

Guidance Notes – The Corra Foundation Legacy Fund

Section 1 – Organisation Details

Organisation's Name	<i>The full legal name of your organisation as given in the organisation's governing documents</i>
Address	<i>Main Postal address for organisation</i>
Contact name and Designation	<i>The name of the person who is best able to speak about the application</i>
Type of organisation:	<p><i>The Fund is only open to organisations operating in the Fernhill community. They must be voluntary / 3rd Sector organisations and members of VASLan (Voluntary Action South Lanarkshire).</i></p> <p><i>Unincorporated groups/individuals can apply for grant funding up to £300 but must be working with a constituted group that is willing to hold funds on behalf of the un-constituted group. Additional information about the partnership arrangements will be asked during the assessment process.</i></p> <p><i>All applicants will be asked for a signed copy of their constitutional documents.</i></p>
Income last fiscal year	<p><i>Please indicate the total income of your organisation for your last fiscal year. Organisations who have been in operation for less than 12 months and do not have full independently examined annual accounts yet should give an estimated projection of income for the first fiscal year.</i></p> <p><i>If successful, organisations will be required to submit a copy of their annual accounts as a condition of grant. New organisations will be required to submit a copy of the last three months of bank statements.</i></p>
Please Provide a brief description of your organisation's main activities	<p><i>Provide a summary of the purpose of your organisation including the aims and activities along with who benefits from your organisation's actions/activities.</i></p> <p><i>This is NOT about the activity you are seeking funding for.</i></p>
Section 2	Outline of the Proposed Activity:

<p>Please name and describe your project and the activities that will be carried out</p>	<p><i>Give your project a distinct name that will distinguish it from other activities carried out by your group or the core work that your organisation delivers.</i></p> <p><i>Tell us what you intend to do and how you will do it. (e.g., provide 1hr coaching sessions for 20 young people in basketball twice a week for 10 weeks)</i></p> <p><i>Outline how you think this will benefit the communities/people that you are engaging with.</i></p> <p><i>Let us know how you have identified the need for this project, who have you engaged with and what input those you are working with have had in the design and delivery of your project, if any.</i></p> <p><i>Include how you see your organisation's project supporting the short, and medium term, outcomes detailed below: (it is not necessary to link to all of them, only those that are relevant)</i></p> <p><i>Short Term Outcomes:</i></p> <ul style="list-style-type: none"><i>• Staff, volunteers, or members of the community are upskilled in some way because of participation within your activity/project</i><i>• Your activity/project has resulted in an increase of community members being involved in what could be classed as a "community activity."</i><i>• Organisation(s) or those tasked with running them, are more confident that they could guide the organisation sustainably as it tries to accomplish its aims.</i> <p><i>Medium Term Outcomes:</i></p> <ul style="list-style-type: none"><i>• The funding/project/activity enables increased collaboration between organisations operating within the Fernhill community</i><i>• The funding/project/activity enables increased involvement from voluntary sector voices in partnership discussions/planning arrangements.</i><i>• The project, activity, or the organisation, becomes more sustainable through these actions.</i>
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<p>What evidence will you collect to demonstrate the benefits your project has achieved and that you are meeting the outcomes outlined above.</p>	<p><i>Think about the outcomes your activity relates to and what it is you need to be able to show to prove that your project has helped towards achieving that outcome.</i></p> <p><i>What data/information will let you show the difference you hope to achieve (in the above example of basketball coaching, keeping a register would show any changes in attendance, asking participants to complete a simple survey asking their satisfaction levels, if they acquired new skills etc. will get their feedback, records of any training attended will show upskilling of staff/volunteers etc.)</i></p> <p><i>This can include a mixture of qualitative and quantitative information.</i></p> <p><i>You may want to include the opportunity for those involved in the project to tell their story through case studies.</i></p> <p><i>More support and advice on evaluation is available at Collecting evidence - Evaluation Support Scotland</i></p>
<p>Section 3</p>	<p>Financial information</p>
<p>How much will your project cost and how much do you want The Corra Foundation Legacy Fund to contribute</p>	<p><i>The fund can provide up to £1000 for collaborative /partnership bids. For most projects, bids of between £100 and £500 would be expected.</i></p> <p><i>If you are not putting forward a partnership/collaborative bid and your total project cost is more than £500, you may want to think about “match funding”. This is where 2 or more funders contribute towards the cost of the project. The benefits of this are that it allows larger sums to be accessed and therefore the potential for a bigger project. It also means that the organisation will have to report to more than one funder which may require multiple sets of outcomes to be reported against and multiple reports to be submitted.</i></p> <p><i>The application form has range of “cost” categories to choose from. Please provide details on the costs associated with your proposal and allocate them to the most appropriate category.</i></p> <p><i>Should you require any clarification, please contact VASLan (Voluntary Action South Lanarkshire) for further information.</i></p>

We Will Fund	We Cannot Fund
<ul style="list-style-type: none"> • Equipment • One Off Events • Hire of Community Spaces • Small Capital Spend • Staff Costs • Training costs • Transport • Utilities/running costs • Volunteer expenses • Helping people to stay safe (PPE) 	<ul style="list-style-type: none"> • Contingency costs, Loans endowments or interest • Electricity generation and feed in tariff payment • Political or religious campaigning • Profit- making / Fundraising activities • VAT you can reclaim • Statutory activities • Overseas travel • Alcohol

FAQ's

Will there be any continuation or recurring funding?

It should be noted that this funding is a not a recurring fund and, therefore, applications should be sought for time limited projects.

What size of organisation can apply for the fund?

The Corra Foundation Legacy Fund is aimed at small, grassroots community groups and organisations (i.e., voluntary or community organisations; registered charities; groups or clubs; or Community Interest Companies, and community councils).

What size of grant can be awarded to applicants?

Small Grants Program £0 - £500

Collaborative / Partnership bids up to £1000

When will we receive the money?

If successful, you will be given an offer of grant acknowledgement no later than 4 weeks after the closing date. This will ask you to provide banking details and the offer will include a condition of grant contract. As soon as this information is received from a group, payment can be processed and should take 2-3 business days to arrive in your bank

When does the Fund have to be spent by?

Any funding awarded must be spent within 12 months of issue. Organisations will be asked to complete an “End of Grant” report and submit accompanying evidence within 4 weeks after the 12-month period.

How will the Fund be monitored?

We will require a project/year-end report (dependant on which is first) on the Fund’s progress.

More Support

If you have any questions or require support in your application, contact voluntary Action South Lanarkshire at funding@vaslan.org.uk 01698 300390 www.vaslan.org.uk