



# Test It! Application Guidance



This guidance has been written to help you write the best possible application for the Test It! programme.

We will be monitoring incoming applications to help you to complete your application as fully as you can, but the guidance below provides additional information to help you get going.

If you have any questions while you're writing your application or need any tech support, drop us an email at [testit@north-ayrshire.gov.uk](mailto:testit@north-ayrshire.gov.uk), and remember to **submit your application online by midnight on Saturday 28<sup>th</sup> February**.

## Application Questions

1. **Application Title:** this can either be the name of your organisation or the name of your proposed project/idea, whatever best describes your application
2. **Summary of your idea:** tell us about the idea you'd like to develop through the Test It! programme. Your idea must help you to create an income for your organisation and you must be able to explain it in 200 characters or less (think of this like an 'elevator pitch').

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**3. Project description:** Tell us more about why you want to try out your idea; how you plan to do it and the difference you hope it will make.

**a. Applying for staff costs:** If you are looking for dedicated staff resource from one of the £10,000 investments, it is very important that you make a clear and specific case for this here, as we would only award one organisation with the funding for this approach. If looking to fund an existing staff member, this must be in the context of additionality, and you must evidence the clear, specific, new deliverables that you anticipate being achieved as a result of the investment over and above their current role. Your idea should be something that you can put in place and see early results from by November 2026, which is when the programme is scheduled to end. Please refer to the criteria to check what is allowable.

**b. Please clearly break down how you would spend the funding.** We need to understand what each investment would pay for, and this must fit the criteria for the programme.

**c. Remember to tell us how the funding will generate an income** for your organisation. Preference will be given to ideas that are realistic and can be tested within the timeframe of the programme; are repeatable in the future; or that can be scaled with additional support after the programme.

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4. **Starter Fund investment:** should be either £5,000 or £10,000. The panel will make the final decision on the amount of funding awarded to each participant, taking into account the strength of the proposal and the funding available. If your application is successful you may be offered a place on the programme with a different amount of funding than you initially applied for.
5. **What was your organisation's income at your last set of audited accounts?** Please state the overall income from your most recent set of completed accounts. If you have been running for under a year and do not have a completed set of accounts, please provide a figure that reflects your overall income since you have established, and let us know the period this covers. We may ask to see a copy of your accounts as part of the programme.
6. **Are any of your committee or board members related? If so, how many?** By 'related', we mean parents, children, siblings, spouses or long term partners

The remainder of the application is comprised of very short answers (e.g. contact details) and tick box responses, with an overview provided on the next page to help you know what information to have at hand.

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## Section 2: Policies and Procedures

- **Structure of organisation** (e.g. SCIO or constituted community organisation)
- **What is the main focus of your organisation? (tick box).** We know that for most organisations, multiple options will apply, but please select the one that feels describes your overall work the best:
  - Advice and advocacy services
  - Arts and creative industries
  - Community development
  - Education, training or employment
  - Finance
  - Health and social care
  - Sports and leisure
  - Tourism and heritage
  - Youth work
  - Other sector

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- **Policies and procedures – do you have the following in place? (tick box):**
  - Any relevant insurance to carry out your proposal
  - Equal opportunities policy
  - PVGs for any staff or volunteers who need them (in line with new Volunteer Scotland policy)
  - Child Protection Policy (if you work with children or young people)
  - Adult Protection Policy (if you work with vulnerable adults)
  - A bank account for the organisation

## Section 3: Contact details

- Name of organisation
- Name of lead contact for application
- Email address

## Section 4: Organisation Health Check

The next section of the application form is used to help us identify where we can best support your organisation to help you achieve what you have set out in your application, and strengthen your idea through our bespoke workshop sessions. This part of the form is **not assessed**, but helps to give us a good idea of how things are working in your organisation and where support is best targeted.

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**Health Check – A snapshot of where our organisation is now** (all tick box responses based on statements) on the following areas:

- Governance
- Staff and Volunteers
- Income Streams
- Financial Management
- Digital Infrastructure
- Social Enterprise
- Impact Measurement
- Future Planning

**Workshop availability** (tick boxes) – the dates are Tuesdays and Thursdays in late April into May

**Workshop themes you feel you would benefit most from** (tick boxes)

- Business planning
- Digital skills, systems and processes
- Financial management (including grant management)
- Monitoring, evaluation and learning
- Strategic leadership
- Understanding social enterprise
- Volunteer and staff management and development



Once you're ready, scan the QR code to apply online or visit  
**<https://northayrshire.communitychoices.scot/testitapplication>**

