



KINCARDINESHIRE DEVELOPMENT PARTNERSHIP SUPPORTING COMMUNITIES FUND GUIDANCE NOTES

Funding to support a community response to Covid-19

Please carefully read these notes before making an application to the
Kincardineshire Development Partnership Supporting Communities Fund

About this funding

On 18th March, the Scottish Government announced an investment of £350 million to support local communities and households in the context of the Covid-19 pandemic. This funding has been established as part of this investment package to provide financial support targeted through community anchor organisations, working in partnership with others in the community and with public services, in co-ordinating local responses to the pandemic.

Eligibility

- 1 Any non-profit group or organisation with a current governing document (e.g. a Constitution or Trust Deed document) and a bank account in their name, based in Kincardine and Mearns Wards:
 - 17 - North Kincardine (Newtonhill and Portlethen)
 - 18 - Stonehaven and Lower Deeside (Drumoak and Stonehaven)
 - 19 - Mearns (Fettercairn Gourdon, Inverbervie, Johnshaven, Laurencekirk and St Cyrus)

meeting the qualifying criteria below are welcome to make an application to the Kincardineshire Development Partnership Supporting Communities Fund (referred to as KDPSC Fund). The COVID19 Crisis is unprecedented and it is appreciated that groups have set up with support of already established organisations. We are happy to take applications from these affiliated groups, but they must be supported by a constituted group or organisation as detailed above.

- 2 Funding is available for activities taking place between June and 31st December 2020 only.
- 3 Any funded activities must be carried out within the Kincardine and Mearns Area of Aberdeenshire only

Exclusions

- 4 Groups that have already received funding from any funding stream for similar activities cannot apply to this fund for the same activity/time period. Applications can however be made to sustain an activity if other funding has been depleted. If previous funds have been depleted, evidence to support this must be presented with your application (i.e. previous grant agreement and evidence of full expenditure).



General Information

- 5 KDP reserves the right to close the KDPSC fund to new applications when the total sum available is allocated.
- 6 The KDPSC fund is to support relief work or activity related to the Covid-19 response around the following themes:
 - Health and Wellbeing
 - Mental Health
 - Connectivity
 - Support for Volunteers
 - Community Spaces
 - Safety
- 7 Groups making an application should note that expenditure costs must not include VAT if your organisation is VAT registered.
- 8 Please provide accurate bank account details. Groups need to ensure that the information supplied is accurate and exact (as it appears on the submitted bank statement). This should include correctly stated account name, sort code, and account number.
- 9 Groups applying to The Fund must provide the following documents as per the checklist at the end of the application form at the time of their application:
 - The completed application form signed by two people
 - A signed copy of your constitution or set of rules for your organisation
 - A copy of a Bank Statement dated within the last three months
- 10 Correctly completed and signed application forms and supporting paperwork should be sent to officesupport@kdp.scot
- 11 Groups involved in the running of a building or space-type facility e.g. a village hall; can only apply if their facility is open and involved in the provision of activities supporting the Covid-19 response.
- 12 £3,000 has been made available to groups and organisations responding to the COVID19 crisis in each of the 12 Community Council Areas in Kincardine and Mearns. At this time there has been no cash limit set for applications provided the application falls within the £3,000 allocation. Each application will be assessed against its contribution to the COVID19 response and available funds. KDP will provide weekly updates of KDPSC funds allocated. KDP reserves the right to include a cash limit on applications at a later date.
- 13 As the Supporting Communities Fund is being offered by other organisations all applications will be assessed by the KDP Teams and the Aberdeenshire Local Resilience Group to ensure there is no duplication of allocation of funds. All applicants will be informed of the outcome and given feedback as soon as possible.
- 14 All communications with KDP regarding any applications to the KDPSC fund should be by email only and sent to officesupport@kdp.scot.
- 15 All successful applicants must report back including copy invoices to KDP upon completion of the project. If applicable, suitable photographs should be provided to allow KDP to promote the positive work that the KDPSC Fund has enabled.
- 16 Any press references with regards to the project should refer explicitly to the funding source, by stating either “***made possible by Kincardineshire Development Partnership Supporting***



Communities Fund as part of the Scottish Government's investment of £350 million to support local communities and households in the context of the Covid-19 pandemic "

- 17 Successful applicants should note that details of their grant (name of organisation, purpose of grant, amount awarded) may be published in news releases, case studies, publications or other publicity media in hard copy or on the internet.