# Working our way out of Poverty

# Tackling Poverty through Participatory Budgeting Application Form and Guidance Notes

On the **Up**

Participatory **Budgeting**

Dumfries and Galloway Council has made £200,000 of funding available toTackling Poverty and Inequalities in your community. Funding will be available to local groups and organisations who want to tackle poverty and inequalities within their communities.

## Grants up to £15,000 will be available for organisations and community groups to apply for.

**The Closing Date for applications is 8.00am on Monday 15th March 2021**

**Working our way out of Poverty –**

**Application Guidance Notes**

1.1 For this allocation of Participatory Budgeting Funding, we want to offer organisations the opportunity to increase their capacity by recruiting additional staff to support you to deliver on projects which tackle the various forms of poverty within our region. This targeted approach to funding will support organisations to increase their capacity in order to deliver critical services during the COVID-19 pandemic.

1.2 This PB Funding offers a unique opportunity to apply for the costs of a new employee who will help you to deliver your current projects or new projects which tackle poverty. This funding can be used flexibly and can be used to create posts which are either part time or full time, or continue existing posts where the funding has ended. We want to be as flexible as we can to support your organisations to put in place the best approach that supports your community.

**Examples of the Types of Employee Funding**

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| --- |
| A post for a Volunteer Co-Ordinator to be employed for 16 hours per week. |
| If you just needed an extra pair of hands for 4 hours per week in help in your kitchens or if you wanted to employ a new full time member of staff. |

1.3 We need you to tell us in as much detail as possible how this new employee or extension of an existing employment post will help both your organisation and the people that you are supporting through the delivery of your project. You need to clearly evidence how it will tackle poverty and inequalities.

1.4 All posts must pay a minimum of the Living Wage (currently £9.50 per hour)

1.5 Dumfries and Galloway Council’s Employability and Skills Team are currently offering a range of additional support to offer additional employment opportunities. **We require you to contact the Team on 01387 260060 or email them at dgemployability@dumgal.gov.ukto discuss the support that you need in-case they may be able to help you before you complete this application.** We will ask for details of the contact that you have made with this Team in the application Section of this Form.

1.6 Please complete all of the elements of the Application Form providing as much detail as possible so that we can understand the needs of both your organisation and how you are helping our most vulnerable families and individuals within our Region.

**2. What you need to do and when do you need to do it?**

2.1 Complete your application and submit it by e-mail to: [**PBMailbox@dumgal.gov.uk**](mailto:PBMailbox@dumgal.gov.uk)

2.2 Your application must be with us by:

**No later than 8.00am on Monday 15th March 2021.**

**Late applications will not be accepted under any circumstances.**

You will receive an automatic reply when you send in your Application to the above e-mail

address so you know it has been received.

2.3 Once we receive your application, if anything isn’t clear to us, we will get in touch with you to clarify any points.

**3. Application Process Steps**

* Working our Way out of Poverty funding opens for applications on Monday 8th February 2021
* The fund closes for applications at 8.00am on Monday 15th March 2021
* All projects which go forward to the Online Public Voting Stage will be notified via e-mail by Monday 29th March 2021
* Online Voting Commences on Friday 9th April 2021
* Online Voting Closes Friday 30th April 2021
* Projects are informed if they have been successful in receiving funding by Tuesday 4th May 2021.

3.2 The PB Steering Group will assess each application received and we will use the following criteria to help us to do this:

**Outcomes**

Your application must have clear and strong links to the poverty related outcomes in section 5. You need to demonstrate that your project will generate positive impacts for those who are most in need.

**Stability**

Evidence must be provided that demonstrates to the Steering Group that you / your Group is stable and prepared enough to successfully deliver the project.

**Experience** You need to demonstrate previous experience or skills you may have in delivering projects in this field / area.

**Finance** You have a reliable financial model underpinning the application.

**Deliverability** The Steering Group must be confident that the project, should it be funded, can be delivered as proposed.

If we need any more information, we will be in touch or if you want to check anything with us, please get in touch.

## 4. How much can you apply for?

## £15,000 is the maximum amount which will be considered for any application. You can apply for less than this – your application should be for the amount that you need to cover the costs of your new employee.

4.1 You must tell us which geographical area your project will be delivered in. If you wish to deliver your project in more than one area, you have to apply for funding in each area separately.

* Annandale & Eskdale
* Nithsdale
* Stewartry
* Wigtown

## 5. You and your Organisation

5.1 You need to tell us about you and your organisation and also you need to tell us how you plan to tackle the following poverty related outcomes:

* Increasing Income from Employment
* Reducing the Costs of Living
* Increasing Income from Social Security and benefits in kind

5.2 Your project must demonstrate clearly a positive contribution to the region’s Anti-Poverty Strategy 2015-2020 and link closely to the challenges and opportunities laid out in the Strategy:

* Objective *1: To listen to people and families experiencing poverty and make sure their voice is heard*
* *Objective 2: To support people experiencing poverty to move from dependence to independence*
* *Objective 3: To ensure our information and services are easy to access*
* *Objective 4: To provide services that meet the needs of people experiencing poverty*

5.3 Applications will only be accepted from constituted groups and voluntary organisations

5.4 Groups awarded funding will enter into a contract with Dumfries and Galloway Council. This contract will be to deliver the commitment you have laid out in the application. The delivery of the project will be monitored, evaluated and reported on.

5.5 As your project will involve employing staff, you must ensure you are following employment law and rights. You must factor into your planning and costs additional costs including tax and national insurance and all liability insurances. For further advice and guidance on all of these elements, you can contact ACAS ( Advisory, Conciliation and Arbitration Service on 0300 123 1100 or through the following link [https://www.acas.org.uk](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.acas.org.uk%2F&data=04%7C01%7C%7Cbde51634b60c4ae2b1ad08d8c919de8c%7Cbd2e1df68d5a4867a647487c2a7402de%7C0%7C0%7C637480460238711520%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=mEqw%2F4EZAsdZmhttEjgN%2FK4j9xXGgK3Qm%2BO2j0sNcDI%3D&reserved=0). The Scottish Council of Voluntary Organisations can also offer support on either 0800 169 0022 or <https://scvo.scot/>

5.6 Applications which have an element of match funding will be considered. Please ensure that you fully detail all costs and where the funding will come from for each element of the overall project.

**6. What We Will Fund**

6.1 The funded activities must not start before the funding has been awarded. Activities must commence no later than 90 days after the funding has been awarded.

6.2 All funded activities must take place within Dumfries and Galloway and within the geographic area referred to in your application.

6.3 Any funding awarded is one-off and will not recur. On receipt of applications from groups previously successful in gaining PB funding there is a requirement to state it is for a different purpose. The fund may be accessed for projects which are a natural progression to the original project and this needs to be detailed in the application.

6.4 If your planned activities involve young people and / or vulnerable adults you must have in place the necessary PVG checks.

6.5 All applications put forward to the public vote will be examined by the Steering Group to ensure they are fit for purpose.

* 1. Not all applications will be successful and funding cannot be guaranteed.
  2. Groups with projects being put forward to a public vote will be required to:
* agree that their project information will be promoted publicly
* provide sufficient narrative, digital photographs and/or a 30 second video presentation to promote their proposal on-line
* All groups proposing projects will be required to participate in the promotion and evaluation processes.
  1. Support and guidance on completing applications and project planning can be obtained from **Third Sector Dumfries & Galloway on *0300 303 8558 or at*** <http://thirdsectordumgal.org.uk/>

## 7. Public Voting

7.1 Due to the on-going COVID-19 Pandemic and the restrictions which are currently in place, all voting will take place online.

7.2 Should your project progress to the Public Voting Stage, we will notify you by Monday 29th March.

***Application Form***

***Tell Us About You and Your Project***

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| --- |
| 1. **Name of your Organisation** |
|  |
| **Details of your main Contact** (this will be the person that we will contact with any queries on your application) |
| 1. **Name** |
|  |
| 1. **Contact Address** |
|  |
| 1. **Contact E-mail** |
|  |
| 1. **Contact Telephone Number** |
|  |
| 1. **Name of the Project which your new member of staff will be delivering** |
|  |
| 1. **How much funding are you applying for from this fund?** |
|  |

***You and Your Organisation***

1. Please tell us about your organisation and your experience in delivering projects to tackle poverty:

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| --- |
|  |

**About the Employment Opportunity**

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| --- |
| 1. ***What will be the job title of the post?*** |
|  |

|  |
| --- |
| ***New Post Description***   1. Please tell us below in 500 words or less in each of the boxes what your new post will involve. This should include details of the job role, how many hours a week they will be employed, how they will be supported within their new Post, their main tasks on a weekly basis, each of your projects which they will be supporting and what training they will be offered to undertake their new role. |
| 1. Please provide the posts Job Description – please include as much detail as possible on what the post holder will complete on a daily basis**.** |
| 1. Please provide detail below on who the Line Manager of the post will be. Please detail who the direct line manager will be, the position in your organisation and how they will support the postholder. |
| 1. Please detail below the rate of pay (Must be living wage as a minimum), the number of hours the post will be employed for and the method on which they will be paid during the employment term (e.g. weekly / monthly via BACS) |
| 1. Please provide detail on all of the training which will be provided for the new employee. This should include who will deliver the Training, the format e.g. demonstration of duties and on the job training. |

1. Please detail which of the poverty related outcomes highlighted earlier at Section 3.2 your project will be focusing on.

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| ***How have you identified this need?***   1. Please tell us in detail below how you know that this new post would make a difference to your organisation. For example, will it allow other staff to be free to complete more essential tasks? Has it been an aspiration to have this post for some time but you have never had the opportunity to apply for this before? |
|  |

***Costs of your Employee***

1. Please provide a breakdown below on all of the costs for your new staff member. This should include their pay (please detail their hourly rate of pay and number of hours per week) along with all employee tax and national insurance costs. Please also include all additional costs such as insurance, equipment, clothing, etc. For additional advice and guidance on this element of your application, please contact ACAS on 0300 123 1100 who will be able to help you with these figures:

|  |  |
| --- | --- |
| ***Costs*** | ***Total*** |
| *Salary Costs*  *(Please include Hourly Rate of Pay, number of hours per week and total costs for the length of your project)* |  |
| *National Insurance* |  |
| *PAYE* |  |
| *Any others: please fully detail below* |  |
| ***Total Project Costs:*** |  |
| ***Total Amount of funding applied for from this fund:*** |  |

***Additional Funding for Employee***

1. If you are applying to any other funders for any element of the costs please detail below and state if you have received confirmation of this funding being successful. Please also detail if you will be using any of your own funding to cover the overall costs of the new post.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Funder Name*** | ***Amount Applied For*** | ***Confirmed Y / N*** | ***If No, when will this be confirmed*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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***Your Project (s) Outcomes***

1. Please tell us in detail below all of the outcomes which the project your new employee will be delivering will achieve. This should include the benefits to the people which you support. An outcome is defined as a measurable, specific and meaningful result of your project (e.g. 24 clients had their income increased to the point where they are no longer in poverty).

|  |
| --- |
| *No more than 500 words* |

***Project Timescale***

1. Please detail below the length of time that you wish this new Post to be in place. Please note that all funding received from this grant must be spent by 31st March 2022.

|  |
| --- |
| *No more than 500 words* |

***Anti-Poverty Strategy Objectives***

1. *Please tick below which one (or more than one) of our Anti-Poverty Strategy Objectives that your application will support:*

|  |  |
| --- | --- |
| *Objective 1: To listen to people and families experiencing poverty and make sure their voice is heard* |  |
| *Objective 2: To support people experiencing poverty to move from dependence to independence* |  |
| *Objective 3: To ensure our information and services are easy to access* |  |
| *Objective 4: To provide services that meet the needs of people experiencing poverty* |  |

***Contact with Employability & Skills Team***

1. *Please confirm you have made contact with our Employability and Skills Service as detailed at Section 1.5:*

|  |  |
| --- | --- |
| ***YES*** |  |
| ***NO*** |  |

1. Please detail below the name of the Team Member who you have discussed the possibility of support from and the outcome of your discussions.

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Prior to submitting your application, you must be confident that the criteria we will use to assess applications:

**Increasing Income from Employment**

**Increasing Income from Social Security and benefits in kind**

**Reducing the Costs of Living**

**Increasing Income from Employment**

**Experience & Skills**

**Finance**

**Deliverability**

**Stability**

Give details of the bank or building society account we should pay your funding into. We prefer to make payments electronically (by BACS) so we need your account details.

Please note failure to provide the correct bank details on the Application Form may lead to delays in the payment of funds. If your organisation is new and does not have a Bank Account, please let us know when you submit your Application Form.

|  |  |
| --- | --- |
| Name of Bank/Building Society |  |
| Address of Bank/Building Society |  |
| Sort Code |  |
| Account Number |  |
| Account Name |  |
|  |  |
| Name of First Signatory |  |
| Position |  |
|  |  |
| Name of Second Signatory |  |
| Position |  |

**Application Closing Date: 8:00am, Monday 15th March 2021**

You should submit your application by email to PBMailbox@dumgal.gov.uk

Checked by

Ref No.

Date application Received

**For Office Use Only**

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