**Communities Recovery Fund (Word template of application form)**

**Online Form**

**Apply**

The Community and Third Sector Recovery Programme, part of Scottish Government’s £350m emergency response to coronavirus. These are the questions in the online form to complete for the Communities Recovery Fund

These fields are mandatory \*

Please enter the details below to continue your application process.

Scottish Charity Number

Please enter your full Scottish Charity Number beginning with ‘SC’ then six digits to confirm

Organisation Type\* (if you have entered your Scottish Charity Number this will be automatically filled in)

Organisation Name\*

Organisation email address\*

Website address

Tell us briefly what your organisation is established to do and for whom

This should include your vision, governance structure and core activity

(maximum 300 words) \*

In which year was your organisation established? \*

Staff numbers

FTE \*

Volunteers \*

Select the main sector your organisation works in \* (Drop down menu)

* Community engagement / development
* Creative industries (including digital)
* Advocacy, minorities, rights and law
* Circulate economy
* Education (including research)
* Employability
* Energy (including renewables)
* Environment and animals
* Finance and business services
* Food and drink
* Health (including mental health)
* Housing
* Human rights and law
* Social care
* Life sciences
* Preschool education and childcare
* Religion and belief
* Retail
* Sport and physical activity
* Tourism and Hospitality
* Travel (including community travel)
* Other (please specify)

**Organisation address**

**Please enter your main address in Scotland** (this will be pre-populated if you completed your Scottish Charity Registration number – but can be over-written if required)

Postcode\*

Street\*

Town / city\*

Local Authority\*

**Service Delivery**

Where does your organisation deliver the majority of your work?\*

* A local community or small number of local communities
* Across one Local Authority Area (drop down will appear)
* Across several Local Authority areas (drop down will appear)
* Nationally (Scotland)
* UK-wide
* Internationally (outwith Scotland)

How are the people and communities you seek to serve involved or able to influence how you deliver your services or support?

(Max 150 words)\*

Does your organisation work with any of the following communities or people with protected characteristics? (Select all that are relevant)\*

* Age (older people)
* Age (younger people)
* Disability
* Gender
* Race
* Religion / belief / faith
* Sexual orientation and / or gender identity
* Socio-economic disadvantage
* Other (please specify)

**Contact Information**

**Main contact**

First name\*

Last name\*

Job title\*

Email address\*

Contact phone number\*

Alternative phone number \*

**Second Contact**

First name

Last name

Job title

Email address

Contact phone number

Alternative phone number

**Organisation bank account details**

To increase the speed of making payments to successful applicants, we are asking for your organisational bank details at this stage. Please ensure the details are correct, and match the bank statement uploaded, to ensure money reaches the correct amount

Account name\*

Account number\*

Sort code\*

Bank name\*

Bank address\*

Bank postcode\*

**Application type**

* Is most of your application focused on making changes to your organisation so it can adapt for the future (Adapt and Thrive)?
* Is most of your application focused on supporting the reintroduction and / or delivery of services in communities (Communities Recovery Fund)?
* Are you looking for funding and support for both types of activity?

**Organisation finances**

**Tell us about your income and expenditure for the last year**

|  |  |  |
| --- | --- | --- |
| Year ending (MM/YYYY)\* | Income\* | Expenditure\* |
|  | £ | £ |

|  |  |
| --- | --- |
| How much cash or unrestricted reserves do you currently have?\* | £ |

Explain how you have been financially impacted as a result of COVID-19

(max 150 words) \*

**Recovery and funding plan**

Select the type of recovery support you are looking for (select all that are relevant)\*

* Guidance on statutory requirements
* Advice on helping to implement your recovery plan
* General business support or advice
* Funding
* Other (please specify)

Explain briefly how your organisation operated before coronavirus and any changes that you have already made to continue your activity

This should include operational information including your services, products and your capacity e.g. number of people you work with, hours you run each week etc.)

(Max 300 words) \*

Tell us about your plans for the reopening or restructuring of your organisation and / or services

Include steps you’re taking to re-open, new services, resources needed, staff training or recruitment and high-level timeline

(Max 300 words) \*

Describe any physical changes you need to make to operate safely and sustainably in the recovery phase while continuing to have a positive impact for the people and communities you work with

This should include equipment

(Max 300 words)\*

Describe how your organisation and future activities will contribute to assisting rebuilding the health and wellbeing of your community. Priority will be given to organisations who can evidence the impact for people and communities who have been disproportionately affected by COVID-19 (Max 300 words) \*

Have any of the people or communities you work with been involved in your recovery or reopening plans? If yes, tell us how, if now, tell us why this wasn’t possible

(Max 150 words)\*

Please tell us about any aspects of your recovery plan you have concerns about

(Max 150 words)\*

Tell us about the groups of people that are likely to be supported as a result of your recovery plan (select all that are relevant)\*

* People who are shielding
* People who have COVID-19 symptoms or are living with COVID-19 symptoms
* People who are non shielding but are higher risk
* People who are financially at risk
* People who are homeless
* Those with substance dependencies
* People with existing mental health problems
* People with learning disabilities
* People with dementia
* Victims of domestic abuse
* Vulnerable migrants, including refugees, asylum seekers, those with no recourse to public funds, people affected by human trafficking and seasonal migrants
* Gypsy / traveller communities
* Early release prisoners
* Victims of commercial sexual exploitation, including prostitution
* Care leavers
* Other (please describe)

**Funding Specific Questions**

What is the overall estimated cost of your activities? Provide a short description of item(s) and cost. Fore example PPE, building contractor, HR consultant to help you implement your plans

(Max 300 words) \*

Please enter a detailed budget

|  |  |  |
| --- | --- | --- |
| **Budget description** |  | **Amount** |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |
| **Budget Total** | £ |  |

How much money are you applying for?\*

£

Are you applying for funding to \*

* Continue activity you have been delivering in response to COVID-19
* To re-start core activity?
* To deliver new activity identified as a priority due to COVID-19 impact?

**Further detail**

Please identify if you have received other Scottish Government emergency funds and give the details requested below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fund** |  | **Amount** | **Funded until** | **Partner** |
|  | £ |  |  |  |
|  | £ |  |  |  |
|  | £ |  |  |  |

If funding is to deliver services and activity please describe how you are working in partnership with other community organisations and public sector to maximise resources

(max 150 words) \*

Have you previously received funding through the Supporting Communities Fund \*

* Yes
* No

**File attachments**

Please upload the following documents to allow us to conduct due diligence checks on these criteria. There is a 4Mb limit, perdocument, on uplading. If your annual review and accounts is a larger document we will accept the accounts extracted and pasted into a new file

* Your main governance document

(Constitution, memorandum and articles, rules of operation etc).

* Your latest bank statement \*
* Your latest annual accounts
* Your latest management accounts
* Your cash flow forecast

**Confirmation**

* you are aware of and understand all current Government guidelines and phases and your proposed activities align with these
* …you have either staff, directors and/or trustees/management committee members who are able to implement the plan and discuss the proposed changes
* …by submitting your application, you confirm that you understand and accept our obligations under the General Data Protection Regulation (GDPR) set out in our [Privacy Policy](https://scvo.scot/privacy/community-third-sector-recovery-programme)
* …you also understand that by applying, the information you supplied will be shared with a range of national and local organisations for the purposes of verification and assessment. These include (but are not limited to) the Adapt and Thrive programme partners, the Recovery Communities Fund partners, relevant Scottish Government departments, Highlands & Islands Enterprise, and the South of Scotland Enterprise Agency
* …if your application is successful, we will publish details of the financial support provided openly on the internet (with the exception of the primary/secondary contact details), and in addition, we may use/publish information in news releases, case studies, publications and other publicity materials in hard copy and on the internet