

Question and Answer

#ShiftthePower Scotland Comic Relief Programme

WHO CAN APPLY?

1. We are a small community group run by volunteers. Can we apply?

Yes – the programme is open to community groups and voluntary groups provided you have a constitution and an annual income of less than £250,000. Please check that you fit with the programme criteria and meet the minimum standards for applicants.

2. We are a Community Interest Company (CIC). Can we apply?

Yes, provided you fit with the programme criteria and meet the minimum standards for applicants.

3. We are a Social Enterprise. Can we apply?

Yes, provided you fit with the programme criteria and meet the minimum standards for applicants.

4. Can we put in more than one application?

No, we can only accept one application per organisation.

5. Is there an upper or lower limit on the income for those who can apply?

There is no lower income limit but groups with an income over £250,000 are not eligible.

6. Can Parent Councils apply?

Parent Councils are eligible under the following conditions:

- *The work or project is not considered statutory service provision;*
- *The work involves parents and children (not early years teaching staff or support assistants employed by school/nursery);*
- *The work or project takes place out with normal school hours.*

The Corra Foundation

Riverside House, 502 Gorgie Road, Edinburgh, EH11 3AF

e: hello@corra.scot t: 0131 444 4020 www.corra.scot

The Corra Foundation is a charity registered in Scotland (No SC009481) and is also a company limited by guarantee (No SC096068). Fortify Social Enterprise CIC is a community interest company registered in Scotland and is also a company limited by guarantee (No SC507457). The Corra Foundation was previously called Lloyds TSB Foundation for Scotland.

7. Are there conditions if you are a branch of a larger organisation?

Yes, branches of larger organisations can apply if:

- *You have your own management committee which is responsible for governance;*
- *You maintain your own financial accounts (which are incorporated into those of the parent charity);*
- *You have your own bank account;*
- *You work to the standards and under auspices of a parent body (as opposed to just being a member of an umbrella organisation).*

CRITERIA

1. What is safeguarding?

Safeguarding is ensuring the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect. This includes making sure that the appropriate policies, practices and procedures are put in place and that staff and volunteers are aware of these.

2. We are a small organisation; do we need to have a safeguarding policy in place?

Yes, strong safeguarding is a key aspect of this programme. We need to see that you know what to do in the event of a safeguarding issue. We understand that not all organisations will have as much experience in this area and we will be running a capacity building session on this as part of the information sessions. This will also be available online.

Alternatively, you can find further information on safeguarding responsibilities for charities at <https://www.oscr.org.uk/guidance-and-forms/safeguarding-guidance-keeping-vulnerable-beneficiaries-safe/>

3. We don't have a constitution – where can we find out more about this?

We don't recommend becoming constituted just to access this programme. Being a constituted organisation requires a committee, regular meetings, an annual general meeting, and bookkeeping. You can find out more on structures for voluntary organisations here <https://scvo.org.uk/setting-up-a-charity/decide-on-structure> . For further advice on constitutions and governance, you can contact your local Third Sector Interface <https://www.vascotland.org/find-your-tsi> or your Local Authorities CLD or communities department – you should be able to find the relevant contact details through your local council website.

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4. We don't have company accounts, will a bank statement do?

No. When assessing the applications, we need to know that you have the capability, capacity, and experience to manage a grant. We will accept a treasurer's report, financial summaries, or full accounts. These should be verified by an independent person. More information on this can be found in the Application Form Guidance Notes. We will be running a capacity building session on budgeting as part of the information sessions and this will also be available online.

5. Will funding be distributed evenly across geographical areas in Scotland?

We hope that there will be reach across the country however each application will be assessed on merit.

6. Will the funding be evenly distributed across all 4 themes?

No, there is not a specific amount for each theme.

7. Can we apply in partnership with another organisation?

We encourage applicants to collaborate and link in with other organisations. Your application needs to have a lead organisation which has responsibility for delivery and management of the project. This organisation would be the applicant.

8. Is there a maximum amount we can apply for?

Yes, £8000.

9. Is there a minimum amount we can apply for?

Yes, £1000.

APPLYING

1. How can I get help with an application?

We are happy to speak with you about your application. You can call us on 0131 444 4020, email us at shiftthepower@corra.scot or come to one of our information sessions which you can find out about from our website. Some instructional videos and guidance sheets will also be available on our website focussing on safeguarding and accounts.

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2. Do I have to use the online form?

Yes. We will only accept applications on the online form that reach us by 2pm on 30th September 2019. If you send us your application in any other format, we will not be able to accept it. If you have any questions about the online form or have trouble accessing the internet, please just get in touch with us and we will be happy to help.

3. How do you decide who gets awards?

Applications will go through several assessment stages. The first will be carried out by the Grants Advisors who will check that your application is eligible and may also speak with you to get clarification on any aspects of your application. The Grants Team will then discuss the applications as a group and submit the strongest applications for deliberation to the independent funding panel. Final decisions will be made by an independent funding panel including people with lived experience of the four main themes – the panel will meet to review and discuss applications and decide on the portfolio of work to fund.

4. How long will the funding last?

You can use your money over a period of up to 18 months depending on what suits your needs, but all funding must be fully spent by June 2021.

5. What core costs can I include?

You can include a proportionate amount of core costs relating to the work or project for which you are seeking funding. For example, if you can demonstrate that the project represents 10% of your organisation's work – you can include up to 10% of applicable core costs. We do not recommend requesting a high % of core costs unless you have a particularly strong justification.

6. When will I find out if my funding application has been successful?

We expect to let everyone know the outcome by 30th November 2019. We will contact every organisation individually to let them know whether they have been successful.

7. If we are unsuccessful can I get some feedback on why this was?

Yes, feedback will be provided to all applicants.

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8. If I receive an award, what sort of follow-up is there?

You will complete a short update form every 6 months for us. The purpose of this is to identify opportunities for capacity building and ensure that you feel supported to deliver your work.

There will be opportunities to attend training and capacity building sessions throughout the programme - these will be designed in collaboration with successful applicants.

We'd also like to work with funded groups to share stories and raise awareness of your work.

9. If I receive an award, how and when will the money be paid to me?

The funding will be paid directly into the organisation's bank account. This normally happens within two weeks of the grants being announced.

10. What do I need to do if I have an award but can't spend the money on what we'd planned?

We understand that things change and are happy to discuss any changes or difficulties you come up against. The important thing is to contact us as soon as there are any issues.

11. What if I need longer than originally planned to spend the money?

All funds should be spent by June 2021 but please speak to us as early as possible if there are any problems with this.

12. Will there be another round of applications for funding?

We do not know at this stage.

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