Collaborating Communities Application Form

Guidance Notes

Ayrshire College Foundation Collaborating Communities funding can help you make a difference to your community. Here are some frequently asked questions and some helpful hints to help you apply for funding of up to £5000 for small projects.

Who is the fund aimed at?

Individuals or groups living or working in Ayrshire who have small projects which will benefit the community. Examples include schools, voluntary organisations, charities, churches, community centres, sports clubs.

Helpful hint
As this fund is intended to support collaborative ventures, the panel are expecting you to provide evidence of your knowledge of similar projects in the area in which you intend to be active. Is there scope for working alongside them? Is there a danger of duplication? Does the community need your project? How will your project fit in the overall community picture?

What is the funding for?

This fund supports Ayrshire-based projects that provide educational opportunities for all age groups.

Allied to the objectives of Ayrshire College, we will consider any project that has a clear educational benefit for Ayrshire communities.

What is the main criteria for eligibility?

Sustainability: applicants must be able to demonstrate how they can continue with their project once their funding has finished.

Employability: Applicants must state what employability skills would be learned from undertaking this project.

Could your project benefit Ayrshire College students?

Although not essential to your application, it would be desirable if you can show any links or benefits to Ayrshire College students: applicants could show how they have collaborated with students/staff in advance of the application to agree any roles and responsibilities or how it would benefit students. (if relevant to the project)

Helpful hint
What the panel would like to see here is evidence of active collaboration with potential participants in advance of the application. Have you spoken to particular staff/ departments/ students? This evidence will greatly strengthen your bid.

What will be funded?

Staffing

Training

Resources

Capital equipment

Consumables

Marketing

Helpful hint
The panel have limited funds to grant to projects, so you should avoid drawing up a 'wish list' simply to fit the maximum grant of £5000.

The relevance of each item to the overall success of the project should be clearly explained and justified. Each item of expense should be something which is necessary to the running of the project and without which it could not proceed. e.g. while an item such as a laptop might be a desirable piece of equipment, is it actually vital for the start up or sustainability of the project? Applications for funds of lower amounts, where the items are clearly necessary to the activity, are more likely to be successful.

What activities will not be funded?

Projects outside Ayrshire

Projects that do not meet the objectives of the Ayrshire College Foundation

Any retrospective costs incurred by the applicant

Capital costs of purchasing buildings or land

What is the timescale for planning and implementing eligible projects?

The project should start within six months of funding approval.

How can you apply for the fund?

Application form will be on the Ayrshire College Foundation Website. Complete form and email to Shelagh McLachlan; Shelagh.mclachlan@ayrshire.ac.uk

In addition to the application form you need to submit a budget sheet – what does this mean?

This should show any income you already receive, and any potential match funding

Details of expenditure showing the breakdown of the funding you are applying for.

Who will decide which applications should be awarded funding?

A panel consisting of two Ayrshire College Head of departments and two trustees from Ayrshire College Foundation.

How often will the panel meet?

Three times per year: April, September, December – actual closing dates will be advertised on the Ayrshire College Foundation website.

When will I know the outcome of my application for funding?

Following the panel meeting, you will receive an email confirming the outcome of your application.

If my application for funding is successful, when will I receive the funding?

Within four weeks of the panel meeting after you have signed a terms and conditions agreement

Once I have received the funding what happens next?

You will be required to provide a quarterly update on the progress of your project showing any impact this funding has had.

It is expected that you will be willing to take part in any promotional activities to highlight the funding

If my funding application is unsuccessful, can I reapply?

If your application is unsuccessful, you will be given feedback to explain why. It may be that you can reapply if you can meet any recommendations given to improve your chances of a successful funding application.

The panel's decision if final and it may be that they deem your project unsuitable for funding.