

To: Leadership Board

On: 20 September 2023

Report by: Chief Executive

Heading: Sustainable Communities Fund

1. Summary

- 1.1 In March 2023, Council agreed to combine the remaining monies from the Community Empowerment Fund and Climate Change Action Fund to create a single, easy-to-access Sustainable Communities Fund. Available funding has been boosted by an allocation of £650,000 from the UK Shared Prosperity Fund, giving total overall funding of £1.596m (£1.122m capital and £0.474m revenue).
- 1.2 The new Sustainable Communities Fund will strengthen work within communities to identify opportunities for land and assets within local areas to develop local projects which benefit those who live there – connecting people through regenerated local spaces and tackling inequality through community collaboration. Officers have built on best practice across all Scottish local authorities for the development of a Sustainable Communities Fund process for approval by the Board.
- 1.3 It is proposed that the Sustainable Communities Fund would follow a tiered funding model to reflect different-sized community projects as well as the different levels of support required at different stages of development. A tiered approach will also help to ensure ease of access to a proportionate application process to enable a range of deliverable initiatives that align with community empowerment:
- **Small - awards up to £10K:** capital and revenue funding to develop local projects and initiatives which are targeted at enabling community participation and promoting community collaboration and which build resilience within our communities. This level would be targeted at groups where a small amount of money can make a significant difference to enabling community participation;
 - **Intermediate – awards of £10K to £25K:** capital and revenue funding to develop deliverable projects or organisations with a focus on improving community infrastructure and/or community wellbeing and which have the potential to be replicated in other areas; and

- **large – awards up to £100K:** larger capital grants with the aim of supporting communities that aspire to take ownership or develop land or buildings in local communities.
- 1.4 Award recommendations would be submitted to subsequent Communities and Housing Policy Boards for approval, following evaluation by a panel of relevant Service representatives. Award recommendations would target areas including:
- community capacity building;
 - local natural spaces that support health and wellbeing;
 - community wealth building;
 - place-based investments to improve community spaces; and
 - small scale strategic climate projects.
- 1.5 Through the Sustainable Communities Fund, there would be a focus on project ideas that align with the themes and aims within the Renfrewshire Council Plan (2022-27), Our Renfrewshire Community Plan and/or Renfrewshire’s Plan for Net Zero.
- 1.6 Guidance has been developed for the Fund and can be found in Appendix 1. Subject to the approval of this guidance and related governance arrangements for the funding, it is proposed that the application process is launched in October 2023.

2. Recommendations

- 2.1 It is recommended that members of the Leadership Board:
- Approve the guidance attached at Appendix 1
 - Agree that recommendations in relation to the award of funding are submitted to the Communities and Housing policy board
 - Approve the allocation of £0.100m of the £1.596m total funding available to be utilised to support the costs of fund administration, application development and community development activities which will be required to maximise the value of this funding pot in line with similar arrangements for this type of project.
 - Note that regular updates will be provided to the Communities and Housing policy board on the implementation of the funding and all projects.

3. Background

- 3.1 In March 2023, Council agreed to combine the remaining monies from the Community Empowerment Fund and Climate Change Action Fund to create a single, easy-to-access Sustainable Communities Fund. It was estimated at that time that £1m of funding would be available to launch the new fund.
- 3.2 Current financial assessment has confirmed that £1.070m of funding has yet to be drawn down across the previous funds, with £124,000 requiring to be held in reserves for several projects whereby funding has been allocated previously by the relevant policy board, but has not yet been fully drawn down or committed.

- 3.3 Elected members are asked to note that this funding was further boosted by an allocation of £650,000 from the UK Shared Prosperity Fund, Communities and Place, for the support and improvement of community assets and infrastructure.
- 3.4 The total funding pot which is available to be allocated through the Sustainable Communities Fund applications is therefore £1.496m (£1.122m capital and £0.374m revenue), subject to the approval of members to the allocation of £100,000 from the fund to support ongoing administration and application development.
- 3.5 The new Sustainable Communities Fund will strengthen work within communities to identify opportunities for land and assets within local areas to develop deliverable and sustainable local projects which benefit those who live there – connecting people through regenerated local spaces and tackling inequality through community collaboration. It is part of a series of initiatives which promote community collaboration and better wellbeing, providing for a greener future.
- 3.6 The design of the Sustainable Communities Fund builds on the best practice in recent years across funding streams, but with a much stronger focus on supporting projects which are innovative and are sustainable in the longer term without ongoing Council support.
- 3.7 The Sustainable Communities Fund is an open funding call which comprises both capital and revenue funding and which will remain open until at least 31st March 2025 or until all funding is fully committed, with applications being evaluated on a quarterly basis, with submission deadlines for each evaluation clearly set out.
- 3.8 The UK Shared Prosperity Fund, Communities and Place portion of the Sustainable Communities Fund is made up of a clear split between capital and revenue funding; and has set amounts allocated over financial years 2023-24 and 2024-25 and will be allocated within these guidelines.
- 3.9 Applications will be assessed through a rigorous process against the criteria set out in the fund guidance.

4. Target Areas and Outcomes

- 4.1 The aim is to improve the lives of local people and build resilient communities through sustainable activities developed and valued by local people, helping to build community pride and cohesion.
- 4.2 A range of potential interventions designed to build capacity and resilience in communities and to maximise the impact of the fund have been identified. It is envisaged that eligible projects will focus on one or more of the following areas:
 - **community capacity building:** to enable community groups to explore community asset transfer. This could include feasibility studies to help the development of deliverable place-based infrastructure initiatives, support to develop community action and place plans, improvements to community infrastructure or volunteering activities to improve opportunities and promote wellbeing;

- **local natural spaces that support health and wellbeing:** with a focus on benefiting those communities in greatest need of green spaces by increasing access to nature, including creating or improving green and blue infrastructure and incorporating nature into wider public spaces and/or increasing positive and healthy activity provision for local communities;
- **community wealth building:** reshaping local relationships and infrastructures to ensure local well-being and benefits, e.g. supporting local skills development and community enterprises, development of volunteering projects that provide opportunities and benefits into the hands of local people;
- **place-based investments to improve community spaces:** including support and improvement of community assets to increase users of facilities and improve accessibility to opportunities within communities; physical alteration of community buildings and new infrastructure projects, including those that build resilience within communities to impacts of climate change; and
- **small-scale strategic climate projects:** contributing towards Renfrewshire's drive to net zero through local responses to the climate emergency which help to build resilience within our communities, including local projects which increase biodiversity, small scale strategic active travel enhancements, improvements that increase resilience to impacts of climate change, local food growing projects, small scale energy projects.

4.3 The purpose of the Sustainable Communities Fund is to support community organisations with a focus on deliverable and sustainable project ideas and initiatives that align with the themes and aims within the Renfrewshire Council Plan (2022-27), Our Renfrewshire Community Plan and/or Renfrewshire's Plan for Net Zero.

4.4 In order to support sustainable projects to be developed, the Sustainable Communities Fund will be an open fund, with applications evaluated on a quarterly basis, with submission deadlines for each evaluation clearly set out.

4.5 Guidance has been developed for the Fund and can be found in Appendix 1.

5. Sustainable Communities Fund Tiered Model

5.1 It is proposed that the Sustainable Communities Fund would follow a tiered funding model to reflect different-sized community projects as well as the various stages of project development. A tiered approach will also help to ensure ease of access to a proportionate application process for appropriate levels of funding and support to enable a range of initiatives that align with community empowerment:

- **a funding stream for smaller awards of up to £10K:** capital and non-recurring revenue funding targeted at projects and initiatives which enable community participation and promote community collaboration; help to build resilience within our communities; and/or improve health and wellbeing and social outcomes. This level would be targeted at groups where a small amount of money can make a significant difference to enabling community participation;
- **funding applications to develop the project or organisation with a value between £10K and £25K:** capital and non-recurring revenue funding for projects with a focus on improving community infrastructure or initiatives which have a focus on community wellbeing and community connections and which have the potential to be replicated in other areas. This level may also include feasibility studies or

- development of business plans for more complex community asset projects or assistance to develop community action and place plans; and
- **larger capital grants of up to £100K** with the aim of supporting communities that aspire to take ownership or redevelop land or buildings in their local communities.

5.2 In exceptional circumstances, grants exceeding these values may be considered for transformational projects which align with local plans, or where it may be appropriate to be used as match funding for larger, phased projects.

6. Next Steps

6.1 Following approval, it is intended that the first round of applications for the Sustainable Communities Fund would be launched in October 2023.

6.2 Award recommendations would follow consideration by a panel of relevant Service representatives, with award recommendations being submitted to subsequent Boards for approval.

6.3 The Sustainable Communities Fund provides significant opportunities to work with communities in a different way as part of the developing communities programme. Additional officer capacity would be required to ensure that the value of funding is maximised, due to the significant levels of coordination which is required across Services and with partners and community organisations. As such, it is proposed that £100K is used to support the administration of the Fund, including key areas such as the application process, application assessment and community capacity building. This is in line with previous arrangements agreed by elected members for funds of this nature and scale.

Implications of the Report

1. **Financial** – The Sustainable Communities Fund consolidates the Climate Change Action Fund and the Community Empowerment Fund into a fund totalling £1.070m (£0.518m revenue and £0.552m capital) which is further supported by £0.650m of nonrecurring funding drawn from the Shared Prosperity Fund. Of the £1.720m total funding, £124,000 requires to be held in reserves to be drawn down in relation to committed projects approved under the Climate Action Fund and £100,000 to support fund administration. Total available funding for allocation is therefore £1.496m (£1.122m capital and £0.374m revenue) subject to the approval of members in relation to fund administration costs.
2. **HR & Organisational Development** – Additional officer capacity would be required to support administration of the Fund to ensure the value of funding is maximised..
3. **Community/Council Planning** – the Fund set out in the paper supports engagement and collaboration with local communities on a range of activities which align with the new Council Plan 2022-2027; Our Renfrewshire Community Plan and/or Renfrewshire's Plan for Net Zero.
4. **Legal** - none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality and Human Rights** - the Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified

arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health and Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.
12. **COSLA Policy Position** – none.
13. **Climate Risk** – the Sustainable Communities Fund aligns with the themes within Renfrewshire's Plan for Net Zero and the delivery of relevant projects will assist the local response to the climate emergency.

Appendix 1: Sustainable Communities Fund Draft Guidance

List of Background Papers:

None

Author: Laura McIntyre, Head of Policy and Partnerships.

Renfrewshire's Sustainable Communities Fund

A guide to the grant funding available for community groups and how to apply

Introduction

Renfrewshire Council's new Sustainable Communities Fund combines the Community Empowerment Fund and Climate Change Action Fund into a single, easy to access grant fund. The Fund is further boosted by investment from the UK Shared Prosperity Fund, Communities and Place for the support and improvement of community assets and infrastructure.

The new Sustainable Communities Fund will strengthen work within communities to identify opportunities for land and assets within local areas to develop deliverable local projects which benefit those who live there – connecting people through regenerated local spaces and tackling inequality through community collaboration.

It is part of a series of initiatives which promote community collaboration and better wellbeing, providing for a greener future with initiatives designed and developed by communities but supported by the Council. The fund is further designed to support and enable Community Asset Transfer under the Communities Empowerment (Scotland) Act 2015.

The Sustainable Communities Fund follows a tiered funding model to reflect the range of sizes of community projects and to ensure ease of access to the application process for appropriate levels of funding and support required at the different stages of project development and implementation. The application process supports this tiered approach, ensuring that level and detail of information requested is proportionate to the size of the project and the level of funding being requested.

Target Areas

The aim of the Sustainable Communities Fund is to support projects which improve the lives of local people and build resilient communities through sustainable activities which are developed and valued by local people.

Applications supported through the Sustainable Communities Fund should have a strong focus on project ideas that align with the themes and aims within the Renfrewshire Council Plan (2022-27), Our Renfrewshire Community Plan and/or Renfrewshire's Plan for Net Zero.

Eligible projects will focus on one or more of the following areas:

- **community capacity building:** to enable community groups to explore community asset transfer. This could include feasibility studies to help the development of deliverable place-based infrastructure initiatives, support to develop community action and place plans, improvements to community infrastructure or volunteering activities to improve opportunities and promote wellbeing.
- **local natural spaces that support health and wellbeing:** with a focus on benefiting those communities in greatest need of green spaces by increasing access to nature, including creating or improving green and blue infrastructure and incorporating nature into wider public spaces and/or increasing positive and healthy activity provision for local communities.
- **community wealth building:** reshaping local relationships and infrastructures to ensure local well-being and benefits, e.g., supporting local skills development and community enterprises, development of volunteering projects that provide opportunities and benefits into the hands of local people.

- **place-based investments to improve community spaces:** including support and improvement of community assets to increase users of facilities and improve accessibility to opportunities within communities; physical alteration of community buildings and new infrastructure projects, including those that build resilience within communities to impacts of climate change; and
- **small scale strategic climate projects:** contributing towards Renfrewshire's drive to net zero through local responses to the climate emergency which help to build resilience within our communities, including local projects which increase biodiversity, small scale strategic active travel enhancements, improvements that increase resilience to impacts of climate change, local food growing projects, small scale energy projects. We are keen to fund projects that build local knowledge of the climate emergency through information and engagement activities.

It is anticipated that projects will advance equality of opportunity and improve accessibility and inclusivity - tackling areas including isolation; food insecurity; healthy eating; health inequalities; connectivity to services and social activities; and fuel poverty, as well as improving health and wellbeing.

Projects should also seek to promote or improve action on climate change, economic development, regeneration, public health, social and environmental wellbeing or reduce socio-economic inequalities.

Eligibility – Who can Apply?

The Sustainable Communities Fund is open to any community or voluntary organisation based in Renfrewshire which has a constitution and a bank account.

If funding requested is part of a Community Asset Transfer request or is for development of an asset transferred under the CAT process, applicants must be eligible as a 'Community Transfer Body' (information available on the Council Website). An exception to this will be made for applications seeking to explore the feasibility of Community Asset Transfer of their group or organisation.

In some circumstances funding awarded through the Sustainable Communities Fund may qualify as a subsidy under the UK Government Subsidy Control Act. In such circumstances, you will be asked to confirm that the value of all public grants received by your organisation in the preceding three years, including the period to be covered by the Sustainable Communities grant, will not exceed £350,000 in total.

How Much Can I Apply For?

As indicated previously, the Sustainable Communities fund will operate on a tiered model allowing projects to apply just for the monies they require. A single application form will be used for each tier but applicants will only need to provide information in proportion to the amount of funding being requested.

The Fund comprises both revenue and capital resources. As a rule of thumb, revenue funding is suitable for one off costs such as professional fees, marketing, feasibility studies and business plans. This list is not exhaustive, however, it should be noted that the Sustainability Fund will not cover costs over multiple years. Capital funding is only suitable for non-recurring costs, for example, build costs including refurbishment and costs associated with setting up a project, for example, equipment, furniture, IT and energy saving devices.

Grants for this fund will be considered from one of the following three tiers:

- **Small - awards up to £10K:** capital and revenue funding targeted at enabling community participation and promoting community collaboration including the

purchase of small items of equipment, feasibility studies, community engagement and climate change interventions.

- **Intermediate – awards of £10K to £25K:** it is anticipated that grant awards will be mostly for revenue costs with a focus on improving community infrastructure, incl. feasibility studies/business plans for deliverable community asset projects and project management costs, however, applications for small capital investment in equipment and set up costs will also be considered.
- **Large – awards up to £100K:** this will be capital funding aiming to support communities that aspire to take ownership or redevelop land or buildings in their local communities on a sustainable basis.

In exceptional circumstances, grants exceeding these values may be considered. This might include, but is not limited to:

- the project representing a significant capital project with a robust business case,
- the organisation being successful in leveraging in external funding to Renfrewshire,
- the organisation demonstrating extensive community engagement in support of its project, including strong relationships and partnerships in the area, or
- the organisation being recognised as a key strategic partner for Renfrewshire Council and, for example, has a formal Strategic Partnership Agreement in place

Organisations may make more than one application to the Sustainable Communities Fund. The fund is designed to support project progression so an application to one tier of funding will not preclude future applications to higher tiers as projects develop.

It should be noted that the fund will not generally support multiple applications to the same tier. An exception to this rule may be considered where an organisation has an entirely new project with separate outcomes.

What We Will Fund

As indicated, the Sustainable Communities Fund comprises both capital and revenue funding and is designed to enable communities to develop and take forward opportunities for the benefit of those who live there.

The Fund can be used to support a range of potential interventions which may include, but are not limited to:

- **new models of land use** which improve quality, dignity or sustainability, e.g. community gardens, growing spaces (capital and revenue);
- **enhancing local biodiversity and natural habitats** e.g. planting projects, nature corridors (capital and revenue);
- **supporting, recruiting and/or retaining volunteers, or relevant training**, e.g. local energy advisors, local food growing advisors, community hire station for tools, local repair hubs, repair workshops, led walks or bike rides (revenue);
- **business planning, surveys or feasibility studies** for the development of a community asset and asset transfer (revenue);
- **developing or increasing organisational capacity**, e.g. to manage and develop an asset (revenue);
- **purchase of infrastructure and equipment** for improvements to community spaces, e.g. energy efficiency measures, outdoor gym equipment, planters for local growing spaces (capital);
- **costs associated with premises**, e.g. venue hire for targeted community events to improve community cohesion and alleviate loneliness and isolation (revenue);
- **equipment to enable services**, e.g. tools for hire stations, bike repair essentials, repair equipment, refrigeration for community kitchens (capital);

- **climate information & engagement** building understanding of the climate emergency across Renfrewshire's geographical communities and communities of interest through awareness raising engagement activities (revenue);
- **restoration and development** of existing buildings or towards the costs of new build projects (capital).

Outputs and Outcomes

The Sustainable Communities Fund is designed to support interventions that promote and enable local communities to take forward ideas and opportunities that improve the fabric and working of communities for the benefit of those who live there.

We have identified a range of outputs and outcomes that will help us and you to measure the difference that sustainable communities funding has made in your community. This list is not exhaustive and applicants are encouraged to identify additional outputs and/or outcomes that are appropriate for your project.

Outputs

Outputs are the result of activity, for example, if the project is to create a community garden, the output will be the garden, an improvement to public space or new amenity for public use.

Proposed outputs for the Sustainable Communities Fund, but not limited to, include:

- Number of organisations receiving financial support
- Number of new community improvement schemes
- Number of new low or zero carbon infrastructure installed
- Number of new facilities created in communities
- Number of existing community facilities improved
- Number of local events or activities supported including training and capacity building
- Number of assets transferred to community control

Outcomes

Outcomes are the product or impact of activity, the added value of carrying out the activity, for example, sticking with the community garden theme, the outcome may be improvement in biodiversity and/or positive impacts on public health and social wellbeing.

Proposed outputs for the Sustainable Communities Fund, but not limited to, include:

- Increase in capacity within community organisations and management (number of organisations)
- New jobs created (number)
- Increase in knowledge and skills, e.g. in climate change or community growing (number of people trained)
- Improved perception of facilities/amenities (number of people)
- Increased users of facilities/amenities (number of people)
- Increase in community engagement and participation (number of people)
- Increase in social well-being (percentage)
- Increase in public health and mental wellbeing (percentage)
- Increase in environmental wellbeing (number of initiatives)

In selecting outputs and outcomes for your project, applicants should consider how they will measure these.

The Application Process

Application to the Sustainable Communities Fund will be via a standard application form.

The application form will require basic information about your organisation and governance arrangements. The form will ask you to describe your project and detail all of the costs associated with your project as well as those that you are applying for. The form will also ask you to specify the outputs and outcomes to be achieved by the project, timelines and how these will be measured.

You will be asked to identify the tier of funding being applied for and whether costs will be capital or revenue. Applications tiers 2 and 3 will require additional information proportionate to the higher level of funding being requested.

When Can I Apply?

Applications are invited from Monday 2nd October 2023. The fund will remain open until at least the 30th of November 2024 or until all funding is fully committed.

Applications can be submitted at any time and will be considered at the next available quarterly assessment panel. Dates for when the assessment panel will meet and deadlines for applications are set out in the table below:

Quarterly Assessment	Month	Last date for application submission	Board Decision Date
Assessment 1	November 2023	31 st October 2023	16 th January 2024
Assessment 2	February 2024	31 st January 2024	12 th March 2024
Assessment 3	April 2024	31 st March 2024	21 st May 2024
Assessment 4	July 2024	30 th June 2024	20 th August 2024
Assessment 5	September 2024	31 st August 2024	October 2024
Assessment 6	December 2024	30 th November	January 2025

Applicants should note that a successful funding application to the Sustainable Communities Fund to support development of a project idea is not an indication of the outcome of a related asset transfer request. Each asset transfer request will be considered on its own merits.

Assessment Criteria

Applications to the Sustainable Communities will be assessed in the first instance by an internal officer panel comprising senior officers from across the Council and recommended for approval to the Communities and Housing Policy Board who will make the final decision.

Please note that information is provided to the Communities and Housing Policy Board on all applications, whether they are recommended for approval or not.

In assessing applications, the officer panel will consider how well applications meet the following criteria:

Eligibility

- Organisation making the application is formally constituted and is community controlled (the business of the organisation is controlled by the members being members of the community);
- Where appropriate, the organisation meets the criteria as a Community Transfer Body under Part 5 of the Community Empowerment (Scotland) Act 2015.

Positive impact for local communities

- You have identified the community need for your project, as well as clearly showing the changes your project will bring;

- You have identified clear outputs and outcomes for your project and can clearly explain the impact your project will have for the community;
- You have identified measures you will take to know and measure if you have achieved positive change.

Community Participation

- You can evidence how the community have been involved in the development of your idea, and are supportive of your plans.
- Your plans show the community will continue to have a voice in the delivery and oversight of your project.
- You can demonstrate a clear commitment to equality, diversity and inclusion, making sure that different types of people are supported and empowered to engage with your project.

Viability and Sustainability

- You can demonstrate how your project can be financially sustainable.
- Your organisation has the appropriate skills, experience, and qualifications to deliver the project, or has a plan for engaging people who do.
- Your organisation has suitable governance arrangements in place for the scale of the project and has clear succession plans in place for the recruitment of board members or trustees.

Strategic fit with the fund objectives and criteria

- You understand how your project fits with the strategic priorities of Renfrewshire Council and Renfrewshire Community Planning Partnership.
- Your project is complementary to existing facilities and provisions in the local area.

Best Value and leverage of additional funding and/or resources

- You can demonstrate how your project meets the 7 best value themes including, clear vision and leadership, governance and accountability, effective use of resources, partnership and collaboration working, sustainability, working with communities and fairness and equality;
- You can identify and secure other funding sources to support the development of your project, including the leverage of additional funding into Renfrewshire.

Fair Work Principles

In July 2023, the Scottish Government introduced new guidelines for Fair Work First in workplaces across Scotland. This includes a commitment to paying the Real Living Wage (currently £10.90 per hour) and providing an effect employee voice. The guidelines extend to recipients of public funding including grant monies.

Applicants should provide a statement indicating how they will support and implement Fair Work First principles, where appropriate and reasons as to why this may not apply to your project.

Grant Conditions

All grants will be subject to Renfrewshire Council's standard Grant Conditions.

- £1,000 to less than £10,000: All grant payments will be authorised by the Council subject to satisfactory compliance procedures outlined in the Grant Conditions and subject to scrutiny of any grants claims and receipts/invoices by the Council. Once agreed all grant payments will normally be made in one or two instalments at the Council's discretion.
- £10,000 or more: All grant payments will be authorised by the Council subject to satisfactory compliance with the bookkeeping and accounts procedures outlined in the Grant Conditions and subject to scrutiny of any grants claims and

receipts/invoices by the Council. Once agreed, a schedule of grant payment will be agreed and may be paid in advance at the Council's discretion. Please note: Grants are made payable to applicant organisations or individuals detailed in the main application form. Grants awards are not transferrable to other organisations or entities.

Grant payments will be made directly via BACs transfer to applicant organisations detailed in the main application form. Payments will **not** be made to individual or personal accounts. Grants awards are **not transferrable** to other organisations or entities.

Receipts may be requested to evidence that grant awards have been spent in accordance with the application and to evidence spend by date if required.

Monitoring and Evaluating Outcomes

Council Officers will work with all successful applicants to monitor the outcomes delivered by projects and initiatives supported through the Fund.

Attachments To Your Application

Organisations and Groups should provide supporting evidence as follows:

- Bank Statement less than three months old.
- Copy of your most recent Annual Accounts or Income and Expenditure Statement. These should be less than 15 months old, dated and signed as approved. (You may provide a link to OSCR/Companies House submitted file)
- New organisations should submit estimates of income and expenditure for the first 12 months.
- A signed, dated copy of the organisation's Constitution or Memorandum and Articles of Association. (You may provide a link to OSCR/Companies House submitted file)
- Any other relevant reports or information to support your application such as supporting evidence (including media coverage, press cuttings, images, past publicity materials, reviews, and letters of support) (PDF's preferred)