

Dumfries and Galloway New Scots Activities Fund 2024/2025

Guidance for Applicants



NEW SCOTS ACTIVITIES FUND

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NEW SCOTS ACTIVITIES FUND

1. Fund Aim and Outcomes

1.1 Fund Aim

The aim of this fund is to enable communities across Dumfries and Galloway to celebrate their culture and diversity, promoting integration.

1.2 Fund Outcomes

1.2.1 The fund outcomes are as follows:

- Improved Social Bridges with those perceived to be of other backgrounds. *For example, building relationships with people of another culture, who speak another language, of another faith or ethnicity.
- Improved Social Bonds with those who share similar life values and expectations. *For example, building relationships with people of the same culture, who speak the same language, of the same faith or ethnicity.
- Improved Social Impact for those aiming to create positive community integration. Resilience for organisations responding to the changing needs of diverse communities. *For example, conducting needs assessments, building organisational and / or individual capacity.
- Improved Social Links with a range of organisations who can provide advice, information, and support. *For example, building relationships with public, private or third sector organisations and or becoming more active citizens in their community.

2. Fund Priority

2.1 Fund Priority

The priority for this fund is to support communities and organisations in delivering activities with New Scots that promote culture, diversity and integration across Dumfries and Galloway.

3. Fund Criteria

3.1 Who can apply?

3.1.1 Applications will be accepted from the following organisations:

- Community Benefit Societies.
- Community Councils.
- Community Interest Companies.
- Company Limited by Guarantee with Charitable Status.
- Constituted Groups.
- New Scots who would like to organise their own events or activities are encouraged to do so and will be prioritised through the scoring process. However, a constituted organisation will need to act as a fund applicant. TSDG would require to be satisfied with arrangements around monitoring and accountability of spend.
- Parent Councils.
- Scottish Charitable Incorporated Organisations (SCIO).
- Trusts.

3.1.2 There is a requirement for all grant recipients awarded funding to pay at least the Real Living Wage to paid members of staff and provide appropriate channels for effective workers' voice, subject to limits on devolved competence. Further information can be found [here](#).

With regards to the Real Living Wage, all UK-based staff aged 16 and over, including apprentices, who are directly employed by the grant recipient, must be paid at least the Real Living Wage; and any UK-based workers who are not directly employed but are directly engaged in delivering the grant-funded activity, whether they be sub-contractors or agency staff, must also be paid at least the Real Living Wage.

The Real Living Wage policy applies to employers commissioned by grant recipients to deliver an aspect of the grant funded activity. This means that staff working on the funded project should be paid at least the Real Living Wage.

3.2 What type of projects can the grant programme support?

3.2.1 The Fund is targeted at promoting the community integration of resettled New Scots through the provision of free events and activities for beneficiaries primarily supported by the Dumfries and Galloway Resettlement Project Board.

3.2.2 Schemes delivered by the Resettlement Project Board include:

- Scottish Government Ukrainian Super Sponsor Scheme.
- UK Government Homes for Ukraine Scheme.
- Afghan Protection and Relocation Policy (ARAP).
- Afghan Citizens Resettlement Scheme.
- Syrian Vulnerable Persons Resettlement Scheme.
- EU Returners Scheme.
- Hong Kong UK Welcome Programme.
- Asylum System.

3.2.3 For the purposes of this fund, note the following definition of a New Scot from the [New Scots Refugee Integration Strategy 2024](#):

“The term ‘New Scots’ is used to refer to people living in Scotland who have been forcibly displaced or are making a claim that they have a well-founded fear of persecution. The term ‘New Scots’ includes people who have been granted refugee status or another form of humanitarian protection, and their dependents; people seeking asylum and people seeking protection as a result of displacement, exploitation or political persecution; as well as those whose application for asylum has been refused, but who remain in Scotland. It also includes people who are or may become stateless and in need of international protection.”

3.2.4 The fund will support new and existing initiatives. Applications should state when the project activity is due to start. This should be no earlier than 9 December 2024. All project activity, spend and evaluation requirements must be completed by 30 March 2025.

3.2.5 Applicants and beneficiaries must be based in Dumfries and Galloway.

3.3 What will the grant fund?

3.3.1 The grant will fund activities that enable communities across Dumfries and Galloway to celebrate their culture and diversity, promoting integration. This may include but is not limited to:

- Food sharing events such as a community cafe.
- Cultural celebrations such as marking a significant date in the calendar.
- Skills sharing sessions such as crafting, music, sports or cooking groups.
- One off events to bring communities together such as family fun days.
- Workshops to share information about rights, responsibilities or accessing support.

3.3.2 **We will fund the following:**

- Staff costs.
- Volunteer costs, including training or travel.
- Event costs, including catering.
- Equipment costs.
- Project delivery costs.
- Venue costs, including hall hire.

3.3.3 **We cannot fund the following:**

- Contingency costs, loans, endowments, or interest.
- Management fees.
- Electricity generation and feed-in tariff payment.
- Political or religious campaigning.
- Fundraising activities.
- VAT you can reclaim.
- Statutory activities.
- Overseas travel.
- Alcohol.
- Fireworks.

3.4 **How much can organisations apply for?**

3.4.1 There is a total of £22,000 available.

3.4.2 The Fund has been split into two programmes: Micro Grants and Small Grants.

3.4.3 Organisations can make one application per project and there is no limit to the number of applications they can make.

3.4.4 Organisations cannot apply to the Micro Grants and the Small Grants for the same project.

3.4.5 The Micro Grants are open to applications up to £500. There is a total of £15,000 available for Micro Grants.

3.4.6 The Small Grants are open to applications from £501 to £1,000. There is a total of £7,000 available for Small Grants.

3.4.7 Applications can be made for 100% of eligible project costs.

3.4.8 All activity, spend and evaluation requirements must be completed by 30 March 2025.

3.5 **When can organisations apply?**

3.5.1 The application process will be live by 30 September 2024 with a deadline for applications of 11 November at 12noon. The applications will be screened by Third Sector Dumfries and Galloway (TSDG) for eligibility and fit with the fund priorities. An independent scoring panel of New Scots will assess all applications.

3.5.2 The scoring panel will meet in November 2024 to make decisions on the allocation of funding.

3.5.3 Applicants will be notified of the outcome of their application no later than 9 December 2024.

4. Roles and Responsibilities

4.1 The grant programme will be delivered through a locally focused and co-ordinated approach based on the following roles and responsibilities:

4.1.1 TSDG will:

- Establish and oversee the application process.
- Promote the grant programme.
- Assess applications for eligibility and suitability.
- Chair and administer the scoring panel.
- Issue grant offer letters and payments.
- Gather monitoring information for reporting.

4.1.2 The Welcome Orientation and Community Support Workstream, part of the Resettlement Project Board is responsible for agreeing the overall strategic approach to the administration of the grant.

4.1.3 A scoring panel will be established as a subgroup of the Welcome Orientation and Community Support Workstream. The scoring panel is responsible for assessing applications and will draw on New Scots in the communities of Dumfries and Galloway. TSDG, as Fund administrator, has no role in decision making relating to the allocation of funds.

5. Application and Monitoring Processes

5.1 The application form has been designed to gather information that will be used in the assessment process and monitoring activities described below. An online version of the application form will be available on the TSDG website, and all applicants will be encouraged to apply online. A paper copy will be available on request.

5.2 Successful applicants will be asked to adhere to all monitoring, evaluation, and reporting requirements in the grant offer letter. These are identified as follows:

- Completion of the end of grant report detailing outputs and outcomes achieved along with project expenditure breakdown and images from events and activities that the fund has supported.
- Respond to any request for information from TSDG at any time.
- Provide information when requested to contribute to overall Fund evaluation.
- Provide photographs and quotes that can be featured in the [New Scots DG website](#) and Newsletter.

6. Application Form by Section

Section 1

This section asks for the contact details of your organisation. You will also need to provide details for the main and secondary contacts within your organisation who we can communicate with about your application.

Section 2

This section asks for details about your organisation. You will need to tell us when your organisation was established and what type of organisation you are. We would like to know how many staff and volunteers you have along with a brief description outlining the main activities.

Section 3

This section is looking for some financial details. You will need to tell us about your income for the last financial year along with contact details for the independent examiner who signed your accounts. You will also need to provide bank account name, sort code and account number. If your bank account name does not match your organisation name, we may deem you ineligible. We have provided a text box for you to explain why these names do not match. Cases will be assessed on an individual basis.

Section 4

This section is looking for the details about the project that you are asking for funding for. You will need to include:

Project name.

Project/funding start and end date (eligible dates 09/12/2024 – 30/03/2025). Locality that project will be delivered in.

In this section you will need to tell us about the project and the activities you would like to deliver (300 words max).

In this section, tell us how you know this project is needed (300 words max). You will need to identify which of the fund outcomes your project will address:

- Improved Social Bridges with those perceived to be of other backgrounds.
- Improved Social Bonds with those who share similar life values and expectations.
- Improved Social Impact for those aiming to create positive community integration.

Only choose those outcomes you directly address. The outcomes chosen will be the basis for how your project is evaluated.

In this section, you will need to explain how your project will address chosen outcome(s) (200 words max per priority).

Finally, you will need to describe how you will measure the impact this funding has had i.e. what difference the funding has made (300 words max).

Section 5

This section is for the project budget. You will need to tell us the total cost of the project and how much funding you are applying for. If you are not applying for 100% of the total project cost, you must tell us where else your project funding is coming from.

You are also required to provide us with a budget breakdown that matches the amount you requested and not the total project costs. Please note that you can group some expenditure into a single budget line, utilities for example. However, if requested you should be able to provide details on how you have calculated that figure.

There is a requirement that all grant recipients awarded funding should pay at least the Real Living Wage and provide appropriate channels for effective workers' voice, subject to limits on devolved competence.

Further information can be found [here](#). You will need to confirm that you will adhere to the guidance described in 3.1.3.

Section 6

In this section you will need to confirm that you have the appropriate policies and procedures in place to deliver this project.

You will need to confirm that your organisation has an Equality, Diversity and Inclusion (EDI) policy.

You will need to confirm that you will pay the Real Living Wage as per guidance on Fair Work principles.

You need to upload your governing document (constitution) and a copy of a recent bank statement with your bank name, account name, sort code and account number. If you do not have the bank statement available electronically, please submit the application and email it as soon as possible to newscotsactivitiesfund@tsdg.org.uk. If your bank account is in a different name to the organisation, you must explain why.

All your documents must be received within 5 days of submitting your application or by the application deadline, whichever is sooner. **Please note that your application may not be processed for assessment until all the required documents listed above have been received.**

Section 7

In this section you will need to declare that the information contained in this application is correct, that the governing document (constitution) submitted with the application is the most up to date version adopted by the members of the above organisation and with whom it has been discussed.

Finally, you will sign your name and insert date. This can be an auto signature or in standard font. You accept that by submitting your application, you agree to allow Third Sector Dumfries and Galloway to retain your personal data on its database to process your application. We will use the information you give us to help assess your application and administer any grant award we award you. We may also publish this information on our website or use it to analyse our grant making for our own research or for others. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. This is in line with our Privacy Notice which you can read at <https://www.tsdg.org.uk/privacy-policy/>. You will accept that the decisions made by the scoring panel are final.