**UK Shared Prosperity Fund PB Application Criteria**

Please ensure that you have read and understand this document before submitting your application, as the criteria will be used to review your application between applications closing and the public vote opening.

Applications that do not meet the ‘Essential Criteria’ and ‘What We Will Not Fund’ **will not** progress to the public vote.

**Policies and procedures**

By applying for this funding, you confirm that you have the following policies and processes in place. If you do not have all (or some of these policies), please contact participatorybudgeting@north-ayrshire.gov.uk for further support:

* Any relevant insurance required to carry out the proposal
* An equal opportunities policy. If your group or project is not open to all (e.g. only for a certain gender or age group), we encourage you to expand on this in your application
* An up-to-date PVG if your proposal is working with young people or vulnerable adults
* A child protection policy if your organisation works with children or young people
* Either your own bank account, or if your organisation does not have one, have identified an organisation willing to host the funds for you if successful in securing the funding

We may ask to see evidence of these documents as part of the application or grant award process.

**Essential Criteria**

1. You may only apply for funds for not-for-profit activities. You may apply as an individual if you are applying for the benefit of (or are sponsored by) a community organisation. Community organisations, including local uniformed organisations, may apply where they are providing a service in, or of beneﬁt to their Locality.
2. Your application must be for activities/events/resources for one or more of the following 4 themes:

**Green**: projects that promote and encourage growing and food production; community engagement with green space; climate change resilience; environmental awareness and waste reduction projects; building skills linked to repair and reuse (the circular economy)

**Local heritage and culture**: projects that promote local history; projects that provide opportunities for cross-cultural exchange; initiatives linked to preserving local heritage; projects that promote creative arts education in visual, arts, performing arts or local storytelling projects

**Active communities**: projects that provide opportunities for local volunteering; opportunities that build the capacity and/or resilience of local people; community-led initiatives to reduce the impact of poverty and the cost of living crisis on local people

**Partnership development**: funding for external support to develop local partnerships between Third Sector organisations, such as feasibility studies, support to run community consultations, advice from specialists in a particular field, and discreet pieces of research such as a social return on investment

1. You can apply for any amount up to £5,000 and you can also bid for less. You must include a breakdown of your costs in your application.
2. You must be able to spend the funds within 12 months of the grant award if successful and will be required to evidence this spend as part of the grant award. Failure to provide the required evidence at the end of the 12 month period may result in you being unable to apply for the next round of PB grant.
3. You must have any legal or other permissions and relevant insurances required to carry out your project.
4. You must allow your project to be used in any North Ayrshire Council promotional material.
5. Applications must be submitted **in partnership** with at least one other organisation, and only **one application per partnership** can be accepted. This partnership can be within a single locality area or span North Ayrshire, with a ‘lead applicant’ identified on the application who will be responsible for managing the grant award and reporting on its spend. To help you define this, a [Partnership Working Agreement template can be found here](https://northayrshire.communitychoices.scot/rails/active_storage/blobs/eyJfcmFpbHMiOnsibWVzc2FnZSI6IkJBaHBBY3M9IiwiZXhwIjpudWxsLCJwdXIiOiJibG9iX2lkIn19--98933b00d0ac6df1088427160ed6fbf57f50e496/Partnership%20Working%20Agreement%20Template.docx).
6. You may only be part of **one partnership**, and the partnership must be with an organisation separately constituted to your own. This is to increase opportunities for a range of projects to be funded.
7. You may submit an application to the Locality OR Youth and Shared Prosperity PB funds, but these must be for **different projects**.
8. You must submit your application by Monday 11th September 2023.

**What We Will Not Fund**

1. **Applications from schools (these are the responsibility of the local authority).**

However, Parent Councils and Associations can apply for extra activities over and above the normal learning and teaching if they enhance and benefit the wider community.  We recommend that you include evidence that young people have contributed to the application.  If multiple applications are being submitted from one school (e.g. sports groups / parent councils) this may reduce the chances of all being funded - please discuss within your school.

1. **Applications from public sector staff to run projects as part of their paid remit**.
2. Any political or religious activities (applications can be accepted from faith groups if they are for local community work).
3. Routine maintenance or repairs.
4. Routine running costs (salaries/electricity/rates/rent/insurance/etc.)
5. More than one application per organisation or partnership
6. Applications from organisations for funds that they then plan to distribute on to other organisations like a grant.
7. **Private businesses**. Applications **can** be submitted by social enterprises and other community businesses (e.g. CICs) but the project must meet the rest of the criteria outlined above.