



**Education, Youth and Communities
Community Partnership Team**

Community Grants Application Pack

Completed Application Forms and Supplementary Information
should be returned to:

Grants Administration Officers
Education, Youth and Communities
Community Partnership Team
Municipal Buildings
Kildonan Street
Coatbridge
ML5 3BT

Please retain this outer cover for your information

Community Grants Scheme – Guidance Notes

Please read these guidance notes before completing the application form.

What is the purpose of this grant scheme?

This grant scheme exists to provide small amounts of funding, within a short timescale, to promote projects or activities which bring community benefit.

Who can apply?

To apply you must be a voluntary organisation or community group operating in North Lanarkshire, and run democratically. This means that your organisation or group must be governed by people who are elected or appointed by the members of your organisation and that membership is open to appropriate sections of the community (e.g. all senior citizens within the area).

Individuals, profit distributing organisations, private clubs (i.e. clubs without open memberships), political parties and Trade Unions may not apply.

Religious organisations may apply if the focus of the project is open to all sections of the community and it doesn't involve the promotion of a particular faith or religious viewpoint.

What can be funded?

Grants may be used for various purposes including equipment, accommodation/let charges, social events, running costs, trips and outings, programme costs, improvements and building repairs.

What can't be funded?

Grants are not made for: -

- activities that commenced prior to the application being made;
- items of equipment of a personal nature, or
- repairs or improvements to premises not owned by or leased by the organisation.

How much can be applied for?

The maximum you can apply for is £1,000. You can apply up to 3 times in any one financial year for different activities (or for the same activity if 6 months have passed since the last application) but the total funded to any one organisation in any one year must not exceed the £1,000 limit.

What is the timescale for submitting applications?

Community Grant applications are considered at specific times throughout the year, please see covering letter for details, you should apply in plenty time for your application to be processed as this can take up to eight weeks.

What is the Application Process?

An application form should be completed and all additional information i.e. constitution, financial details etc. should be attached to your application form. You are required to advise which council wards will benefit from your project. Without these your application cannot be considered (see a list of Councillors and Ward Numbers at the end of these notes).

Please make sure that: -

- The form is fully completed and signed by two members involved in running the organisation;
- You enclose your constitution which must be signed and dated by a minimum of 2 members of either the Management Committee or Board, a recent bank statement, a completed BACS form and a copy of your most recent annual financial statement which must be signed and dated by the appropriate persons.

Where can I get help with the form?

If you would like any help or advice in completing the application form please contact the appropriate Grants Administration Officer on the details below.

Caroline McKenna	Airdrie Area	01236 812642
Elizabeth Best	Coatbridge, Bellshill, Wishaw Area	01236 812629
Pamela Wedlock	Motherwell Area	01236 812642
Maureen Fyfe	North Area	01236 812719

What happens next?

On receipt of the application a letter will be sent confirming that it has been received, allocating the application with a reference number and detailing any additional or missing information required. The letter will also indicate the date on which your application will be considered. The process takes approximately eight weeks and you will be advised of any decision within seven working days of the decision being made. Grant payments will be paid directly into your organisations bank account.

Community Grants Scheme – Conditions of Grant

If your organisation is awarded a grant you will be expected to comply with the undernoted conditions of grant.

Your signature on the application form confirms that you agree to abide by these conditions:

- The grant award may only be used for the purpose (or purposes) originally applied for;
- In the case of repairs/improvements to premises, (a) your organisation should own or lease property (at least five years), and (b) comply with any relevant legislation;
- The funding contribution received from the Council is acknowledged in any publicity material;
- All purchases and/or services paid through the grant award must be backed up with receipts. You may be asked to submit these receipts as proof of expenditure and so should retain these for at least 2 years and all financial records relating to the grant award and its subsequent expenditure should be made available for inspection by Council Officers if requested;
- Undertake to keep any equipment purchased (a) secure (b) properly maintained and (c) not disposed of without prior permission from the Council;
- Any monitoring reports that have been requested should be completed promptly. (N.B. failure to comply with monitoring requirements will mean that future grant applications cannot be accepted and late monitoring returns will delay processing of applications;
- Return any unused grant to the Council and
- Return to the Council any remaining grants monies, equipment or facilities purchased through the grants scheme in the event of the organisation disbanding.

List of Councillors and Ward Numbers

Airdrie Area

Ward	Ward No:	Councillors
Airdrie North	8	Alan Beveridge David Cullen Tommy Morgan Sophia Coyle
Airdrie Central	9	Jim Logue Nancy Pettigrew David Stocks Trevor Douglas
Airdrie South	12	Michael Coyle Paul Di Mascio Ian McNeil Sandy Watson

Bellshill Area

Ward	Ward No:	Councillors
Thorniewood	14	Steven Bonnar Bob Burrows Hugh Gaffney
Bellshill	15	Colin Cameron Angela Campbell Harry Curran Jordan Linden
Mossend & Holytown	16	David Baird Frank McNally Jim Reddin

Coatbridge Area

Ward	Ward No:	Councillors
Coatbridge North	7	Kirsten Larson Alex McVey Bill Shields Allan Stubbs
Coatbridge West	10	Kevin Docherty Mary Gourlay Caroline Stephen
Coatbridge South	11	Tracey Carragher Fergus MacGregor Tom Castles

Continued overleaf

Motherwell Area

Ward	Ward No:	Councillors
Motherwell West	17	Meghan Gallacher Paul Kelly Annette Valentine
Motherwell North	18	Olivia Carson Shahid Farooq Pat O'Rourke Ann Weir
Motherwell South East & Ravenscraig	19	Kenneth Duffy Agnes Magowan Alan Valentine Nathan Wilson

North Area

Ward	Ward No:	Councillors
Kilsyth	1	Jean Jones Heather McVey Mark John Kerr
Cumbernauld North	2	Danish Ashraf Alan Masterton Tom Fisher Calum Currie
Cumbernauld South	3	William Goldie Allan Graham Junaid Ashraf Catherine Johnston
Cumbernauld East	4	Gillian Fannan Paddy Hogg Clare Barclay Tom Johnston
Steps Chryston and Muirhead	5	Lynne Anderson Stephen Goldsack John McLaren
Glenboig and Moodiesburn	6	Greg Lennon Michael McPake Willie Doolan

Wishaw Area

Ward	Ward No:	Councillors
Fortissat	13	Thomas Cochrane Martin McCulloch Kenneth Stevenson Clare Quigley
Murdostoun	20	Robert McKendrick Cameron McManus Louise Roarty Nicky Shevlin
Wishaw	21	Bob Burgess Angela Feeney Fiona Fotheringham Jim Hume