**Community Resilience Planning Fund Application Form**

**Guidance for completing and submitting your application**

* Please read the available information about this fund and check that you meet the [eligibility criteria](https://www.fife.gov.uk/__data/assets/word_doc/0025/250936/Criteria-Community-Resilience-Planning-Fund.docx).
* Please complete all fields within this form as fully as possible otherwise this may delay the processing of your application.
* Completed applications should be sent to: [Emergency.Planning@fife.gov.uk](mailto:Emergency.Planning@fife.gov.uk)
* If you:
  + would like to discuss your application,
  + would like to request a copy of this application in another format (e.g. language, large print, Braille, audio CD/tape and British Sign Language interpretation), or,
  + are unable to complete an electronic version of the application,

please get in touch with Lauren McLaren, Emergency Resilience Officer

* + - Email: [lauren.mclaren@fife.gov.uk](mailto:lauren.mclaren@fife.gov.uk)
    - Mobile: 07515 290418

**Which of the 7 Fife Council Areas will your Project take place in?**

|  |  |  |  |
| --- | --- | --- | --- |
| Cowdenbeath | Dunfermline | Glenrothes | Kirkcaldy |
| Levenmouth | North-East Fife | South-West Fife | Fife wide |

**Your Group/Organisation**

Please provide the following details about your group/organisation.

|  |  |
| --- | --- |
| Group/Organisation Name |  |
| Email Address |  |
| Telephone Number |  |
| Charity number (if applicable) |  |
| Do you have a written governing document, e.g. a constitution and bank account in 2 unrelated signatories names. Please provide a copy along with this form. |  |

Who is the main contact for this application?

|  |  |
| --- | --- |
| Name |  |
| Role in Group/Organisation |  |
| Email Address |  |
| Telephone Number |  |

1. **What is the title of your Project?**

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1. **Tell us about your project/activities** (max 250 words)

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| Please tell us about the project/activities you would like us to fund and how this work will support your community in Fife by being more prepared to respond to incidents.  Before you complete this section, please read the [criteria](https://www.fife.gov.uk/__data/assets/word_doc/0025/250936/Criteria-Community-Resilience-Planning-Fund.docx).  Applicants should be specific about:     * what you will do * how you will do it * what you will spend the monies on * how you identified the need * how many people it will help |
|  |

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| --- | --- |
| **Tell us which of the following categories your purchases apply (tick all that apply).** | |
| **Equipment costs –** e.g., snow shovels, defibrillators, flood mitigation measures. |  |
| **Material costs –** e.g., posters, leaflets, business cards or costs associated with events/education projects aimed at promoting local response arrangements and/or resilience in the local community. |  |
| **Volunteer costs** – training costs associated with local community resilience work e.g., first aid training courses. |  |
| **Running costs** – e.g., costs to rent space to operate/host meetings and/or events associated with resilience work. |  |

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| --- | --- | --- | --- | --- |
| **3.** | **When will your project or activities take place?** | | | |
|  | Start Date  (Month and Year) |  | End Date  (Month and Year) |  |
|  |  |  |  |  |
| **4.** | **How much will your total project or activities cost?** | | | |
|  |  | |  | |
|  |  | | | |
| **5**. | **Please provide a breakdown of each item or activity cost (include all costs connected to this project/activity)** | | | |

|  |  |
| --- | --- |
| Item or Activity | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Cost |  |

|  |  |  |
| --- | --- | --- |
| **6.** | **How much are you requesting from this fund? The maximum amount available is £1000 per group/organisation, per annum.** | |
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| **7.** | **Is your group/organisation contributing to the project/these activities both in terms of financial contribution and volunteers time?** | |
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| --- | --- |
| **8.** | **Please outline how your group/organisation propose to maintain this project in the long term.** |
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| **9.** | Please outline what other sources of Fife Council **funding** **and or advisory support** your group/organisation is receiving (if applicable). E.g. a grant or Discretionary Rating relief, or regular contact with your local support team. | | | |
| **Type of Fife Council Support** | **Amount £ (if applicable)** | **Secured Yes/No (if applicable)** | **Council Contact** |
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| **10.** | **Declaration of other funding**  Are you applying to any other external funder i.e. lottery for this project? |

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| --- | --- | --- | --- | --- |
| **Source of Funding** | **Amount**  **£** | **Is this secured? (please provide proof)** | **If not, when will this be secured?** | **Can your project go ahead without this?** |
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| **11.** | **Fife Council is an Accredited Living Wage Employer – Complete where applicable** |

Fife Council is committed to creating a Fairer Fife by tackling poverty and inequality.  
To support this ambition, the Council has become an accredited Living Wage employer and encourages all other businesses and organisations in Fife to join them.

The **real Living Wage** is a nationally set rate of pay that is independently calculated on an annual basis to reflect the real costs of everyday living.

Living Wage accreditation celebrates employers who want to help tackle low pay and in-work poverty within their local communities by choosing to go further than simply paying the UK government minimum wage.

To become an accredited Living Wage employer an organisation must voluntarily commit to paying all directly-employed staff over the age of 18 the current real Living Wage (including sub-contracted staff who are on site more than 2 hours/week over an 8-week period). Accreditation is a simple and straightforward online registration process.

To find out more about the real Living Wage and how to become an accredited employer visit the Living Wage Scotland website at: <https://scottishlivingwage.org/>

|  |  |
| --- | --- |
| Does your organisation currently pay all appropriate staff the real Living Wage? | Y / N |
| Is your organisation an accredited Living Wage employer? | Y / N |

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| **12.** | **Payment Details** |

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| --- | --- | --- | --- |
| Please provide details of the bank account into which we would pay the money. | | | |
| Name of Bank | |  | |
|  | |  | |
| Group/Organisation Account Name | |  | |
|  | |  | |
| Sort Code |  | Account No. |  |
|  | |  | |
| Building Society Roll Ref. | |  | |

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| --- | --- |
| **To be completed by applicant.**  **I (the nominated applicant) have read and agree to comply with the Terms and Conditions and confirm the information given is correct**. (Electronic Signature with confirmation email is acceptable) | |
| Signed:  Position in the Group/Organisation: | Date: |

**Terms and Conditions**

1. FUNDING WILL NOT BE AWARDED RETROSPECTIVELY, i.e. we cannot process applications and/or award funding to cover costs already incurred or to fund activities which will take place before we’ve decided on an application
2. Where a community group is developing local resilience and response arrangements, the group will work in partnership with Fife Council's Emergency Resilience Team to develop and finalise local arrangements.
3. The group/organisation will share contact details with the Emergency Resilience Team to ensure that the Emergency Resilience Team can link with the group/organisation and/or support the local response during an incident.
4. Where appropriate, information about the group/organisation will be publicly available on the Ready Fife section of the Fife Council Website – e.g., a brief case study and public contact details.
5. The monies must only be used for the purpose stated in this application form and approved by Fife Council. You must inform Fife Council immediately of any proposed changes to the project.
6. The project must start on the agreed date or as soon as possible after that date. If the timescale of a project slips, Fife Council must be notified, and a progress report submitted.
7. The applicant may not transfer any part of the monies to any other organisation or individual, unless specified in the application form and agreed with Fife Council.
8. No aspect of the activity being funded should be party political in intention, use or presentation.
9. Applicants must provide proof of match funding where applicable.
10. At the end of a project, or in any case where the group/organisation ceases to exist, or where there is a breach of conditions, any unspent monies or equipment purchased will be repaid/returned to Fife Council.
11. Groups/organisations are required to have a constitution or other appropriate governance. Organisations without such governance may apply, but no monies shall be paid out until a constitution/appropriate governance is in place, unless the application is to help with start-up costs.
12. The whole amount of monies or part of that amount, at the discretion of the appropriate Council Committee, shall be repaid to Fife Council if any information given in connection with the application is found to be false or misleading, or fails to disclose a material fact bearing upon the consideration of the application.
13. It is a requirement that an Evaluation/Monitoring Form is completed at the end of the project or after three months. Failure to do so may result in a request for the monies to be returned to Fife Council. Checks may also be carried out to ensure the monies were spent as stated in the application. Future applications will not be considered unless a satisfactory Evaluation/ Monitoring Form is received by Fife Council.
14. All groups/organisations should ensure that in carrying out the activity for which the grant has been given that they shall not commit any act of discrimination rendered unlawful by the Equality Act 2010. In particular, they should ensure they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
15. All groups/organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Children (Scotland) Act 2003. In particular for all activities involving children, young people and adults at risk, safeguarding policies and procedures should be in place, with staff and volunteers holding an appropriate PVG Certificate.
16. Fife Council may share information about our funding award with parties and anyone who may make a request for information under the Freedom of Information Act 2000.
17. The information provided by you on this form will be used by Fife Council in order to process your application. It will be shared with FVA, NHS Fife and other local authority services or external funders and information will be obtained from your application. Further information on how your information is used and why can be found by contacting Fife Council’s Data Protection Officer at: [dataprotection@fife.gov.uk](mailto:dataprotection@fife.gov.uk)”.