



# EXPRESSION OF INTEREST FOR FUNDING (EOI)

We invite expressions of interest (EOI) from organisations seeking grant funding to support the Scottish Borders.

This form helps us, and our partner services understand your needs and match them to relevant funding opportunities. These may be funds we administer or independent grant funds. Please note:

- Projects which have a completed project idea, including budget and all appropriate permissions are eligible to complete an EOI.
  - If you do not have the above information in place, please contact [communityengagement@scotborders.gov.uk](mailto:communityengagement@scotborders.gov.uk) to discuss your project.
- If suitable funding isn't available, we will signpost you to alternative support or funding opportunities.
- Submitting an EOI does not guarantee funding for your project.
- We aim to respond to all EOIs within 21 days.

Please complete and return this form to [eois@scotborders.gov.uk](mailto:eois@scotborders.gov.uk)

## Section 1: Your Organisation

<b>Name of Organisation</b>	
<b>Type of Organisation</b>	<input type="checkbox"/> Constituted Community / Voluntary Group <input type="checkbox"/> Registered Charity / SCIO <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Community Interest Company <input type="checkbox"/> Trust/Development Company <input type="checkbox"/> Business / Enterprise / Private Sector <input type="checkbox"/> Other – Please state:
<b>Registered Address (if any)</b>	
<b>Key Contact</b>	
<b>Key Contact Email</b>	
<b>Key Contact Number</b>	

### 1a. Please describe what your organisation does (max. 200 words)

*It is important to have a short, succinct, and powerful explanation of what your organisation does.*

- a. *In one or two sentences, what is your organisation's mission? What are you trying to achieve? Why do you exist?*
- b. *Summarise your main activities/services that you provide. What makes you unique?*
- c. *Use data and numbers to support the work you do, i.e., how many people you support, how many programmes you run, the quantifiable difference you make.*
- d. *Avoid industry jargon! Assume that the reader will have zero knowledge of your geographical area and sector.*

### 1b. Please describe the problems or challenges faced by the people using your services and how your activities or services help them overcome these issues (max. 200 word)

*In this section, we want to humanise your work. Focus on the people that benefit from your services.*

- a. *Using examples, outline the problems your beneficiaries face.*
- b. *Do you have any anecdotes that can show the real-world impact you have? Share success stories!*
- c. *Discuss the cause of these problems/ why these issues exist.*
- d. *Clearly explain how your organisation specifically addresses these issues/problems, i.e., the reason your organisation exists!*
- e. *Provide evidence and data where possible.*
- f. *Again, avoid jargon – clear and to the point explanation*

## Section 2: Your Project

<b>Project Title</b> <i>(Keep to 5 words or less (if possible), catchy, and informative)</i>	
<b>Project Location</b>	
<b>Start Date</b> <i>(When applying for funding, be aware of when you would receive funds if successful. Funders are unlikely to fund projects that have already started or backdate funding.)</i>	
<b>End Date</b>	

### 2a. Please give a brief description of your project (max. 350 words)

*Clear, concise, and compelling project description.*

- a. *The name of your project and a brief statement of its purpose*
- b. *Explain the problem or need you are addressing, use data and/or anecdotes where possible.*
- c. *List your aims and objectives – ensure these are clear and measurable!*
- d. *Describe the key activities that will take place, include timelines and responsible parties where relevant.*
- e. *Who will benefit? Be detailed about demographics where appropriate and the number of people.*
- f. *Detail your project outcomes and the impact – how will this project make a difference?*

**2b. Please how your community/beneficiaries have influenced the design and development of this project (max. 300 words)**

*There will be a question very similar in every application! Funders want to know that people want this project to exist, and that you have asked for their input!*

- a. **How** have you engaged with the community to gather input/feedback? Mention the specific methods.
- b. Identify **who** you have engaged with.
- c. Summarise the main insights and feedback received, and the issues identified.
- d. Describe how this process has been incorporated into the design of your project.
- e. Explain, if applicable, how the community will have continued involvement in this project.
- f. Provide examples to show how your project is tailored to the need of the community.
- g. Lastly, highlight the benefit of community involvement for your project.

**2c. Please describe how your proposed project intends to leave a legacy (max. 250 words)**

*Essentially, will you rely on funding continuously? Will you be coming back for more? It is attractive to funders to see that you have put in some thought to financial sustainability and future planning. Also, what is the legacy of the project? What impact will this project have on your community going forward? How will you monitor this?*

- a. Provide a clear overview of your financial plans, including your anticipated ongoing costs.*
- b. Explain the funding sources you will tap into to cover any costs.*
- c. Describe how you will ensure the project will be financially sustainable post-grant.*
- d. Explain the long-term benefits of the project. How will the outcomes of this project continue to serve the community and its potential to inspire future initiatives?*
- e. Describe how you will monitor and evaluate project progress and impact over time.*

## Section 3: Finance

**3a. Please provide details of your planned expenditure in the table below.**

- Please note, "Amount Required" is the total funding required for your project, "Amount Requested" is the amount requested funding.
- Salary costs **MUST** display hourly wage and hours per week.

Item	Amount Required (£)	Amount Requested (£)
<b>Total</b>		

**3b. Please confirm that all staffing expenses related to the project adhere to Fair Work First guidance, policies, and practices. (See [Fair Work First](#) for guidance)**

Yes     No

**3c. Please detail (if applicable) any match-funding associated with the costs detailed above. (This includes contributions from other funders and your organisation's own reserves. This does not include in-kind support).**

Source of Income	Amount (£)

## Section 4: Finance

<b>4a. Please indicate if you have any of the following supporting documents to provide alongside your application (where relevant)</b>	
<input type="checkbox"/> Design Proposals <input type="checkbox"/> Business Plan <input type="checkbox"/> Feasibility Work <input type="checkbox"/> Other; please detail:	
<b>4b. Please indicate the planning status of your project (if applicable)</b>	
<input type="checkbox"/> Planning approved. <input type="checkbox"/> Planning application submitted. <input type="checkbox"/> Intending to submit planning application. <input type="checkbox"/> Project does not require planning permissions	
<b>4c. If your work involves children, young people, or vulnerable adults, do you have a policy document which sets out how you will keep them safe? (If your work involves children, young people, or vulnerable adults, we need to know that you have policies in place to keep them safe. We might also ask to see these. If this doesn't apply to your work, please select N/A).</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>4d. Please confirm that your activity will be ready to start with all necessary planning consents, statutory requirements, and match funding in place, if applicable.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>4e. Please indicate if your organisation is VAT registered or not.</b> <i>(If you are VAT registered, please ensure you deduct VAT costs from your application as we cannot pay them)</i>	<input type="checkbox"/> VAT registered <input type="checkbox"/> Not VAT Registered <input type="checkbox"/> Part VAT Registered
<b>4f. Please confirm you will ensure best value for money is undertaken and you are happy to comply with Scottish Government minimum procurement requirements (i.e., £0-£5,000 justify spend choice; over £5,000 3 quotes required)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4g. Please tick the box to acknowledge that you give permission for us to hold your data for grant-making purposes.</b>	<input type="checkbox"/> Yes
<b>4h. Have you spoken to South of Scotland Enterprise about support for your project? (please note, this is not mandatory for the progression of your EOI)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4i. Have you spoken to Borders Community Action about support for your project? (please note, this is not mandatory for the progression of your EOI)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section 5: Supporting Information

If your application is to be taken forward for funding, supporting information will be required. It is worth evaluating what you have ready, so you are prepared for the submission deadline.

### Likely to be mandatory:

- a. Constitution / Set of Rules / Articles
- b. Bank Statements
- c. Annual Accounts
- d. Financial Quotes

### Items to consider:

- a. Business Plan
- b. Planning Status
- c. VAT Status
- d. Policies, e.g., Child Protection, Safeguarding, Equality
- e. Multiple financial quotes if applying for a high value item.

Please complete and return this form to [eoim@scotborders.gov.uk](mailto:eoim@scotborders.gov.uk)

### Notes

- EOI forms are welcome at any time.
- Please note that we do not award retrospective grants.
- Individual grant schemes have their own deadlines and funding may not be available from schemes, but Council Officers will do their best to find potential funding sources for all EOIs received.
- Please note that submission of an EOI does not guarantee funding.