



## **Flood Recovery Appeal Programme and Assessment Guidelines**

Please ensure you have read the following programme guidelines to ensure you are eligible to apply before completing the application form.

### **Key points to note for this programme:**

- Grants up to £10,000 are available to community groups, registered charities and not for profit organisations that are:
  - Providing immediate relief to people who have been affected by floods or storm damage
  - Responsible for facilities affected by floods or storm
  - Providing longer term community rebuilding projects
  - Responsible for ensuring prevention and community preparedness against future storm and flood damage (NB the Fund cannot support the costs of permanent flood defenses).
- Groups working in any community affected by the December 2015 / January 2016 floods may apply.
- There is no income cap – organisations with any level of annual income may apply.
- Retrospective funding (i.e. towards costs already incurred) will be considered if receipts for the purchase can be provided.

### **This programme does not fund the following:**

- Individuals (there is a separate application form for individuals to apply to the programme; please visit our website for details)
- Groups with fewer than 3 members on their management committee or board
- Groups whose grant request is for the advancement of religion or politics (including requests to support the core activities of religious or political groups)
- Groups who will then distribute the funds as grants or bursaries
- Payments towards areas generally understood to be the responsibility of statutory authorities
- General fundraising appeals or activities
- Applications that are for the sole benefit to flora and fauna. Applicants are invited to demonstrate the direct benefit to the local community and/or service users in cases where the grant application is concerned with flora and fauna
- The costs of permanent flood defences
- Projects which do not benefit people in areas of Scotland affected by the December 2015 / January 2016 floods.

### **IMPORTANT: Submitting your online application form – supporting documents**

We will require you to either upload or post the following supporting documents:

- A copy of your constitution / governing document (with the exception of registered charities and churches).
- A copy of your most recent annual accounts which **must** be signed by **ONE** member of the management committee as well as being signed by the independent examiner.
- Most recent bank statement to allow us to pay your grant by BACS
- A list of at least 3 members of the management committee's names and home addresses
- If applicable, receipts to evidence retrospective purchases

If you are posting your documents please send them **within 5 days** of completing the online application form and send them to: **Foundation Scotland, Empire House, 131 West Nile Street, Glasgow, G1 2RX**. Please ensure you pay the correct postage for the size and weight of your envelope. We do not take any responsibility for the return or non-delivery of letters sent with insufficient postage.

## What happens next

In the first instance, we will check your application is in order and has been submitted with the necessary information. Unfortunately, due to the high volume of applications, we do not have the resources to follow up missing documents. Therefore, it is the applicant's responsibility to ensure the application is complete with all the required supporting documents in order to be considered for a grant.

An assessor will contact you to arrange a short telephone conversation to learn more about your project and request for funding. If you will be unavailable for any significant period, please include a note to that effect in Section 7 of the application form. If an assessor cannot contact you, this may result in a delay in processing your request.

Decisions will take up to 3 weeks and we will email you the outcome as soon as possible. **Please do not contact us to find out the outcome of your application. We wish to use this valuable time to process the exceptionally high volume of applications to this programme.**

## Assessment Criteria:

Once the assessor has been in contact with you they will write up a report providing details about the organisation, the grant request and overall and a summary recommendation to assist the Panel with their decision making.

In addition, a score will be determined to help the Panel prioritise the large volume of applications in order to make a final decision on how the funds, that have been raised, are allocated.

Your application will be scored out of a total of 5 as follows:

Organisations supporting one or more of the following groups of people will receive a score of 1:

- Older people (65+)
- Families with young children
- People with physical or learning disabilities
- People with mental health issues
- People on low incomes
- The community as a whole, where this includes one or more of the priority groups above

The overall impact of the request will receive a score out of 3 (1 being low impact and 3 being high).

The overall competency of the organisation to manage a grant will receive a score out of 1 (1 being competent and 0 if concerns are raised).

Please note that the assessor will also comment on the level of your organisations unrestricted reserves. If you are unable to provide a satisfactory explanation as to why they cannot be used, particularly if your

organisation is in excess of your reserves policy, this will be taken in to consideration by the Panel and your organisation will be considered as a lower priority as a result.