



GLASGOW RIVER ACTIVATION PROGRAMME

APPLICATION GUIDANCE NOTES

The following Guidance Notes are intended to assist you in applying for the **Glasgow River Activation Programme**. Please email us for any questions.

1. Introduction

The **Glasgow River Activation Programme** will provide new funding, via Scottish Governments Vacant and Derelict Land Fund, for communities to develop temporary interventions on select vacant and derelict sites along Glasgow's River Corridor. The programme is an action envisioned by the recently adopted River Clyde Strategic Development Framework (SDF) that sets out the vision for a vibrant, inclusive, liveable and well-connected River Corridor.

2. Eligible sites & Site briefs

There are **FIVE** vacant sites along the River Corridor eligible for funding under this programme¹. You must identify one or more of these sites for your proposal in the application form. Site briefs for the five sites are available on the programme web page in a document titled "**GRAP Eligible Sites**" under 'Related Documents' (www.glasgow.gov.uk/rap). The site briefs present information on the individual sites – location, size, period of availability, any specific conditions around its use, etc. Please refer to the briefs before you develop your proposal.

3. Eligibility - Who can apply?

Community and voluntary organisations are eligible to apply for funding under the Glasgow River Activation Programme. Organisations should:

- be not-for-profit and should not allow anyone to profit from being associated with the organisation;
- have a managing body, management committee, or a similar body which meets regularly;
- have elected office bearers e.g. Chairperson, secretary and treasurer;
- have designated authorised signatories (An authorized signatory is a person who has been given the power to sign a document, contracts, agreements or legally binding document on behalf of the group);

¹ The Scottish Governments Vacant and Derelict Land Fund is only available for projects on long term Vacant and Derelict sites that have been on the register for at least 15 years

- have a governing document (e.g. A constitution) that has been approved by the organisation and signed by an office bearer;
- have a bank account with at least three unrelated signatories.

4. Partnership Working

We encourage partnership working in developing and delivering meanwhile projects as part of the Glasgow River Activation Programme. Partnership working allows individuals and non-constituted groups, which would otherwise be ineligible to apply, to collaborate with an established constituted group/organisation for their proposal, where the constituted group becomes the principal applicant.

5. Funding available: You may apply for a minimum of £5,000 and a maximum of £20,000.

6. Ineligible costs

The grant can be used for a range of costs associated with the proposed project and outcomes. There are however certain types of costs that cannot be covered by this programme. These include:

- Staffing costs - the grant is not intended to be the primary source of staffing costs, however certain project-appropriate professional fees may be acceptable;
- Items of equipment or clothing of a personal nature;
- Purchase and/or maintenance of heavy machinery or vehicles such as cars, vans, etc.;
- Provision of meals and snacks;
- Retrospective proposals, for example, activities that have already begun or where equipment has been bought or ordered; and
- Purchase of fireworks.

7. Break up of anticipated project costs

As part of your application, in addition to the anticipated total cost of the project, you will be asked to provide a break-up of the anticipated costs. For this you must include:

- *Item description* – name of the item or brief description
- *Supplier* – you may be asked to provide quotes from multiple suppliers at a later stage
- *Quantity* – number of units
- *Cost (£)* – total cost for the item
- *Funding Source (Glasgow River Activation Programme or Other)* – Please mention what the intended source of funding for the specific item is.

8. Application: Applications to the programme must be submitted via the online form on the website. Please refer to Annex A for a template of the online application.

9. Timelines

- **Application Deadline: 26th August 2022.**
- Decision of applications by September end, 2022
- Successful groups will be required to spend or at least fully commit the grant by end of March 2023.

10. Criteria for judgement

Applications will be reviewed against the following key criteria:

- 10.1. Content and quality of proposal, with clear demonstration of the added value that will be gained from use of the grant.
- 10.2. Meeting of some or all of the priorities for the programme (www.glasgow.gov.uk/rap).
- 10.3. Partnership working and engagement of community, local partners and other interested groups in development and delivery of proposal.
- 10.4. Readiness to deliver and capacity / prior experience.

Final decisions will be made by an interdisciplinary panel.

11. Project duration

The duration of a proposal should align with the site's availability as indicated in the site briefs.

12. Supporting documents required *with application*

Please attach the following documents with your application form.

- 12.1. Current Bank Statement
- 12.2. Constitution or other governing body document
- 12.3. Any other documents / drawings in support of the application, e.g. if you want to indicate on a map the area of the site the project is proposed on, etc.

Please note the total maximum ***total*** file size (including all uploads) that can be submitted with the online application is **3Mbs**. If your documents are larger than that, then please email them to us on the email provided on the website. Please provide your contact details and the name of your organisation in the email.

13. Supporting documents required *on success of proposal*

If your proposal is successful, we will also need the following documents prior to release of funds:

- 13.1. Formal Agreement with the landowner regarding permission to use the site for the suggested timeframe (we will assist with this).
- 13.2. Signed legal agreement with Glasgow City Council on the use of funds.
- 13.3. Proof of insurance and liability coverage for the project.

14. On completion of projects, groups will be required to complete monitoring paperwork

Annex A: Application Form Template

Please see below the template for the online application form. Although responses to all questions are essential, an asterisk “*” against a question means that it is compulsory on the online application form.

1) General Information

- **Applicant’s Details:** Title | First Name* | Surname* | Name of Organisation* | Position in Organisation
- **Applicant’s Address:** Building Name | Address | Town/City | Postcode
- **Contact Details:** Phone Number / Email* / Website
- **Organisation Details**
 - Is the group constituted?* Y/N
 - Is the group a not for profit organisation?* Y/N
 - What are the main aims, objectives and activities of your organisation?
 - If applicable, please provide the group’s Charity Registration Number.

2) Proposal

- **Site(s) for proposal***

Which site(s) is the proposal for? You can apply for multiple sites. For site number please refer to the '**GRAP Eligible Sites**' document on the Council's **Website**. You can also highlight on the relevant map the part of the specific site(s) that the proposal is intended to be delivered on and submit it as an attachment under the File Upload Section. Please make your selection from the options below.

Options: Site 1 | Site 2 | Site 3 | Site 4 | Site 5
- **Project Description**

Describe your proposal for the temporary project in detail. Please include how it meets the priorities of the Glasgow River Activation Programme and what the intended outcomes and benefits are. *(Up to 500 words)*
- **Community Engagement**

Please describe how you intend to involve the immediate/ wider community or community of interest in the design, implementation and operation of the proposed project. Also explain how you will evidence community engagement and project/volunteer impact. *(Up to 500 words)*
- **Partnership approach**

Please list all partners/groups involved in your initiative. Also describe the nature of their involvement – funding, design or other support. *(Up to 500 words)*
- **Project Duration and Timelines**

Please provide the anticipated duration of the project, along with the expected start date.

3) Costs and Funding

- What is the anticipated total cost of your proposal?*(£)
- What level of assistance are you applying for from the Glasgow River Activation Programme?*(£)
- Please provide a break up of anticipated project costs as described in the Application Guidance document, **Section 7**. For each item, please add the information per the table below.

Please note that the online form allows for a maximum of 20 items in the cost breakup. If there are more than 20 items please provide the cost breakup as a separate document / attachment to the online form. You can use the table below as a guide for this.

| Item description | Supplier | Quantity | Cost (£) | Funding Source – Glasgow River Activation Programme or Other |
|------------------|----------|----------|----------|--|
| | | | | |
| | | | | |

- Please provide details on any match funding available to you or has been applied for. If applied for, please also mention when decision will be known.
- Have you received any funding from Glasgow City Council in the current financial year 2021-22? If yes, please indicate the amount and purpose of the funding.
- Will the proposal benefit from any ‘in kind’ support, from either your own organisation or another? If yes, please provide details of the contribution.
- Do you have adequate insurance cover for this proposal e.g. public liability? If successful, we will require proof of insurance coverage.

4) Project Management & Maintenance

- Who will manage the project and how?
- What will the ongoing physical maintenance requirements be?
- Who will be responsible for ensuring the maintenance takes place and oversee it?
- Who will carry out the maintenance work?

5) File Uploads

Please provide any supporting documents using the file upload function. Please note the **total** maximum file size that can be submitted with this application is 3Mbs, if your file size is larger than that then please email this to us on the email provided. Please provide your contact details and the name of your organisation in the email. (4 Upload windows available)

6) Checklist

Please use this checklist to ensure that you have included all relevant information.

- ✓ You have completed all the relevant questions in the application form
- ✓ You have given a daytime contact number or email address in case we need to contact you
- ✓ You have indicated which of the eligible sites you are interested in
- ✓ You have indicated the amount of funding you are requesting
- ✓ You have listed all grants received, or applied for by your organisation in relation to this proposal

Please also ensure you have provided the following supporting documents as your application cannot be processed without the relevant supporting documentation.

- ✓ Current Bank Statement
- ✓ Constitution or other governing body document
- ✓ Break-up of anticipated costs (if required, i.e. more than 20 items)
- ✓ Any other documents in support of the application

7) Declaration

I confirm that the information set out in this funding application form and any accompanying documents is correct.

- Signed*
 - Position in Organisation
 - Date
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