APPENDIX

Area Partnerships
IGF Area Grants Scheme
Funding Proposal Form 2016/17

Before completing this form, please ensure that:

1. **you read the Guidance Notes;**
2. **your proposal is eligible – see Page 4 and here** (hyperlinks to Guidance Notes; Area Partnership Investment Priorities and maximum/minimum awards)**; and**
3. **you select the appropriate Area Partnership(s) – page 5 .**

Please note that the boxes will expand to provide an adequate amount of space to insert information, but size restrictions have been applied.

Information on your organisation.					
1. Name, address and contact details of the organisation applying for funding					
Name of Organisation:					
Address:					
Post Code:		Telephone:		Email:	
2. Details of contact person for the Organisation					
Title:		Name:			
Position in organisation:					
If this person has specific communication needs, please provide details					
3. What are the main aims and activities of your organisation?					

Your proposal for funding
4. Please give your Funding Proposal Form a title.
5. Which of the Area Partnership priorities does the proposal address?
6. Please describe your proposal. Remember to include details on what you intend to do, when it will happen, where it will take place, who would be involved and how you know there is a demand for it. Include details of how the local community has been involved in the development of this proposal and who will benefit.

APPENDIX

7.	***If this proposal is being made by a Council Service or other public sector organisation, p*lease demonstrate how it is additional or different to what your service already provides, or should provide.**

Finance

8. Amount requested:	**£**
9. Any other funding you have secured:	**£**
10. Total Cost of the Proposal:	**£**

11. If you have secured or requested any other funding for your proposal, please provide details.

Funder	Amount	Confirmed or pending
	£	
	£	

12. Please provide a breakdown of the expenditure to be incurred on this proposal.
Quotes are required for individual items over £1,000.

Item to be purchased or activity to be supported	**Supplier**	**Cost** £
		£
		£
		£
		£
		£
	Total cost of proposal:	**£**

Governance

13. Does the organisation have a bank account with at least 2 unrelated signatories? Yes ☐ No ☐

Bank Account Name	
Purpose of Account	
Bank Account Number	
Bank Sort Code	

14. Are the staff and any volunteers involved in the delivery of this proposal registered with the Protecting Vulnerable Groups Scheme?	Yes ☐ No ☐ Not Applicable ☐
15. Do you have adequate insurance cover for this proposal?	Yes ☐ No ☐

APPENDIX

Supporting documents

16. Please tick the box(es) below to indicate that you have included the following documents with your completed Funding Proposal Form.

☐ Most recent Annual Accounts
☐ Most recent Bank Statements for all accounts.
☐ Constitution or Memorandum & Articles of Association

Declaration

Political neutrality. To enable the Council to comply with the provisions of the Local Government Act 1986 (as amended), the Organisation/Individual must give a positive assurance that its activities do not involve publicity which promotes or poses a view on a question of political controversy which is identifiable as the view of one political party.

I confirm that the information set out in this Funding Proposal Form, any appendices and any enclosed accompanying documents are correct.

I confirm that if a grant is awarded on the basis of this Funding Proposal Form, the funds will be used in accordance with the purposes set out in this proposal.

I confirm that if there are any significant changes to the proposal or the project/initiative, the Glasgow City Council's Chief Executive's Department will be informed immediately.

I confirm that the organisation will comply with any monitoring and evaluation requirements as required by Glasgow City Council.

Any funding awarded to the organisation on the basis of this Funding Proposal Form will be subject to Standard Terms and Conditions of grant.

I confirm that I have read and understand the Statement on Data Protection (available here – hyperlink to be inserted)

Signed:	_____	**Print name:**	_____
Designation:	_____	**Date:**	_____

(Please note: this form must be signed by an Office Bearer e.g. Chairperson, treasurer, secretary).

How did you find out about this grant scheme?

Finally, please tell us how you found out about the Area Grants Scheme.

Area Partnership member	☐	Twitter	☐
Glasgow City Council website	☐	Other	☐ Please specify
Other website	☐ Please specify		

Community Budgeting Eligibility Criteria

Examples of what we can fund	Examples of what we can't fund
Start-up costs	Running costs
Equipment	Activity that conflicts with Glasgow City Council policies
Environmental improvements	
Events	Statutory provision
Training	Retrospective funding
Sessional staff	

Infographic needs updated or removed (we'll only stipulate what we won't fund and could do that in the Guidance Notes)

Area Partnerships.

Please indicate the area(s) where people will benefit from this proposal by selecting the box(es) next to the appropriate Area Partnership(s). If you choose more than one, please provide an estimate of the number of people who will benefit from each area.

☐ **Linn** (Ward 1). No. of people = ____ Carmunnock, King's Park, Croftfoot, Simshill, Old Cathcart, Castlemilk.	☐ **Partick West** (Ward 12). No. of people = ____ Partick, Thornwood, Broomhill, Whiteinch, Jordanhill, & Claythorn.
☐ **Newlands/Auldburn** (Ward 2). No. of people = ____ Cathcart, Merrylee, Muirend, Newlands, Eastwood, Carnwadric, Kennishead, Pollokshaws, Pollok Park.	☐ **Garscadden/Scotstounhill** (Ward 13). No. of people = ____ Knightswood, Scotstoun, Scotstounhill, Garscadden & Yoker.
☐ **Greater Pollok** (Ward 3). No. of people = ____ Arden, Burnbrae, Crookston, Darnley, Pollok, Priesthill, South Nitshill.	☐ **Drumchapel/Anniesland** (Ward 14). No. of people = ____. Blairdardie, Netherton, Temple, High Knightswood, Anniesland, Drumchapel, Drumry & Summerhill.
☐ **Craigton** (Ward 4). No. of people = ____ Cardonald, Corkerhill, Crookston, Hillington, Lyoncross, Mosspark, Penilee, Rosshall	☐ **Maryhill/Kelvin** (Ward 15). No. of people = ____ Maryhill, Kelvindale, North Kelvinside, Cadder, Wyndford & Summerston
☐ **Govan** (Ward 5). No. of people = ____ Kingston, Govan, Tradeston, Kinning Park, Bellahouston, Dumbreck, Craigton, Ibrox, Elder Park, Linthouse, Drumoyne	☐ **Canal** (Ward 16). No. of people = ____ North Kelvin, Parkhouse, Possilpark, Ruchill, Lambhill & Milton
☐ **Pollokshields** (Ward 6). No. of people = ____ Pollokshields, Shawlands and Strathbungo.	☐ **Springburn** (Ward 17). No. of people = ____ Springburn, Germiston, Sighthill, Balgrayhill, Petershill & Royston
☐ **Langside** (Ward 7). No. of people = ____ Langside, Battlefield, Camphill, Mount Florida.	☐ **East Centre** (Ward 18). No. of people = ____ Carntyne, Cranhill, Riddrie, Haghill, Dennistoun, Alexandra Parade, Gartcraig
☐ **Southside Central** (Ward 8). No. of people = ____. Crosshill, Govanhill, Toryglen, Hutchesontown, Laurieston, Oatlands.	☐ **Shettleston** (Ward 19). No. of people = ____ Carmyle, Mount Vernon, Tollcross, Shettleston, Fullarton, Parkhead
☐ **Calton** (Ward 9). No. of people = ____ Bridgeton, Dalmarnock, Reidvale, Gallowgate, Camlachie, Barrowfield, Parkhead, Calton, Glasgow Green	☐ **Baillieston** (Ward 20). No. of people = ____ Broomhouse, Baillieston, Swinton, Garrowhill, Springhill, Barlanark, Wellhouse, Springboig, Greenfield and Budhill.
☐ **Anderston/City** (Ward 10). No. of people = ____ Anderston, City Centre, Garnethill, Kelvinhaugh, Dundasvale, Townhead, Drygate, Merchant City, Saltmarket, Charing Cross	☐ **North East** (Ward 21). No. of people = ____ Robroyston, Molendinar, Wallacewell, Easterhouse, Ruchazie, Gartloch, Garthamlock & Craigend
☐ **Hillhead** (Ward 11). No. of people = ____ Woodside, Woodlands, Hyndland, Dowanhill & Hillhead	

Area Partnerships
IGF Area Grants Scheme
Bus Hire Funding Proposal Form 2016/17

Before completing this form, please ensure that you have read the Guidance Notes and you select the appropriate Area Partnership from Appendix 2.

Please note that the boxes will expand to provide an adequate amount of space to insert information, but size restrictions have been applied.

Information on your organisation.					
1. Name, address and contact details of the organisation applying for funding					
Name of Organisation:					
Address:					
Post Code:		Telephone:		Email:	
2. Details of contact person for the Organisation					
Title:		Name:			
Position in organisation:					
If this person has specific communication needs, please provide details					

Your proposal for funding
3. What is your organisation's proposed destination?
4. What is the purpose of your visit?
5. When do you propose to travel?
6. How many people are likely to take part?
7. Please explain how those taking part will benefit.
8. Which of the Area Partnership priorities does the proposal address?

Finance	
9. Amount requested:	**£**
10. Any contribution you are able to make:	**£**
11. Total Cost:	**£**

Governance

12. Does the organisation have a bank account with at least 2 unrelated signatories? Yes ☐ No ☐

Bank Account Name	
Purpose of Account	
Bank Account Number	
Bank Sort Code	

13. Are the staff and any volunteers involved in the delivery of this proposal registered with the Protecting Vulnerable Groups Scheme?	Yes ☐ No ☐ Not Applicable ☐
14. Do you have adequate insurance cover for this proposal?	Yes ☐ No ☐

Supporting documents

15. Please tick the box(es) below to indicate that you have included the following documents with your completed Funding Proposal Form.

☐ Most recent Annual Accounts
☐ Most recent Bank Statements for all accounts.
☐ Constitution or Memorandum & Articles of Association

Declaration

Political neutrality. To enable the Council to comply with the provisions of the Local Government Act 1986 (as amended), the Organisation/Individual must give a positive assurance that its activities do not involve publicity which promotes or poses a view on a question of political controversy which is identifiable as the view of one political party.

I confirm that the information set out in this Funding Proposal Form, any appendices and any enclosed accompanying documents are correct.

I confirm that if a grant is awarded on the basis of this Funding Proposal Form, the funds will be used in accordance with the purposes set out in this proposal.

I confirm that if there are any significant changes to the proposal or the project/initiative, the Glasgow City Council's Chief Executive's Department will be informed immediately.

I confirm that the organisation will comply with any monitoring and evaluation requirements as required by Glasgow City Council.

Any funding awarded to the organisation on the basis of this Funding Proposal Form will be subject to Standard Terms and Conditions of grant.

I confirm that I have read and understand the Statement on Data Protection (see Appendix 3).

Signed:	_____	**Print name:**	_____
Designation:	_____	**Date:**	_____

(Please note: this form must be signed by an Office Bearer e.g. Chairperson, treasurer, secretary).

How did you find out about this grant scheme?
Finally, please tell us how you found out about the Area Grants Scheme. Area Partnership member ☐ Twitter ☐ Glasgow City Council website ☐ Other ☐ Please specify Other website ☐ Please specify

Area Partnerships.	
Please indicate the area(s) where people will benefit from this proposal by selecting the box(es) next to the appropriate Area Partnership(s) below.	
☐ **Linn** (Ward 1). Carmunnock, King's Park, Croftfoot, Simshill, Old Cathcart, Castlemilk.	☐ **Partick West** (Ward 12). Partick, Thornwood, Broomhill, Whiteinch, Jordanhill, & Claythorn.
☐ **Newlands/Auldburn** (Ward 2). Cathcart, Merrylee, Muirend, Newlands, Eastwood, Carnwadric, Kennishead, Pollokshaws, Pollok Park.	☐ **Garscadden/Scotstounhill** (Ward 13). Knightswood, Scotstoun, Scotstounhill, Garscadden & Yoker.
☐ **Greater Pollok** (Ward 3). Arden, Burnbrae, Crookston, Darnley, Pollok, Priesthill, South Nitshill.	☐ **Drumchapel/Anniesland** (Ward 14). Blairdardie, Netherton, Temple, High Knightswood, Anniesland, Drumchapel, Drumry & Summerhill.
☐ **Craigton** (Ward 4). Cardonald, Corkerhill, Crookston, Hillington, Lyoncross, Mosspark, Penilee, Rosshall	☐ **Maryhill/Kelvin** (Ward 15). Maryhill, Kelvindale, North Kelvinside, Cadder, Wyndford & Summerston
☐ **Govan** (Ward 5)**.** Kingston, Govan, Tradeston, Kinning Park, Bellahouston, Dumbreck, Craigton, Ibrox, Elder Park, Linthouse, Drumoyne	☐ **Canal** (Ward 16). North Kelvin, Parkhouse, Possilpark, Ruchill, Lambhill & Milton
☐ **Pollokshields** (Ward 6). Pollokshields, Shawlands and Strathbungo.	☐ **Springburn** (Ward 17). Springburn, Germiston, Sighthill, Balgrayhill, Petershill & Royston
☐ **Langside** (Ward 7). Langside, Battlefield, Camphill, Mount Florida.	☐ **East Centre** (Ward 18). Carntyne, Cranhill, Riddrie, Haghill, Dennistoun, Alexandra Parade, Gartcraig
☐ **Southside Central** (Ward 8). Crosshill, Govanhill, Toryglen, Hutchesontown, Laurieston, Oatlands.	☐ **Shettleston** (Ward 19). Carmyle, Mount Vernon, Tollcross, Shettleston, Fullarton, Parkhead
☐ **Calton** (Ward 9). Bridgeton, Dalmarnock, Reidvale, Gallowgate, Camlachie, Barrowfield, Parkhead, Calton, Glasgow Green	☐ **Baillieston** (Ward 20). Broomhouse, Baillieston, Swinton, Garrowhill, Springhill, Barlanark, Wellhouse, Springboig, Greenfield and Budhill.
☐ **Anderston/City** (Ward 10)**.** Anderston, City Centre, Garnethill, Kelvinhaugh, Dundasvale, Townhead, Drygate, Merchant City, Saltmarket, Charing Cross	☐ **North East** (Ward 21). Robroyston, Molendinar, Wallacewell, Easterhouse, Ruchazie, Gartloch, Garthamlock & Craigend
☐ **Hillhead** (Ward 11). Woodside, Woodlands, Hyndland, Dowanhill & Hillhead	

Statement on Data Protection

Where the Organisation provides any personal data (as defined in the Data Protection Act 1998) to the Council in connection with its Funding Proposal Form or in the course of reporting progress on the Project to the Council, the Council will use that personal data for purposes of assessing the Funding Proposal Form and ensuring the Organisation's compliance with these conditions. It may share that personal data with other regulators (including the Council's and Organisation's external auditors, HMRC and law enforcement agencies) as well as with the Council's Elected Members. The personal data may be checked with other Council Services for accuracy, to prevent or detect fraud or maximise the Council's revenues. It may be shared with other public bodies for the same purposes. The Organisation must ensure that all persons whose personal data are (or are to be) disclosed to the Council are duly notified of this fact.

Where the Organisation processes (or will process) personal data (as defined in the Data Protection Act 1998), it should have (or will acquire) a valid Notification with the Information Commissioner covering its processing of personal data, including in that Notification the disclosure of personal data to the Council. This requirement shall not apply if the Organisation is, by virtue of the Data Protection (Notification and Notification Fees) Regulations 2000 as amended, exempt from the requirement to notify.

Guidance for the Delegation of Authority

Purpose

This paper sets out guidance for the delegation of authority to the Director of Governance and Solicitor to the Council to approve Area Budget grant applications up to a maximum of £500.

It is primarily intended for the Chairs of Area Partnerships and relevant staff within Glasgow City Council.

Background

The Council's Executive Committee in June 2015 approved proposals for the IGF Area Partnership budget. This included a proposal for the introduction of a Scheme of Delegated Authority for Area Partnership applications up to £500.

The Council's Scheme of Delegated Functions has been amended to include the following:

To approve, in consultation with the appropriate Area Partnership chair, grant awards from the Integrated Grant Fund Area Budget up to a maximum of £500, subject to the application fitting with local priorities as determined by the Area Partnership and to reporting such awards to the first available meeting of the Area Partnership.

Guidance

Any applications received requesting up to £500 are eligible for consideration under delegated authority.

The Chair of the Area Partnership will receive a summary every month of all applications up to £500 to be considered under delegated authority prior to a decision.

In consideration of the summary, the Chair may, in discussion with the Director of Governance and Solicitor to the Council:

- Seek additional information
- Refer an application to the Area Partnership for consideration

Such applications have to be assessed against standard eligibility and policy criteria. The potential outcome of this consideration would be for the Director of Governance and Solicitor to the Council (via the Council's Head of Democratic Services) to:

- Approve the application
- Recommend rejection of the application – this recommendation would be submitted to the Area Partnership
- Defer the application

- Following discussion with the Chair, refer the application to the Area Partnership for consideration

Review

A summary report on each funding decision approved under delegated authority will be provided to each Area Partnership at its next available meeting.

The scheme of delegated authority will be piloted across Area Partnerships for 2016/17 with a review towards the end of 2016/17.

Glasgow Community Planning Partnership
XXXXXX Area Partnership
Report by Director of Governance and Solicitor to the Council

Contact: XXXXXXX Telephone: 0141 XXX XXXX

XXXX AREA BUDGET 20XX/XX:
APPLICATIONS TO BE CONSIDERED FOR FUNDING UNDER DELEGATED AUTHORITY

Purpose of Report:

To inform the chair of xxxx Area Partnership of applications to the 2016/2017 Area Budget, which are eligible for consideration under delegated authority.

Recommendations:

The chair of the xxxx Area Partnership is asked to

(1) note the position regarding applications received which are eligible for funding under delegated authority

(2) consider and agree the application recommendations for funding as detailed

Glasgow Community Planning Partnership priorities:
Specify which priorities this report is in relation to and which underlying principles support the development activity.

SOA | *Alcohol*	Yes / No ☐ / ☐	SOA | Principle *Early Intervention*	Yes / No ☐ / ☐
SOA | *Vulnerable People; Preventing Homelessness*	Yes / No ☐ / ☐	SOA | Principle *Equality*	Yes / No ☐ / ☐
SOA | *Vulnerable People; In-Work Poverty*	Yes / No ☐ / ☐	SOA | Principle *Sustainable Change*	Yes / No ☐ / ☐
SOA | *Youth Employment*	Yes / No ☐ / ☐	**If other priority, please provide details here:** The Area Budget supports all priorities	
SOA | *Thriving Places*	Yes / No ☐ / ☐		
Other Priority	Yes / No ☐ / ☐		

1 Area Budget allocation 20XX/XX.

1. The Executive Committee on (insert date) allocated £xxxx to the xxxx Area Partnership 20xx/xx.

2. This report provides detail on funding that has been allocated to date under delegated authority and makes recommendations on further applications to be considered.

2. Expenditure to date

2.1 To date, the Partnership has committed a total of £xxxx (xx%) of the budget to various projects in the area, leaving a balance of £xxxx (xx%) unallocated.

2.2 The total amount of funding allocated under delegated authority to date, is £xxxx

3. Applications to be considered under Delegated Authority

3.1 XX applications have been received since the last meeting of the Area Partnership. Details of these applications are provided below:

3.2

Applicant/ Project Title (GMS)	Purpose of award	Recommendation	Condition of Grant

4. Recommendations

The chair of the xxxx Area Partnership is asked to

(1) note the position regarding applications received which are eligible for funding under delegated authority; and

(2) consider and agree the application recommendations for funding as detailed.

Glasgow Community Planning Partnership
XXXXXX Area Partnership
Report by Director of Governance and Solicitor to the Council

Contact: XXXXXXX Telephone: 0141 XXX XXXX

AREA BUDGET 20XX/XX: APPLICATIONS FOR FUNDING.

Purpose of Report:

To inform members of the current position in relation to the XXXX Area Budget 20XX/XX and to make recommendations on Area Budget funding applications.

Recommendations:

The partnership is asked to

(1) note the budget position for 20XX/XX;

(2) note the position regarding returned funds;

(3) note the position regarding ineligible applications received;

(4) note the applications approved under delegated authority; and

(5) approve the recommendations on area budget applications for funding as detailed in Appendix 1.

Glasgow Community Planning Partnership priorities:
Specify which priorities this report is in relation to and which underlying principles support the development activity.

SOA | *Alcohol*	Yes / No ☐ / ☐	SOA | Principle *Early Intervention*	Yes / No ☐ / ☐
SOA | *Vulnerable People; Preventing Homelessness*	Yes / No ☐ / ☐	SOA | Principle *Equality*	Yes / No ☐ / ☐
SOA | *Vulnerable People; In-Work Poverty*	Yes / No ☐ / ☐	SOA | Principle *Sustainable Change*	Yes / No ☐ / ☐
SOA | *Youth Employment*	Yes / No ☐ / ☐	**If other priority, please provide details here:** The Area Budget supports all priorities	
SOA | *Thriving Places*	Yes / No ☐ / ☐		
Other Priority	Yes / No ☐ / ☐		

1 Area Budget allocation 20XX/XX.

1.1 The Executive Committee on (insert date) allocated £XXXXXX to the XX Area Budget 20XX/XX.

1.2 This report provides details on the funding allocated to date and makes recommendations on further applications for funding.

2 Expenditure to date.

2.1 To date, the Partnership has committed a total of £XXXXX (XX% of the budget) to various projects in the area, leaving a balance of £XXXXX (XX%) unallocated.

3 Returned funds.

3.1 (Insert name of organisation) was awarded £XX by the Area Partnership at its meeting on (insert date) for (insert purpose of award). The organisation has returned £xx to Glasgow City Council as (insert reason).

Delete as appropriate

3.2 As this funding was allocated within the current financial year, it has been added to the budget available for re-allocation.

Or

As this funding was allocated from the previous financial year, it is not available for re-allocation.

4 Ineligible applications.

4.1 An application has been received from (insert name of organisation) for (insert purpose of award. This application has been deemed ineligible for area budget funding as (insert reason).

5 Applications dealt with under delegated authority.

5.1 XX applications have been received since the last meeting of the Area Partnership and have been approved under delegated authority. Details of these applications are provided below:

5.2

Applicant / Project title	Purpose of award	Amount awarded

6 Funding applications.

6.1 This report provides details of funding applications which have recently been received and require consideration by the Area Partnership. The Appendix attached to this report provides a summary of each application in a standard

format that describes the aims of the proposed project and the nature of any activities or services that would be provided by grant funding. It also provides a brief description of how funding will be spent, for example: to buy equipment, or to engage tutors.

6.2 Each application has been assessed using the process outlined in a previous report to the Area Partnership. Based on the findings of the assessment process, a recommendation is offered in respect of each application for funding. Any conditions, in addition to the standard conditions of grant, that should be applied to an award is also provided.

7 Recommendations

7.1 The partnership is asked to

(1) note the budget position for 20XX/XX;

(2) note the position regarding returned funds;

(3) note the position regarding ineligible applications received;

(4) note the applications approved under delegated authority; and

(5) approve the recommendations on area budget applications for funding as detailed in Appendix 1.