**Neighbourhood Support Fund – Application Questions**

This is a list of the questions that you will be asked when completing the online application for Cheviot, Eildon, Teviot and Liddesdale, and Tweeddale.

If you have any questions, or are unsure about anything you will be asked, please get in touch with the Communities and Partnerships Team at communitygrants@scotborders.gov.uk or on 0300 100 1800.

1. **Group details**
	1. What locality is your group in?
		1. **If Teviot and Liddesdale**, you will be asked if you are applying to Pot A or Pot B. If Pot A, you will then be asked to select your Community Council area
	2. Group name:
	3. What type of group are you?
	4. What does your group do? *500 character limit.*
2. **Contact details**
	1. First name:
	2. Last name:
	3. Email:
	4. Contact number:
3. **About the project**
	1. Project name:
	2. Project start date:
	3. Project end date:
	4. Brief description of your project:
	5. What type of project is it **(choose one):**
		1. Pilot project

How will the project be delivered? *500 character limit.*

* + 1. One off project

How will the project be delivered? *500 character limit.*

* + 1. Ongoing project

How will you finance this project long term? *500 character limit.*

Who will manage the project long term? *500 character limit.*

How will the project be delivered? *500 character limit.*

1. **Community involvement**

*These are the four main questions in the application and your answers will help to inform the assessment panel in your locality of the positive impact your project will have. Please ensure your answers provide enough information. Refer to your locality’s guidance notes for advice on what to consider when planning your project and identifying outcomes.*

* 1. How has your community helped develop the idea?
	2. What difference is your project going to make to the community?
	3. How will you measure the success of your project in the community?
	4. Tell us any other relevant information about your project
1. **Buildings and land**
	1. Does your project involve work to a building or land?
		1. If you reply yes, you will be asked whether you have:
* Lease agreement or written permission of the owner
* A copy of the lease agreement or written permission of the owner to upload
* Planning permission
* Planning permission reference number
* Or none of the above
1. **Constitution**
	1. Select what your group has **(choose one)**:
		1. A constitution
* Upload your constitution/operating rules
* Upload your signed and audited annual accounts dated within the last 15 months
	+ 1. A set of operating rules
* Upload your constitution/operating rules
* Upload your signed and audited annual accounts dated within the last 15 months
	+ 1. None of the above as unconstituted
* Do you have agreement from a constituted group to receive and distribute the funds if your application is successful?
* Constituted group name
* Group contact first name
* Group contact last name
* Group contact email
* Group contact number

*If you are not a constituted group, we will request bank details from your nominated constituted group once you submit your application. Your application will remain at the pre-assessment stage until this information has been submitted.*

1. **Financial details**
	1. Bank account
		1. Current bank balance
		2. Upload a bank statement dated within the last three months.
		3. Is any of this balance ring-fenced for anything specific?
	* How much is ring-fenced?
	* What’s it ring-fenced for?

*If you have unrestricted funds in your account that can be used to fund your proposed project, it is unlikely that your project will receive funding.*

1. **Policies and statements**
	1. Equal opportunities
		1. Upload your equal opportunities policy or statement

*You need to have an equal opportunities policy or statement in place. If you don’t, please contact us.*

1. **Sustainability (This applies to the Cheviot locality only)**
	1. Do you have a sustainability policy?
		1. Upload your sustainability policy or statement

*Please contact us if you are applying to Cheviot Neighbourhood Support Fund and don’t have a sustainability policy place.*

1. **Working with children, young people under the age of 18, or vulnerable adults**
	1. Does your project involve working with children, young people under the age of 18 or vulnerable adults?
		1. Do you have protection policies in place?
		2. Upload any protection policies
2. **Costs and expenditure**
	1. Total cost of the project
	2. Financial contribution (10% minimum) by applying group **(does not apply to Eildon)**
	* Applications **under the value of £500** do not require a contribution in Cheviot, Teviot and Liddesdale, and Tweeddale**.**
	1. How much funding are you applying for?
3. **Staffing**
	1. Does your project include staffing costs? **Please see your locality’s guidance notes to check that staffing/salary costs are permitted.**
		1. Provide a breakdown of the staffing costs and how they have been calculated.
4. **Items of expenditure**
	1. Do any items of expenditure you’re applying for cost less than £1,000?
		1. Provide details of all items costing less than £1,000
		2. Upload one quote for each item costing less than £1,000
	2. Do any items of expenditure you’re applying for cost £1,000 or more?
		1. Provide details of all items costing £1,000 or more
		2. Upload three quotes for each item costing £1,000 or more
	3. Has your group received any other funds from Scottish Borders Council in the last three years?
		1. You will be asked to provide the following information about these funds:
			* Project title/grant name
			* Reference number
			* Amount received
			* Date received
			* Grant status (applied for, secured, project completed, project ongoing)
			* Evaluation status
	4. Is the total cost of the project more than you're applying for?
		1. You will be asked to provide the following information about any other sources of funding you are applying for:
			* Funding body
			* Amount
			* Status of funds

**You will then be asked to check and submit your application.**

**Please ensure that you have answered all of the questions listed in this document before you progress to the online application. You may not be able to save your progress once you start the online application.**