

**3 C Community Choices Canal Application Guidance Notes**

**Please read these notes as they will help you to fill out the application.**

**Don’t worry if you’re still not sure how to do it, you can call Rebeka or Lynn on 0141 952 7090 or email to** **hello.northwestglasgowvsn@outlook.com** **get support to fill it out.**

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| **All applications have to be for the Economic Benefit of Canal ward** |

 **Fund 1: Guidance for Try it out fund**

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| **The total of this fund is £10,000** |

If you’re applying for £500 to £1000, this fund is to support local people or community groups to try an idea out that they think will help others in the Canal ward to improve their employability in some way. You don’t need to be a constituted group, or have a bank account we can support you to find an organisation who will keep the money for you.

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| **Who can apply?****Project proposals are welcome from local people or local community groups.**  |

As it’s a small fund we don’t expect you to have to tell us in too much detail what you’re going to do, just an outline of the idea and what you want to achieve. We will ask you to fill out a short evaluation form at the end of project, where we’ll ask you to tell us what you did, how many people took part of what happened as a result. Again don’t worry as we can help you fill this out as well.

 So we would ask you to keep your description to **300 words.** If you’re new to this, there’s a word count you can use on your pc in Word or if you’re hand writing it, it’s around 2/3 of a page. Don’t worry if you’re slightly over or under, just try your best to tell us what you want to do in under a page.

**To help you think about employability, here’s the 3C panel’s definition.**

**Apprenticeship programmes, ability to get employment, training for employment volunteering , upskilling, skills development, soft and core skills, getting out of the house, dealing with health barriers, barriers for lone parents, barriers due to lack of support for people with physical disabilities, mental health issues and learning disabilities, language & cultural barriers. Creating jobs/enterprise, engaging with employers of different types, private, public, 3rd sector.**

**Fund 2: Guidance notes for Main Fund**

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| **The total of this fund is £170,000** |

**If you want to apply for up to £30,000 you must be a constituted group and have a bank account.**

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| **Who can apply?****Project proposals are welcome from constituted community groups or voluntary sector organisations, as long as they meet the criteria.**(Criteria for applications can be found in the later half of this guidance) |

**Section 1 : Which area(s) will you deliver in?**

In this section we want to know the area (s) you will deliver your project in and if you’ll deliver in more than 1 area but it won’t be a equal split, tell us rough percentages, for example, 50% Possilpark, 20% Ruchill, 30% Milton.

**Section 2: Contact information**

Please tell us your contact details and who the lead person will be, the person we can contact to discuss the application.

**Section 3 : What theme (s) are you covering and outline your proposal**

We want to give you the opportunity to describe your idea and how it fits with your chosen theme (s). The 3C panel will be looking at all the applications to make sure they meet the criteria, so please keep this section to **500 words or less.** You may want to think about how your idea will support the people in Canal ward to increase their employability in some way. The 3C Panel’s definition of employability at the beginning of this guidance, please read this and make sure your proposal fits with their definition.

You can include more than 1 theme in your proposal, for example you may want to provide confidence building and mentoring; you would have to show that your proposal meets the criteria for both. **Please also note regardless of how many themes you want to cover you can only apply for a maximum of £30,000.**

We are also happy to accept applications from partnerships or consortiums (2 or more organisations). If you apply in this way please describe why you have decided to work with a partner or consortium and how this will help you meet the criteria. Please also tell us who the lead partner is that will project manage the work and or funding.  **Also note regardless of how many organisations are involved, you can only apply for a maximum of £30,000.**

**Section 4: Outcomes and Impacts**

This section is an opportunity for you to be more specific and tell us more about what you want to do. We are really keen to know what difference your project/idea will make, **what impact do you think it will have?** We are asking you to list what you will do, in this section we want to hear about numbers of people you propose to work with, how many weeks/months you will deliver your project and if applicable which areas you will deliver in. **We will ask you to evaluate your project at the end not only on if you delivered the amounts to stated but also on the impact-in what ways did it make a difference.**

 **We would ask you to tell us in 200 words or less.**

**Section 5: When will the project start and finish?**

In this section we want you to tell us, the date you will start and finish the project, as long as you meet the criteria we don’t expect that all projects will be 10 months long (the period of time the money has to be spent in). **Please note all funding must be spent by March 31st 2020.**

**Section 6: Who have you consulted about the project?**

In this section we are asking you to tell us how you know there is a need for the project. Have you carried out a survey or focus group and ask them what they felt was needed? Do you work in the community and have regular contact with local people who have told you what they need or what would help them? You may live in Canal ward and understand the issues of your community or perhaps you used a piece of research to find out about need, please tell us here.

**Section 7: Tell us about partner (s) you will work with**

If you are working in partnership or as part of a consortium, please give details here, who the other organisations and who the lead partner will be (who will be responsible for the funding).

**Section 8: Finance Section:**

Please tell us, how you will spend the money, giving a budget breakdown. We expect you to tell us the amount of money you want to apply for and then a breakdown of how this will be spent. For example; the hourly rate of session staff and how many hours you want to employ them for or if you need to hire a hall or room for your project, tell us the hourly rate, and the total of number of hours you will need it for.

**We also invite bids for equipment that you need for your project, we do ask that if any equipment is over £1000, you provide 3 quotes for it**. This could simply be links to websites where you can purchase the equipment or proof of cost from the place you want to buy it from. This is so we know that you’ve thought about how much it may cost and that the funding given is being spent in the best way.

 Please tell us the amount of capital and revenue you want in total, we’ve included a definition of capital and revenue to help you.

**The benefits of capital expenditures are enjoyed by organisations for more than one financial year and their budget is usually larger than the budget set for revenue expenditures.**

**The benefits of revenue expenditures usually expire within one financial year and their budget is smaller as compared to capital expenditures.**

 **Capital is for “one-off” costs like alterations to buildings, equipment purchases and set up costs.  Revenue is for “recurring” costs like energy bills, sessional staff costs, rent etc.**

**Fund 3: Guidance notes for In work training fund**

**If you want to apply for up to £2,000 for staff training you must be a voluntary sector organisation who deliver services in the Canal ward and have at least 1 staff member who lives in the ward.**

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| **The total of this fund is £20,000** |

Thus fund is to provide training for **staff** to support their work or advancement within the organisation. The fund is a maximum of £2000 per organisation and can also be used for training needs analysis, if the organisation wants help to decide which training would be best for the future of their organisation.

 **In work training Fund**

**Only fill this out of you want to apply for training for staff**

Please tell us what training you want staff to undertake in **section 3**, how many staff will benefit and what impact it will make to them and your organisation. Please also let us know if you plan to undertake a training needs analysis.

**For this fund please fill out sections 1, 2, 3 & 8 only**

**Please note deadline for applications is Friday March 29th at 5pm**

**Any application received after that date won’t be considered.**

**Someone from your group/organisation must be available to attend the Community Choices Canal event on April 27th 11-3pm, you will be asked to have a stall, where you’ll explain your project proposal to local people and how it will benefit the them. People will then vote on who they want to fund, these votes will be counted and combined with the electronic votes and the organisations that have the most votes will receive funding. Please note, you will be expected to submit an evaluation for your project.**

**Funding Criteria: Your application must meet 1 or more of these criteria**

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| **Mentoring:** |
|  **We invite applications for a mentor project that will support people of working age, to move through a stage or move on to another stage in the employability pathway. Mentors can be paid staff or local people who volunteer to support others on their mentor journey. We expect this project will deliver at least minimum of 50 hours of mentoring and in more than 1 community in Canal ward.**  |
| **Confidence building:** |
| **We invite applications for a confidence building course (s) to be delivered in a minimum of 3 areas in the Canal area. The course should help someone feel/identify as being more confident at the end of it. The courses should be open to people of employment age, we expect that people who participate will be supported/sign posted to other courses/activities as part of the course.**  |
| **Pre-employability/re-employability course:** |
| **To engage re-engage people of working age to undertake a ‘work skills’ courses, where they will learn about the skills needed to apply for and maintain a job. We expect the organisations will decide the content of the course but would want to see some content that focuses on -work habits (like time keeping, travel time tables, budgeting for lunch, and so on). We are particularly interested in applications from organisations who can provide a course for the 45-60 age group but welcome applications from organisations who want to offer services to other age groups.**  |
| **Volunteering:**  |
| **We want to increase volunteering opportunities in the Canal ward by 25% and invite applications from organisations who currently provide volunteering, or organisations who would like to start providing it. The volunteering must follow Volunteer Scotland guidance and we would particularly welcome applications from organisations who want to offer volunteer opportunities to people who may find accessing volunteering more difficult, for example; people with physical disabilities, people with mental health issues, people from the Black or Ethnic Minority community or other protected characteristic groups.**[**https://www.equalityhumanrights.com/en/equality-act/protected-characteristics**](https://www.equalityhumanrights.com/en/equality-act/protected-characteristics) |
| **Social Enterprises:** |
| **We invite groups or organisations to apply for set up costs for their social enterprise idea- to create a business plan, to identify appropriate support and test their idea. We also welcome applications from social enterprises who have developed their plans and want to deliver their idea. Please note the social enterprise must or plan to have economic benefit to Canal ward.** **There is a maximum of £15,000 in this fund, and invite individual applications of up to £3000.** |

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| **Fund 3 In work training fund:** |
| **We invite applications to provide training for their staff, to support their work or advancement within the organisation. The fund is a maximum of £2000 per organisation and can also be used for training needs analysis if the organisation wants help to decide which training would be best for the future of their organisation.** **We will prioritise applications that benefit staff that live in the Canal ward.**  |