

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

THIRD SECTOR PARTNERSHIP AND VOLUNTARY ORGANISATIONS BUDGET 2021/22

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to inform Council Executive of the ongoing discussion with Third Sector representatives in West Lothian to develop partnership working and to as it to consider and agree the arrangements for the disbursement of the Voluntary Sector budget in 2021/22.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Notes the role and work of the Third Sector Working Group as detailed in the report;
2. Notes the input provided by the Voluntary Organisations PDSP, provided as a verbal update;
3. Agrees the proposed changes of the revenue budget to allow for an interim extension of the grants to the organisations listed in Section D.5.1;
4. Agrees that the Gala Grant funding of £40,000 is not committed in 2020/21 due to the effects of COVID-19 and is utilised as set out in D.5.2
5. Agrees that the Twinning Grants will not be allocated in 2021/22 allowing for the roll over to the grants awarded in 2020/21; and
6. Agrees the process outlined in Section D.5.2 for the allocation of the remaining £400,000 through an application approach focussing on supporting our communities through the on-going challenges from the COVID 19.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs. Being honest, open and accountable. providing equality of opportunities; developing employees; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Appropriate assessments of projects will be carried out as required.
III Implications for Scheme of Delegations to Officers	None, although the report sets out a one-off delegate for the Head of Planning, Economic Development & Regeneration to approve and disburse grant funding in April 2021.

IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	CPP's are now required to prepare a Local Outcome Improvement Plan (LOIP) in place of Single Outcome Agreement (SOA). The proposal does not raise any matters of conflict with the SOA/LOIP.
VI Resources - (Financial, Staffing and Property)	Revenue funding of £944,000 is available for 2021/22.
VII Consideration at PDSP	The proposals set out in this report were considered by the Voluntary Organisations PDSP on 24 September 2020. Panel members were, Cllr Sullivan, Cllr A. McGuire, Cllr Kerr, Cllr Conn, Cllr Fairbairn, Cllr Scemilt, Cllr Dodds
VIII Other consultations	Third Sector Working Group, Finance, Social Policy.

D. TERMS OF THE REPORT

D.1 Background

A change to the current allocation process for Voluntary Organisations Budget through a grant process was agreed at Council Executive in 2018.

A new application process was implemented in 2019/20 which included funding for a Community Choices pilot. The pilot was to inform further revisions to the disbursement of the funding in 2020/21. However, the pilot was delayed and as a result the funding agreed for 2019/20 was rolled forward to 2020/21 with the intention that future funding would be done, either wholly or in part, through Community Choices should the pilot prove a successful model.

To help the council and start a process of working more closely with our third sector partners, a working group was established between council officers and third sector representatives to develop a joint approach to look at the new funding model as well working towards providing a way to work through other funding streams, community choices which would in turn strengthen and develop the working relationship between the Council and Third Sector. This has covered not just the Voluntary Organisations Budget but also how we are building on existing relationships to develop a more strategic relationship going forward through grant funding, commissioning, advice & support with access to specialist expertise where possible.

D.2 Strategic Approach

West Lothian Council recognises that the Third Sector, comprising Voluntary Organisations and Social Enterprises, plays a hugely important role in the fabric of society. The Third Sector is varied, adaptable, agile and solution focussed. Services are designed to support service users and disadvantaged communities across West Lothian and to be responsive to meeting their changing needs.

They are directly linked with our local communities both through their work within specific geographical communities or with a particular thematic group complimenting and adding value to public sector support provided by the council and our Community Planning Partners. They have the skills and expertise to support people in those communities and empower them to be more resilient. This has been further evidenced not only by the sector's response to the COVID-19 crisis and in the way organisations have responded but also by community members through the incredible level of volunteering witnessed in recent months.

The working group agreed a set of guiding principles around which to work, set out below:

- Council funding is strategic and will be aligned to identified priorities;
- We are all focused on investing in our communities and local services to protect the most vulnerable people in West Lothian;
- We will develop and maintain partnership approaches to supporting our communities/people;
- We all recognise the unique added value that the Third Sector brings, which enhances the public pound;
- We are focused on local spend in grassroots, community organisation and recognise the impact this can have on local communities/people;
- We are all committed to finding joint solutions through maintaining open and constructive dialogue, no matter how difficult the issues may be; and
- We will all model the behaviours that we would wish from all of our peers

These principles will apply to all joint discussions and offer a framework for honest and forthright engagement between the Council, Community Planning Partners and the Third Sector.

Both West Lothian Council and the Third Sector are keen that the relationship is built on an investment and resourcing model. This approach will move us forward together and enable the sector to support the council with the delivery of its agreed priorities and achieve better outcomes for people and communities.

This approach needs to be viewed in the round as all sides recognise the constraints continuing to be placed on council budgets. This financial pressure is also a fact of life for our Third Sector partners. It is recognised by all parties that in developing and supporting the Third Sector, investment will not simply be around financial support, thus, the relationship needs to be more holistic and partnership based. Through engagement we need to work with each other to maximise support for our communities. To do this we need a mix of approaches that provide a coherent package of support and meaningful ongoing dialogue around how we best provide support to residents of West Lothian.

D.3 The Voice of the Third Sector

The Third Sector is generally well represented on key fora and decision making bodies including Council PDSPs and within the Community Planning Partnership (and the various groupings that sit within this (Economic, Community Safety, Anti Poverty, Children and Families etc.) The importance of this representation is recognised and will develop and be strengthened as we move forward. This will give the Third Sector a clear role and voice in the strategic planning bodies both in terms of shaping priorities, developing actions and helping to deliver on these.

Officers will look to pull this work together through a commitment to an annual report to be produced with the Voluntary Sector Gateway West Lothian. This will show progress and articulate the overall financial value of the various methods of support and Council's ongoing investment in the sector, as well as how this work has met the priorities and needs of our communities, including highlighting issues that need to be addressed moving forward.

D.4 Funding support for the Third Sector

It is recognised that whilst it will never be possible to provide the levels of direct funding support that the sector may desire, as evidenced to an extent by the over subscription to grant schemes and various funding pots in recent years, that where budgets allow West Lothian Council will continue to put direct funding into the sector through a range of mechanisms. These in the main will be through:

- Direct Grants
- Commissioning/Procurement
- Service Level Agreements

Through the working group it is clear that where possible the sector would welcome multi-year funding rather than from year to year. West Lothian Council is supportive of this approach in principle but given both the uncertainty caused by COVID 19 on existing budgets and the existing one year budget arrangements in place for local authorities from the Scottish Government, this approach is not feasible at this time. Should multi-year funding for local authorities be reintroduced this can be revisited.

An example of where there will be opportunities in the coming months and years, particularly for our Social Enterprises Sector, can be seen with the increased target set by the Jobs Taskforce to increase local procurement to 40%. Whilst procurement is open to the private sector this will bring opportunities for the third sector and part of that will be to ensure that the sector has the appropriate skills to engage fully in this process.

This last point will be a major area for the joint working and one where council expertise and skills can also be developed to offer advice and training as part of a package of support over and above the funding elements mentioned above. Whilst Voluntary Sector Gateway West Lothian (VSGWL) and West Lothian Social Enterprise Network (WLSN) provide many elements of this in their role and can pull in expertise directly, the council will also look to support this by identifying gaps where its own expertise could be drawn upon. Initial examples being support with funding applications, building on our links with funding bodies, sharing best practice from other council areas, procurement advice, business planning, identifying relevant local data, joint events/training.

D.5 Voluntary Organisations Funding 2021/22

As set out in D1 the future development of the Voluntary Sector Budget was one part of a wider discussion but also the initial driver. In addition, this starting point directly linked any new scheme in part to the community choices pilot. This pilot was further delayed due to COVID-19 so there is no evidence yet to gauge the suitability, or otherwise, of using a Community Choices approach for the wider budget. Indeed, it should be pointed out that the Third Sector input into the Working Group did not see this as a desirable model for the wider budget. This view does, however, have to be balanced against the Scottish Government's requirement for a percentage of the council's revenue budget to be delivered by a Community Choices approach.

The working group has continued to meet virtually in recent months to discuss future funding arrangements. Various scenarios and discussions have taken place and the COVID-19 crisis has also shaped thinking. From early on in the discussion there were concerns that some groups previously funded through the grant scheme were not suitable for the process that was in place at the time and that other arrangements were needed for those if the council decided that it had commitments or requirements to do so.

In 2021/22 the overall pot remains £944,000 and the proposed approach for allocation is set out below:

D.5.1 Service Level Agreement/Commissioning interim phase

As a result of analysis of the previous funding a number of areas of work have been identified as unsuitable for an application based programme as these services are required by the council to be supported and delivered and that services have a commitment to do so. Those areas of work include transportation, museums, some advice provision and some aspects of youth provision.

This will see £586,004 allocated for this provision as broken down below. It is likely that this will result in new Service Level Agreements (SLAs) between West Lothian Council and the recipient directly with the services requiring the provision agreeing what services it requires. This may also see this taken to a direct commissioning process to test the market around this provision should services wish to do this. The timescales does not allow for this to be fully developed in time for 2021/22 but will be in place for 2022/23. As an interim measure the following organisations detailed in the table below will be offered a one year roll over grant as a stepping stone to allow time to investigate this more fully and agree the right approach. This will see a slight reduction if the award to allow for the remaining funding to be put out to an open process. It should be noted that the organisations listed will not be eligible for the fund set out in Section D.5.2.

Service Required	Organisation affected	Award 20/21	Proposed 21/22	Lead Service
Youth Services covering West Lothian including focus on community safety and Children and Families work	WLYAP	£190,000	£190,000	Tim Ward (Social Policy /Children and Families) and Beverley Akinlami (Education – Learning, Policy & Resources, CLD Youth Services) (with input from Community Safety and Community Planning and Regeneration) Note: Social Policy currently provide additional funding for Children and families work over and above this funding

Community Transport	HcL	£182,156	£182,156	Nicola Gill (Operational Services - Transportation)
Provision of a Third Sector and social enterprise interface to support the third sector across West Lothian.	VSGWL WLSEN	£80,270	£80,270	Douglas Grierson (Planning, Economic Development and Regeneration – Community Planning and Regeneration)
Additional Advice services across West Lothian in alignment with the Anti Poverty Strategy	Citizens Advice Bureau	£76,266	£76,266	Elaine Nisbett (WLC Finance and Property Services – Anti-Poverty Service)
Provision of Museum Services in Linlithgow and Bathgate	Linlithgow Heritage Trust Bennie Museum	£57,312	£57,312	Emma Peattie (Museums Development Officer)
Twinning	5 Twinning Associations	£11,920	Roll over 2019/20 award. No new grant award 2021/22	Steven Gray (Education - Learning, Policy and Resources)
	TOTAL	£597,924	£586,004	

The development of a robust Service Level Agreement or incorporating into a commissioning process will be developed over the course of the next 12 months and implemented in 2022/23 to ensure the council is clear on what it requires of the provider and that the provider can deliver to those council priorities identified by the appropriate council service. This will also be dependent on future budget arrangements.

It may also be the case that following further consideration the lead service decides that this work is no longer required. In this case the funding will remain within the Voluntary Organisations Budget going forward, again pending future budget decision for 2022/23 and beyond.

Should the lead service proceed with the Service Level Agreement / Commissioning process in 2022/23 then the funding, to the maximum set out above, will be transferred over to the lead service to manage for the duration of the agreement/contract. Should this require less funding then any balance will remain within the Voluntary Organisations budget. Should the service decide that it no longer requires the service at any point then the funding will be returned to the Voluntary Organisations Budget.

In relation to Twinning West Lothian Council remains committed to support this. It is proposed that this will continue to be managed by Education as a separate budget going forward. However, with the five twinning associations having received funding of £11,920 (covering 5 associations) for 2019/20, as part of the previous roll over of awards, their ability to carry out twinning activities due this year have been curtailed by the effects of COVID 19. It is proposed to allow the 2019/20 award to rollover into 2020/21 to allow that to be utilised in the next financial year. Therefore, there will be no new additional 2021/22 allocation. This will be picked up again in 2022/23.

D.5.2 Third Sector Community Support Fund 2021/22

The remaining £357,996 will be used to create a new £400,000 Third Sector Community Support Fund. The additional balance of £42,004 has been identified from rolling over the unallocated 2019/20 £40,000 Gala Grant and £2,004 from the Modernisation and Improvement Fund. The new fund will be used for a new open grant scheme focused on resilient communities recovering from COVID 19. This will address key areas identified through the Community Planning process as the key short and medium term priorities for partners as we move through COVID 19. The focus is primarily around health and wellbeing, particularly around supporting our most vulnerable communities, those in the bottom 20% SIMD data zones, and aligning applications to the Economic Recovery Plan and Health and Wellbeing/Anti-Poverty Action Plan, currently being finalised.

The priorities identified by partners and confirmed through an online survey of community organisations and partners will see the focus of the funding aligned to the following themes, with some examples, though not exhaustive, given of areas we would wish to see applications address:

- income and employment;
 - supporting people into work/into positive destinations;
 - young people (attainment/education/ training etc)
 - projects that address poverty related matters.
- physical and mental health and wellbeing: including:
 - addressing long term illness
 - isolation/loneliness
 - general health (prevention)
 - young people
 - older people,
 - people with protected characteristics
 - children and families with disabilities
- housing and homelessness issues;
 - projects that address local homelessness issues

Within these three broad headings applicants will be able to apply for new projects as well as ongoing core costs that allow them to continue to support their communities through this time. It is clear that new approaches have and are being developed, more partnership working has been clear and these are likely to have long term implications for our communities and how they are supported.

Applications should not exceed £50,000 per organisation, although consortium bids may apply for more funding and will be considered on the merits of both the additional value for money and on the effect on the overall pot of supporting a larger bid.

Applicants will be encouraged to show how this funding will support delivery of a service or projects that utilise other funding brought in by the applicant thereby showing how the contribution of the council helps to deliver that larger service provision. There is no specific percentage for this but it will be part of the decision making process.

If agreed the process will be launched in early October with a November deadline for applicants. A panel will then meet to make recommendations and applicants will be informed of the final decisions in December. Draft copies of the guidance and application form are attached as Appendices 1 and 2.

As with previous years allocations it is proposed that the award of funding is delegated to the Head of Planning, Economic Development & Regeneration.

D.6 Modernisation and Improvement Fund 2019/2020

It should be noted the council had also agreed to extend the Modernisation and Improvement Fund into 2020/21 with £150,000 allocated. Due to the response to COVID-19 no funding has been committed from this budget. During this time other new funding had been utilised to fund the Third Sector response during the crisis which has seen just under £900,000 allocated to West Lothian based organisations since the pandemic started.

Due both to the uncertainty and the alternative funding in place, the Modernisation and Improvement Fund has been held back as a contingency fund if needed to respond to the effects of COVID 19 over the coming months as some of the initial funding comes to an end. There remains uncertainty at this time about how things will develop but it would be hoped to take a more formal decision on this funding in the coming months once things are clearer as to how the money can be best utilised.

As set out in Section D.5.1, to ensure that the Third Sector Community Support Fund can be rounded up to £400,000 there has been a small allocation of £2,004 from the Modernisation and Improvement Fund.

E CONCLUSION

West Lothian Council recognises that the third sector plays a hugely important role in the fabric of society and both compliments and adds values to the work of West Lothian Council in delivering the support our communities need. It is vital that our working relationship is as strong as it can be and that partnership working is central to this, both for the council to understand the sector but also for the sector to work with and understand the council. Whilst the council's ability to fund the sector is important it is not the only way for us to work in partnership. The voice of the sector and the support that can be provided where possible can be part of building that overall relationship. Grant funding is one element of a wider, more strategic partnership.

In relation to the allocation of the Voluntary Organisations budget for 2021/22 as detailed this will see £586,004 allocated to continue to support areas of work that the council is seeking to commission or see delivered to a Service Level Agreement going forward. This will see interim outcomes agreed, updating their existing outcomes where necessary to ensure that the required service is provided in 2021/22. This will allow for more detailed work to take place to move to a new commissioning or Service Level Agreement arrangement for 2022/23.

A new £400,000 Third Sector Community Support Fund 2021/22 will be launched which will be an open application process available to all third sector organisations that meet the criteria.

F. BACKGROUND REFERENCES

West Lothian Council Executive, 29 October 2018
<http://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=40192>

Voluntary Organisations PDSP, 21 March 2019
<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=41887>

Appendices/Attachments:

Appendix 1 Third Sector Community Support Fund 2021/22 Draft Guidance

Appendix 2 Third Sector Community Support Fund 2021/22 Draft Application Form

Contact Persons:

Alice Mitchell, Economic Development and Regeneration Manager, tel: 01506 283079; email alice.mitchell@westlothian.gov.uk

Douglas Grierson, Regeneration Team Leader, tel: 01506 281088; email douglas.grierson@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development and Regeneration

06 October 2020



Third Sector Community Support Fund 2021/22

Background

In 2019-20 West Lothian Council agreed to an interim grant process, ring fenced to those organisations who had received funding through the rolling Service Funding Agreement process that had been in place up until 2018/19. This would last for one year and would be replaced by a new approach for 2020/21, one that would be open to a wider number of local third sector organisations. Timescale constraints meant that this was not achieved and funding was rolled over for one more year to cover 2020/21 to allow time to agree a replacement process for 2021/22.

The new process has been agreed following consultation with representatives of the third sector around the overarching principle to provide time limited investment in organisations best placed to deliver for the communities of West Lothian, addressing both key Community Planning priorities and ensuring that the recipient has the resources it needs, within the confines of the funding available, to support our communities. The priorities identified are also the result of the effects that the ongoing COVID 19 pandemic has had on our communities and the issues that are coming from that or are likely to do so.

The total funding available for 2021/22 is £400,000.

What are the priorities that we are looking to address?

The new grant scheme is open to all properly constituted third sector organisations in West Lothian that can delivery work that support the aims of the funding. The fund aims to support resilient communities recovering from COVID 19 with the focus of the key areas identified through the Community Planning using both identified data and feedback as the areas of focus in the coming months and possibly years.

The priorities identified will see the focus of the funding aligned to the following themes, with some examples, though not exhaustive, given of areas we would wish to see applications address:

- income and employment;
 - supporting people into work/into positive destinations;
 - Young people (attainment/education/ training etc)
 - projects that address poverty related matters.
- physical and mental health and wellbeing: including:
 - addressing long term illness
 - isolation/loneliness
 - general health (prevention)
 - Young people

- older people,
 - people with protected characteristics
 - children and families with disabilities
- housing and homelessness issues;
 - project that address local homelessness issues

Partners are also focussed on supporting the economy and business. This is being addressed through the West Lothian Economic Recovery Plan and partnerships are in place to support much of this work. However, innovative ideas that provide clear additionality will be considered.

Whilst not specifically detailed we are aware that many third sector organisations have, due to the circumstances adapted to the use of new and existing digital approaches and again this is an area that is likely to develop going forward.

Applications should aim to support our most vulnerable communities, those in the bottom 20% SIMD data zones, or key thematic groups, for example young people, families, older people, people with protected characteristics.

We are keen that applications help develop/strengthen partnership working between public, third sector and business. As such we will look for evidence of this and how your work or project fits. For example, you could explain how it links with the Anti-Poverty Action Plan, Economic Recovery Plan, local Regeneration Plans and the Health and Wellbeing issues that are clearly coming through.

Factoring in the effect of COVID 19

It is understood that the effects of COVID 19 are going affect us for some time and this funding is targeting support at these key areas that partners and communities have identified. We understand that things can change quickly and as such it is appreciated that some flexibility is likely to be needed and that asking applicants to definitively identify what they will deliver between 1 April 2021 and 31 March 2022 is not straightforward at this time.

It is appreciated that applicants can only apply based on how their organisation anticipates what they can deliver during the funding period but that they may have to adapt and change depending of the position at the at time. Therefore, we will be mindful and flexible around this in practice. However, you should be as clear as you can be to how you may adapt, essentially a level of scenario planning. Part of the decision making process will take this into account as what we will not want to do is to fund is something that can't be adapted or be deliverable if changes happen in the coming months that affect delivery. An example might be around face to face contact requiring a venue versus digital contact.

How much can I apply for?

Whilst you will need to cost your application to suit your identified needs. You must clearly show why you are asking for the amount identified. However, you should be aware that applications in excess of £50,000 will not be considered.

One caveat to this relates to consideration of innovative consortium bids. Such bids may apply for a higher amount and in such cases will be considered on the specific merits and how this might affect the ability to support a range of applications. We have not specified a top level for

this to allow for applicants to make a value for money case. Consortium bids must have a lead partner.

Balance of Funding

Given the amount available and the likely high level of demand we are also looking for applications that maximise the funding being made available to support our communities. It is unlikely that an applicant looking for 100% funding will be successful. Applicants will be expected to show how the funding will support delivery of a service or how it can enable projects that utilise other funding identified by the applicant thereby showing how the contribution of the Council through this fund helps to deliver that larger service provision. There is no specified percentage for this but this will be considered as part of the decision making process.

To be clear we will expect to see either:

- where it is a new project that should be funded through a mix on funding (external/self generated etc.) with the Council contributing a percentage of the total cost: OR
- That the council is contributing a percentage to a vital part of the service being provided but not funded directly. This may involve some core costs for example.

You will need to evidence this in the application.

You should think about proportionality when putting your application together to be clear that the amount being asked for is justified by the number of beneficiaries or level of support, and clearly shows value for money.

What can the funding be used for?

You can only use the funding to pay for costs associated with delivering what is set out in your application. This can be for a wide range of costs both to develop and run a new project or can also cover core costs to help the organisations deliver ongoing work as long as it delivers to the above priorities. It is essentially a revenue grant scheme but some capital costs can be considered. These can include the following items:

- Staffing
- Core costs such as office management and administration
- Volunteer costs e.g. travel expenses
- Equipment and materials where clearly evidenced as crucial to delivery of the work as outlined in the application
- Hire of venues or rental of premises and related costs
- Other costs, including core costs

If you are including core costs you should itemise these to be clear what these are:

- how this is currently funded;
- why it is required;
- why it is important; and

- the difference it makes to your work.

How to apply

To ensure each organisation has an equal opportunity to demonstrate how the work it wants funded in 2021/22 will impact on the priorities identified, applications for funding must be made using the application form which accompanies this guidance document.

Completed applications to the fund should be returned no later than:

- **17.00 p.m. on Monday, 9th November 2020.**

Any application received beyond that date/time will not be eligible for consideration unless in exceptional circumstances.

All applicants will have to show what the funding will be used for. A maximum word count has been set per section. You **must** stick to this and be clear, concise and where possible, use bullet points. To be fair to all applicants any words over the word limit will not be considered. If your project comprises more than one discrete element please treat and describe them individually.

As part of the application process you will be asked to provide the following information:

A general summary of your project which outlines and identifies:

- The need for the funding support;
- Who will benefit;
- How it will align with and contribute to the priorities that you have selected.
- How it links to other funding you have identified and/or other projects you will be delivering, and
- How you have considered the sustainability of the work

Outcomes for the project which outline:

- What you want to achieve; what changes or difference will the funding we give you make to the people and communities that you are targeting?
- Your planned activities: What measurable programmes, projects or activities you will design, use and deliver to achieve your outcomes? (For example a training course is an activity; community engagement is also an activity. You should also show how the project is going to be advertised and promoted and beneficiaries recruited/targeted/accessed).

Outcome indicators for the project which demonstrate:

- How you will measure your success?
- How you will show you are achieving or will achieve your stated outcomes?

Costs which clearly show:

Your application should clearly show how you have costed your project with a general breakdown of the resources you require e.g. staff, rent, equipment, training/course materials etc.

However, as stated above we accept that the effects of COVID 19 mean flexibility will be necessary so again we accept that the initial breakdown may be indicative and open to changes. The key is the delivery of the work.

As public money you will be asked to report back at the end of the funding period to show how the funding has been utilised and be able to provide supporting evidence (i.e. pay slips, timesheets, invoices, bank statements etc.) should you be asked.

How will the application be assessed?

All applications will be assessed by a panel made up of council officers and external representatives. That panel will draw on expert advice from officers, Council or Community Planning partners to ensure that the application being considered addresses local strategic priorities, builds on or complements other provision and does not duplicate other provision already in place. The clearer you can be in your application on this will make this easier for the panel to consider.

The panel will also consider the applicant's financial health and governance arrangements.

Please be aware that you **must** submit all requested documentation by the deadline or your application will not be submitted to the panel for assessment.

Officers may contact you with supplementary questions for the purposes of clarification both before the panel meets and possibly after.

The panel will meet in late November / early December and applicant informed of the outcome by the week ending 18 December 2020

What happens if the application is successful?

If you are successful, you will receive an offer letter from us via email that will outline how much we are investing, the terms of the offer and the methods of monitoring our investment.

Please note that you may not be offered the full amount requested. However, where this is the case officers will detail the panel's reasoning for this decision.

All funding is reliant on you signing a Conditions of Grant agreement. Funding will be paid directly into your bank account. Please note that no funding will be provided until the Conditions of Grant agreement is signed.

Monitoring

All organisations that receive funding will be required to complete a monitoring form. Details of which will be included with the award letter; that must be completed and submitted at the end of the financial year.

Copies of the monitoring form will accompany your funding award letter and conditions of grant so you will be clear of the requirements before you sign the offer. **This will cover both your performance in relation to your outcomes and financial monitoring.**

What happens if the application is unsuccessful?

If you are unsuccessful in your application, feedback will be provided as to the reasons why.

However, the decision that we make is final and there is no process for appeal. Council officers will offer support and provide advice on alternative sources of funding.

Additional conditions

Additional conditions that will apply to the offer will include:

- Right of access to organisation's financial records to ensure the funding is being used for the purposes it is granted for
- The council can reclaim funding if it can be shown that it has not been used in accordance with the application and with conditions of funding agreement. We will not reclaim funding if it can be shown that there is no fault on the part of the organisation.

Other conditions appropriate to our investment may also be included in the Offer Letter and Funding Agreement.

Help and Advice

If you require further information or advice on your application please contact the Community Planning and Regeneration Team at (regenerationteam@westlothian.gov.uk) and we will get back to you.

Where your service is based on a specific geographical location it is likely to be your local Community Regeneration Officer.



Third Sector Community Support Fund Application Form 21/22

Project /Service to be delivered	
Name of organisation	
Contact for this application:	
Position in Organisation:	
Confirm current number of Board Members	
Address	
Telephone & e-mail:	

Priorities

The priorities identified will see the focus of the funding aligned to the following themes, with some examples, though not exhaustive, given of areas we would wish to see applications address:

- income and employment;
 - supporting people into work/into positive destinations;
 - Young people (attainment/education/ training etc)
 - projects that address poverty related matter.
- physical and mental health and wellbeing: including:
 - addressing long term illness
 - isolation/loneliness
 - general health (prevention)
 - Young people
 - older people,
 - people with protected characteristics
 - children and families with disabilities
- housing and homelessness issues;
 - project that address local homelessness issues

Partners are also focussed on supporting the Economy and Business. This is being addressed through the Economic Recovery plan and partnerships are in place to support much of this work. However, innovative ideas that provide clear additionality will be considered.

Which of the above priorities will your service project deliver? (<i>maximum of 50 words</i>)
What areas of West Lothian does your service/project cover? (i.e all of West Lothian or specific communities. If the latter please specify (and include any areas in the bottom 20% SIMD data zones (<i>maximum of 50 words</i>))
Fit with relevant local plans (<i>maximum of 50 words</i>)

PROJECT SUMMARY. This should identify the need for the project; who / what will be supported, where and how; the change(s) this will make; and how this contributes to tackling social-economic inequality in West Lothian. If your project delivers several pieces of work please detail separately below (you should also to break the costs in the relevant section). It is possible that parts of the application will be supported and others not; breaking the project down will make it clearer and easier to assess and score.

Maximum of 500 words, using bullet points and heading to make as easy for the panel to understand as possible. Anything over this limit will not be considered.

What are the planned OUTCOMES from this project?

(OUTCOMES are the changes / differences made to individuals or groups resulting from activities or interventions e.g. a participant completing a training course is better able to access employment opportunities is an OUTCOME)

Maximum of 500 words, using bullet points and heading to make as easy for the panel to understand as possible. Anything over this limit will not be considered.

What are the planned ACTIVITIES?

(ACTIVITIES are programmes, services or projects designed to make a change to target groups or individuals e.g. a training course is an ACTIVITY)

Maximum of 500 words, using bullet points and heading to make as easy for the panel to understand as possible. Anything over this limit will not be considered.

How will you measure success?

Measurables (indicators) that help determine if you are achieving or have achieved your outcomes e.g. number of course participants moving into work)

For you should show what systems are in place to record and monitor, activities, outcomes etc to evidence how you are reaching your target group?

1	Measurable (indicator)	number, %, other	How will you evidence (i.e. systems, attendance records/questionnaire etc.)

COSTS for this service/project (Please include all relevant elements that contribute to the delivery of a service e.g. money, staff, equipment. A trainer, course materials and a venue are all resources)

Total budget (This should be the total cost of your project/service including all relevant costs, i.e. other external funding, your own funding etc.)	£
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Please list the other sources of funding (i.e. lottery/trust/own finances):	
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Total amount you are applying for from WLC	£
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Total percentage of overall cost being requested from WLC	%
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Please break down the cost of the service in more detail. As noted in the guidance given the potential for Covid 19 to require changes to provision this is generally indicative to show how you have come to the figure above and to give the panel an understanding of the components that make up the work.

Item of expenditure	Total cost of item	Council contribution	How would this be evidenced? (i.e. invoice, payslip, bank statement, accounts)

Total (this should equate to the amount awarded)			

SUSTAINABILITY

Please show what consideration you have given to how the work might be made sustainable beyond the end of the funding. he what steps you will take to become more sustainable.

This could be through identified alternative sources of funding, i.e. lottery funding or by developing a social enterprise model with a view to increasing or developing clear income streams going forward.

Maximum of 200 words, using bullet points and heading to make as easy for the panel to understand as possible. Anything over this limit will not be considered.

Supporting information (please provide copies of the following along with your application. This is a required part of the application and **MUST** be submitted along with)

Memorandum of Association or Constitution	
The most recent audited or independently examined accounts	
Cash flow forecast 2021/22	

Please do not include any additional documentation not requested above, for example Annual Reports etc.

Declaration	
I confirm that I am authorised to submit this application on behalf of my Organisation's Board of Trustees. I also confirm that all information given is accurate and that, if awarded funding the group will comply with West Lothian Council Conditions of Grant funding.	
Signature	
Organisation	
Position in organisation	
Date	