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**The Age Scotland Community Grants Programme**

**Resilience and Recovery Fund 2021/22**

**For Community Member Groups/Organisations**

**Information Leaflet and Application Form**

1. **Introduction and background**

Every Age Scotland member group and organisation provides vital services and activities for older people. Your work helps people to be socially connected, to stay active, maintain and improve health and well-being, and to enjoy later life.

It’s been a year of unprecedented challenge and change for all Age Scotland members. As we each continue to navigate our way through the health pandemic, and with support from our corporate partner Sky Cares, Age Scotland is pleased to be able to offer some additional financial assistance to Community Group members through our **Resilience and Recovery Community Grants Programme 2021/2**.

This programme will award one-off grants of between £100-£2,500 to eligible Age Scotland member groups/organisations. This programme aims to help members:

* maintain your group/organisation, your service and activities
* support your recovery and safe return to meetings, activities and services
* develop new services, activities or ways of working to benefit your members/service users or other older people in your community.

In this leaflet you will find more information about the grants programme and a copy of the application form. Age Scotland’s Community Development team can provide additional information, advice and support to member groups considering applying for grant. If our grants programme is not a good fit for your needs we can also advise on alternative funding sources.

Tel: 0333 323 2400 Email: members@agescotland.org.uk

**2. Who can apply for an Age Scotland Resilience and Recovery Grant?**

The Age Scotland Community Grants Programme is open to all Age Scotland Community Group (Category 1) Members.

Your group/organisation must be:

* A constituted voluntary organisation or community group
* Have a bank account with at least 2 signatories
* Have a committee/management structure.

If your group/organisation is a branch of a larger charity please make sure that you are authorised to apply for an Age Scotland grant.

**3. What we will fund**

We will fund items that enable Age Scotland Community Members to:

* maintain your group/organisation, your service and activities
* support your recovery and safe return to meetings, activities and services
* develop new services, activities or ways of working to benefit your members/service users or other older people in your community.

In particular, we can help fund:

* Start-up costs of new services and activities
* Sessional staff costs or trainers’ fees (up to a maximum of £30 per hour)
* Training for volunteers and volunteer expenses
* The costs of holding meetings and activities including room hire, refreshments, PPE and other additional health and safety requirements
* Essential equipment, materials and tools for your group/organisation, services or activities.

We will also consider requests for assistance with other items of expenditure that you, our members, tell us are important to you in these extraordinary times.

**4. We will not fund**

* Projects/activities that statutory organisations have a legal obligation to provide
* activities that happen or start before we confirm our grant award
* party political or religious activities
* purchase of alcohol
* registration and affiliation fees for clubs.

**5. When can I apply for a grant and what is the deadline?**

The Age Scotland Community Grants Programme Resilience and Recovery Fund 2021/22 is now open for applications**.**

**The closing date for applications is 31st July 2021.**

Please apply using the application form attached. Our minimum award is £100 and the maximum award we will make is £2,500.

Please only apply for the funds you need. This is a small grants programme and we want to help as many members as we possibly can.

**6. How will Age Scotland decide on grant awards?**

We will carefully consider each application received and assess each application against six criteria.

We will prioritise our funds towards applications that:

* demonstrate why a grant is needed
* are a good fit with one or more of Age Scotland’s 3 strategic priorities: tackling loneliness and isolation, helping older people to be as well as they can be; promoting a positive view of ageing and later life
* explain how older people will benefit from the award
* are received from small voluntary and community sector groups and those organisations with minimal reserves
* are received from members who have not recently been awarded an Age Scotland grant
* are received from groups and organisations who have the people, resources and support in place to deliver their activity/project.

We will notify all applicants of the outcome of their application as quickly as possible, and no later than the end of August 2021.

**7. Conditions of an Age Scotland health and well-being grant**

* Grants must be spent by 31st March 2022, and reported on by 30th April 2022.
* Grants must only be spent on the items agreed in our letter of award.
* Grant holders must acknowledge Age Scotland’s support in all publicity or media coverage relating to the funded activity.
* Grant holders must work with Age Scotland to provide information on the items the grant has been spent on and to record and report how their grant has benefited older people.
* Grant holders must keep receipts of all items of expenditure and provide copies of these with their end of grant evaluation report.

**8. How to apply for a grant and getting help with your application**

Please apply using the application form below.

The closing date for applications is **31st July 2021.**

Telephone:  0333 323 2400

Email: members@agescotland.org.uk

Address: Causewayside House,160 Causewayside, Edinburgh EH9 1PR

Age Scotland’s Community Development team is able to offer members advice and support making your grant application. If you need assistance please get in touch with us on the contact details above and we will arrange for a member of the Community Development team to help you.

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**The Age Scotland Community Grants Programme**

**Reslience and Recovery Fund 2021/22**

**For our Community Member Groups**

**Application Form**

Where required, please indicate your choices (X) in the appropriate boxes.

#### Your Group/Organisation’s contact details (please print your contact details)

|  |  |
| --- | --- |
| Name of Group/Organisation |  |
|  |
| Name of Main Contact |   |
|  |
| Addresssesssswwss  |   |
|  |
| Postcode Post Code |   |  Local Authority |   |
|  |
| Telephone  |   | Email  |   |
|  |
|  |

1. **Your main activities and reason for applying for grant**

**2.1 What is the main purpose of your group/organisation?**

 **Tell us about your group/organisation and your regular activities.**

|  |
| --- |
|   |

* 1. **Why do you need an Age Scotland Resilience and Recovery grant? What will you use the grant for?**

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* 1. **How will your activities contribute to one or more of Age Scotland’s 3 strategic priorities: tackling loneliness and isolation, helping older people to be as well as they can be, promoting a positive view of ageing and later life?**

|  |
| --- |
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**2.4 Tell us about the people who will benefit from your Age Scotland grant**

* **Who will benefit?**
* **How many older people will benefit from your grant?**
* **In what ways will they benefit from your grant?**

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| --- |
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1. **Managing your Age Scotland grant**

**3.1** **Who will manage your Age Scotland grant?**

**Tell us about the skills of the people who will be involved in managing your grant or running activities/services funded by your grant.**

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**3.2 Do you need any help from Age Scotland to deliver your grant?**

 **How can we be of assistance?**

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1. **Financial Information**

**4.1 Tell us about your income and expenditure for last year and what your financial position is this year.**

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| --- |
|  |

**4.2 What reserves does your group/organisation have?**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Restricted | Unrestricted |
|  |  |  |  |
|  |  | £ |  | £ |  |
|  |  |  |  |  |  |

**4.3 How much funding are you requesting from Age Scotland? £\_\_\_\_\_\_\_\_**

**4.4 Please provide a budget breakdown itemising all the costs that make up your funding request to Age Scotland in the box below.**

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| --- |
|  |

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| --- |
| **4.5 Have you previously been awarded an Age Scotland grant?** |

|  |  |
| --- | --- |
| **Yes** | **No** |
|  |  |

**4.6 Your bank details (please print details)**

|  |  |
| --- | --- |
| Name of Bank |  |

|  |  |
| --- | --- |
| Account Name |   |

|  |  |
| --- | --- |
| Account Number |  |

|  |  |
| --- | --- |
| Sort Code |  |

Before sending us your completed application, please make sure you have enclosed or attached a copy of the following documents. (If you are unable to do this, please give reasons in the box below)

|  |  |
| --- | --- |
| **Enclosed/Attached Items** | **Enclosed** |
| **Yes** | **No** |
| Most recent audited/independently examined accounts |  |  |
| Bank details verification (Pay-In slip or copy of heading from your Bank Statement) |  |  |

**Reason for not enclosing an item**

|  |
| --- |
|  |

1. **Declaration**

**I am authorised to put forward this application on behalf of my group/ organisation, and to sign this declaration.**

On behalf of my group/organisation, I agree that if we are awarded a grant from Age Scotland, we will keep to the standard terms of grant described below and any further terms and conditions set out in the grant notification letter.

* Grants must be spent by 31st March 2022 and reported on by 31st April 2022.
* Grants must only be spent on the purpose stated in the application form and letter of award.
* Grant holders must acknowledge Age Scotland support in all publicity or media coverage relating to the funded activity.
* Grant holders must work with Age Scotland to provide information on the items the grant has been spent on and to record and report how on the impact of their grant.
* Grant holders must keep receipts of all items of expenditure relating to the Age Scotland award and provide copies of these with the end of grant evaluation report.

**I confirm that my organisation has:**

* a constitution/memorandum and articles of association
* appropriate public liability insurance for our regular activities

**Privacy Statement**

Age Scotland is committed to protecting and respecting your privacy.

The information you provide on this grant application form will be held securely.

For more information about Age Scotland privacy practices please visit our website <https://www.ageuk.org.uk/scotland/help/privacy-policy/> or Tel: 0333 323 2400.

**Signed** **Print Name**

**Position Date**

**Please return your completed grant application to:**

**Age Scotland, Causewayside House,160 Causewayside, Edinburgh EH9 1PR**

**Email:** **members@agescotland.org.uk**

**By 31st July 2021**

Age Scotland, part of the Age Network, is an independent charity dedicated to improving the later lives of everyone on the ageing journey, within a charitable company limited by guarantee and registered in Scotland. Registration Number: 153343 Charity Number: SC010100 Registered Office: Causewayside House, 160 Causewayside, Edinburgh EH9 1PR

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