and transparent.

**Upper Liddesdale & Hermitage Community Council Community
ULHCC Community Fund Grants Scoring Matrix**

Project Applicant: _____

Project Name: _____

The following are the criteria to be applied and assessed by the Panel to determine funding approval.

The potential maximum score is 21 points.

The overall project assessment should be no less than 15 points to progress to funding approval.

The Panel may recommend a lower assessed project progressing to funding approval provided a clear analysis and justification accompanies the recommendation.

Criteria Score: Fully 3; Substantially 2; Partly 1; Not Met 0

- | | |
|--|-------|
| 1. Project outcome is clear and meets the ULHCC framework objectives | _____ |
| 2. Application shows broad community support | _____ |
| 3. Project outlines a positive difference/benefit to the community/group | _____ |
| 4. Services/activities/facilities will be provided that do not already exist | _____ |
| 5. Project meets a high and previously unmet need | _____ |
| 6. Project offers good value for money and costs are reasonable | _____ |
| 7. Applicant part contributes or has undertaken complementary fundraising | _____ |

Total Points _____