



# **Community Planning Partnership**

## **Lived Experience Fund**

### **Application Pack**

**2020-2021**

**Closing date for applications:**

**14 December 2020**

## Using people's personal information

We, South Lanarkshire Council, on behalf of the South Lanarkshire Community Planning Partnership, will use the information about people provided in the application form for the purposes of administering the application and any subsequent grant provided to your organisation. For more information about the Community Planning Partnership please see [Community Planning in South Lanarkshire](#). The personal information shall not be shared with any other partner within the Community Planning Partnership or anyone else. Personal information will be managed in accordance with the Council's Data Protection Policy. You can get a copy of the Data Protection Policy from [http://www.southlanarkshire.gov.uk/downloads/file/10455/privacy\\_policy](http://www.southlanarkshire.gov.uk/downloads/file/10455/privacy_policy) or from the Council's Data Protection Officer (see details later).

## People's rights

You have the right to ask us to:

- Tell you that we are using personal information about you, tell you what that information is and who we have shared it with. You can also ask us for a copy of the information we have about you. This is called the right of access.
- Correct any wrong or misleading personal information that we have about you. This is called the right to rectification.
- Stop using any or all of your personal information. This is called the right to object
- Delete or destroy your personal information under certain circumstances. This is called the right to erasure.
- Stop using your personal information until we can correct your personal information, give you our reasons for using your personal information or stop us deleting your personal data if you need it in connection with any legal claims. This is called the right of restriction.
- Pass your personal information to someone else under certain circumstances. This is called the right to data portability.

For more information on people's rights and how to exercise them or for information about how we manage people's personal information, please see the council's General Privacy notice on our web page at:

[https://www.southlanarkshire.gov.uk/info/200176/sharing\\_information\\_with\\_you/1730/general\\_privacy\\_notice](https://www.southlanarkshire.gov.uk/info/200176/sharing_information_with_you/1730/general_privacy_notice) or contact the Data Protection Officer for a copy.

For detailed information about data protection and how we make sure we comply with legislation please see the Data Protection web page at:

[https://www.southlanarkshire.gov.uk/downloads/file/10455/privacy\\_policy](https://www.southlanarkshire.gov.uk/downloads/file/10455/privacy_policy)



The Council's Data Protection Officer,  
Administrative and Legal Services,  
Council Offices, Almada Street,  
Hamilton ML3 0AA

Phone: 0303 123 1015 Email: [dp@southlanarkshire.gov.uk](mailto:dp@southlanarkshire.gov.uk)



The Information Commissioner

You also have the right to complain to the Information Commissioner about the way we have handled your rights, to enquire about any exercise of those rights or any other aspect of data protection law.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

<https://ico.org.uk/concerns/handling/>

# Lived Experienced Fund Award Information

## Notes for applicants

**Please read the following information before completing the application form**

### 1. What is the purpose of the fund?

The purpose of the Lived Experience fund is to support partners/organisations in capturing the lived experience of local residents to help the community planning partnership to deliver better services, policies and plans. Applicants for this years' funding are asked to note that to qualify, the planned activity must focus on gathering the experiences of those people who are in poverty, experience deprivation and inequalities during the COVID-19 pandemic.

Engaging with local people in this way can help to ensure that:-

- There is equality and dignity for all;
- Services and activities are relevant to local needs;
- Communities can voice their opinions and identify what works and what doesn't;
- Everyone feels valued and included;
- Sense of community is improved;
- Sense of control and influence strengthened in local communities;
- Collective action is promoted; and
- People are empowered to deliver effective interventions in their own lives and in that of their communities.

### 2. What can the money be used for?

This money can only be used to capture the views and experiences of people who live in South Lanarkshire and who experience poverty, inequalities and/or deprivation, priority will be given to areas within the top 20% most deprived areas. The money can be used for example:-

- To purchase equipment/materials;
- To print leaflets/posters;
- Any costs associated with the distribution of leaflets/posters;
- Costs associated with changes to how participation and engagement is delivered during the COVID-19 pandemic, for example making phone calls; or the purchase of online engagement software; or
- To pay someone to carry out the work on your behalf.

### 3. What the money cannot be used for?

- To capture the views of people who do not live in South Lanarkshire.
- To capture the views of people who do not experience, poverty, inequalities or deprivation.
- Any work or event that is not specifically arranged with the aim of capturing the views of local people for the purposes of assessing the impact of a policy/influencing how services are delivered within South Lanarkshire.

#### 4. How much money is available for the grant and how is it distributed?

- Up to £500 per application.
- Organisations can only apply once in any financial year i.e. April to March.
- The application must meet the criteria set out in this form to be considered for an award.
- The South Lanarkshire Community Planning Partnership Board will use a standard set of criteria to decide which organisations will receive funding.

#### 5. Who can apply?

Local Community Organisations that are based in the South Lanarkshire area and who are able to contribute to improving service design and delivery in relation to the [South Lanarkshire Community Plan's](#) overarching objective of Tackling Deprivation, Poverty and Inequality.

Organisations that were funded during 2019-20 and who have not yet spent that funding due to the impact of the COVID-19 pandemic cannot apply for this year's funding award.

#### 6. Important points to note before making an application:-

- Grant funding is not awarded retrospectively, therefore applications must be submitted in advance of the project, event or activity that you are planning;
- Only one award will be made in each financial year i.e. April to March;
- Grants to individuals will not be considered;
- When considering applications, the South Lanarkshire Community Planning Partnership will exercise due regard to current equalities legislation; and
- If awarded funding, organisations will be required to complete an expenditure return; repay any unused grant funding; and complete a feedback form to share the views of people with lived experience with the Community Planning Partnership.

#### 7. How to apply?

##### **Complete an Application Form**

Complete and return the application form and all other relevant documentation. You can either complete the relevant documentation in writing and return to the office address or use the PDF online application and submit by email (both addresses are detailed below).

##### **Conditions of Grant Form**

Awards made through the South Lanarkshire Community Planning Partnership's Lived Experience Fund are subject to conditions of grant which must be read and signed by applicants at the application stage.

**This “Conditions of Grant” form must be signed and returned along with your application form. Failure to do so will delay the application process.**

Both of these documents should be returned to:

South Lanarkshire Community Planning Partnership  
Floor 6, Council Offices  
Almada Street  
Hamilton ML3 0AA

Or send by email to: [contact@southlanarkshirecommunityplanning.org](mailto:contact@southlanarkshirecommunityplanning.org)

### **Closing date for Applications**

The forms must be completed and returned by the closing date for applications as stated on this form.

### **8. What happens when we receive your form?**

Your application will be acknowledged.

Applications will be considered by the South Lanarkshire Community Planning Partnership Board and you will be notified in writing of the outcome of your application within 5 working days of the date of Board meeting. The Board dates will be provided within your letter of acknowledgement.

### **9. Additional information**

If you are unclear about making your application or eligibility for grant support; need any additional information/advice prior to submitting your application; or if you need this information in another language or format, please contact the Community Planning Team to discuss how we can best meet your needs.

Phone: 0303 123 1017 or Email:

[contact@southlanarkshirecommunityplanning.org](mailto:contact@southlanarkshirecommunityplanning.org).



## Lived Experience Award Application Form

1. Organisation details	
Name of organisation: (same as constitution)	
Where does your organisation usually meet?	
Organisation website address (if applicable):	
Type of organisation:	
Is the organisation a registered charity? If yes, please enter your charity number:	

## 2. General

### The vision of the Community Planning Partnership is:-

"To improve the quality of life for all in South Lanarkshire by ensuring equal access to opportunities and to services that meet people's needs".

Grants should be used to assist your organisation, and at the same time, meet the South Lanarkshire Community Plan objective of Tackling Deprivation, Poverty and Inequality.

### 2.1. What are the aims, objectives and main activities of your organisation?

Aims/objectives:
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Summary of main activities:

2.2. The following eight themes underpin the work of the Partnership in tackling, poverty, deprivation and inequality. Please tick the themes below that apply to the work of your organisation (you can choose more than one).

Inclusive Growth	
Financial Inclusion	
Supporting Parental Employment and Childcare	
Improving Housing	
Education, Skills and Development	
Health Inequalities	
Safeguarding from Risk or Harm	
Improving the local environment and communities	

2.3. Which geographical area(s) does your organisation provide services to in South Lanarkshire? (tick all boxes that apply)

Cambuslang/Rutherglen	
Clydesdale	
East Kilbride	
Hamilton	

**3. Grant Details**

3.1. How much money are you applying for? (£500 maximum) £

3.2. How will the money be used? Please give as much detail as possible in relation to the project/event/activity that you are applying for:-



Short description of project/event/activity and how you will carry this out*	Date of event/ timescale of project	Target group(s)**	Estimated cost
Total grant applied for (should be no more than £500)			

\*Please also state how you plan to carry out this activity given current COVID-19 pandemic restrictions. Use a separate sheet of paper if necessary.

\*\*Please specify the target groups for example: all residents living in a specific community; young people or old people who attend a specific group; people with long term health conditions, single parents, single adults, etc.

3.3. How will your organisation use the information from the project/event/activity that you are planning?

3.4. How many people do you plan on engaging with during your project/event/activity?

#### 4. Further Information

4.1. Have you discussed this application with anyone from the South Lanarkshire Community Planning Partnership Board? If so, please provide his/her name.

4.2. Please supply any further information in support of your application that you feel has not been covered in previous sections.

**5. Checklist**

Before signing and returning your application form please ensure that all documents listed below are enclosed (note failure to submit any of these documents will result in your application being delayed). The documents referred to are as follows:-

- A copy of your constitution or set of governing rules;
- A copy of the last year’s final accounts/or a copy of the last year’s annual income and expenditure accounts (except for new organisations); and
- A copy of the signed conditions of grant form.

Please also provide the following details to allow your grant to be paid into this account:

Name and address of organisation’s bank																			
Organisation’s account name																			
Sort code						Account number													

In order to adhere to ‘following the public pound’ principles, the South Lanarkshire Community Planning Partnership may require documentation to establish how funds granted were used or may carry out a check to establish the physical existence of assets purchased with funds awarded. The Partnership will also make arrangements to recover any unused funds. If your grant is successful, an expenses form will be provided for completion and return.

**6. Contact details**

If we need to contact your organisation in relation to this application. Please tell us how you want us to do so by providing your contact details below. We will only use the information that you provide in connection with the application and for no other purpose.

**Contact person’s full name:**

What is the preferred method(s) of contact? (please tick the appropriate box and add your contact information)

Preferred method of contact		Contact information
	Email	
	Telephone	
	SMS	

If this contact or preference changes, please let us know by contacting the Community Planning Team.

## 7. Signature

In signing this form:-

- I can confirm that, as far as I know, all of the information contained in this application form is true and correct and I understand that the South Lanarkshire Community Planning Partnership may ask for more information at any stage.
- I agree on behalf of the said organisation that it will comply with the terms and conditions of grant that have been provided to me.

Form completed by (please print name)	
Signature	
Designation	
Date	
Address for correspondence	

Once signed, please return this application to:

South Lanarkshire Community Planning Partnership  
 Floor 6, Council Offices  
 Almada Street  
 Hamilton ML3 0AA

Or send by email to: [contact@southlanarkshirecommunityplanning.org](mailto:contact@southlanarkshirecommunityplanning.org)



## Terms and Conditions

### Conditions of Grant for organisations receiving a grant of £500 or less from the South Lanarkshire Community Planning Partnership

1. The organisation must have adopted a written constitution acceptable to the South Lanarkshire Community Planning Partnership. The constitution must require the group to elect its committee and office bearers annually at a public meeting. The constitution must also include a commitment to equal opportunities.
2. The organisation should keep simple, accurate financial records and produce accounts. Cheques drawn on the organisation's bank account may only be signed by any two of no more than four authorised signatories. Evidence of expenditure, for example receipts, invoices, bank statements, etc. should be kept for the standard retention period.
3. The organisation should hold regular committee meetings, some of which must be open to all members. The organisation must produce records of committee and general meetings and must allow special meetings at the request of an agreed number of members.
4. The organisation must strive to be representative of their area and ensure that membership is not only open but that participation of all residents is actively encouraged. The organisation should take positive steps to encourage equal opportunity and involvement of those who are under-represented in the organisation such as the elderly, disabled and members of the ethnic minority community.
5. Where activities involve children and vulnerable people, the organisation must operate an appropriate and adequate volunteering and vetting policy. Organisations must have a system in place for obtaining Standard and Enhanced Disclosure Scotland checks, or any other relevant information as required by law or as determined by the South Lanarkshire Community Planning Partnership. Organisations that involve volunteers should have in place a volunteering policy and good practice.
6. Organisations must be prepared to keep the South Lanarkshire Community Planning Partnership informed of their activities in relation to the grant that is awarded.
7. Organisations must not use grant funds to publish material which appears designed to or could affect public support for a political party.
8. The organisation must provide details of their aims and objectives and provide evidence that any grant was used for the purpose for which it was provided. The annual accounts must demonstrate how the grant was used and highlight any unspent funds.

9. An organisation receiving a grant from the South Lanarkshire Community Planning Partnership must:-
  - Use the grant for the purposes outlined in the Letter of Award, and complete an expenditure return form detailing how the money was spent;
  - Share the information gathered from the people with lived experience with the Community Planning Partnership by using the form provided with the Letter of Award. Equalities information will be requested however information provided should be anonymised so as not to identify any persons concerned;
  - Keep records and receipts of how the grant is spent;
  - Return any unused funds from the grant award to the Community Planning Partnership; and
  - Provide any information relevant to the grant as required by the officer of South Lanarkshire Council's Community Planning Team responsible for monitoring the grant at any time on request.
  
10. All grant payments will normally be made in accordance with the terms specific to the grant as detailed in the Letter of Award.
  
11. If the organisation is not meeting the purposes of the grant, Community Planning Officers will work with the organisation to discuss what action, if any, can be taken to improve delivery. If performance does not improve and the effective use of public funding is at risk, or the grant is not used for the purpose for which it was made by the Community Planning Partnership or if fraudulent activity is proven then the organisation will repay to the Community Planning Partnership the entire grant or any lesser part of the grant as determined by the Community Planning Partnership.



## Conditions of Grant Acceptance Form

### Declaration

All applications must be signed by two people who are recognised as representatives of your organisation. One of these people must be a board/management committee member.

You are being asked to declare that:-

- You have read and will comply with all South Lanarkshire Community Planning Partnership's funding conditions; and
- The Conditions of Grant are acceptable to your organisation and they will continue to be binding in the event of any subsequent change in office bearers.

Name of Organisation:

Signed:

Name (block letters):

Date:

Position held:

Signed:

Name (block letters):

Date:

Position held:

Once signed, please return this form with your application to:

South Lanarkshire Community Planning Partnership  
Floor 6, Council Offices  
Almada Street  
Hamilton ML3 0AA

Or send by email to: [contact@southlanarkshirecommunityplanning.org](mailto:contact@southlanarkshirecommunityplanning.org)

Failure to do so may result in a delay in considering your application.