

## **Guidance Notes to be used in Conjunction with the Small Grants Application Form**

**Applications are invited from individuals and groups/organisations based/operating within the South Ayrshire localities.**

1. Individuals, groups, and organisations must be based or provide a service within South Ayrshire localities and projects must directly benefit the residents in these localities.
2. If you do not have a constitution/bank account, you can organise a host organisation. This organisation will administer any awards made to your group, for example, if your application is for equipment, the host organisation can order and pay invoices on your behalf. **You must have this in place before submitting your application**, a host agreement form is available, and we will help you set out a clear agreement with your host organisation.
3. Each individual, group and organisation can submit **one** application. A group can apply to each locality as long as they can demonstrate they deliver a service/project in that particular area. This funding is not open to schools, but parent association/pupil council may apply for funding, but this cannot be for core educational needs that would be provided by the Local Authority.
4. The maximum amount to bid for will be **£500**.
5. If your total project cost is more than £500 you may also apply for part funding, but please provide details of other funding sources for your project.
6. Your project must start after date of award if successful and be **completed within one year** of funding being received.
7. The process must be fully open and transparent and comply with equalities legislation.
8. If the funding cannot be used for the project outlined, please contact your Partnership Engagement Officer at [sahscp.engagement@south-ayrshire.gov.uk](mailto:sahscp.engagement@south-ayrshire.gov.uk) in the first instance.
9. If the award is used for any other purposes without first speaking to your Partnership Engagement Officer, you may be asked to return funding to the HSCP.
10. Any items or equipment purchased with the award must remain the property of the organisation applying for the use in the locality.
11. Your project must fit within the identified priorities for your locality – the priorities are specified on the application form.

12. All applications **MUST** be returned as stated in the application form by **12noon on Friday 30<sup>th</sup> January 2026**. **Any applications submitted after that time will not be accepted.**
13. Applications will be reviewed by a sub-group of the Locality Planning Partnership to ensure they fit within the priorities of each locality.
14. Successful groups will be advised via email and will be asked to complete some paperwork to allow the grant award to be paid.

## Project Monitoring/Evaluation

- All projects receiving funding will be required to undertake project monitoring and evaluation. We recognise that for some, this will only be for a small amount of money, and support will be offered.
- At the end of the project period, all projects will be required to return a short evaluation form and show all expenses with relevant receipts.
- We would welcome photographs of your project, and if these are taken, as part of this process, please ensure that the relevant permissions are in place before doing so.
- A selection of projects may be visited by 2/3 members of the steering group at a date and time agreed.
- This visit will focus on who was involved, what difference the project has made to the participants/community and any future developments.

SOUTH AYRSHIRE

## What can we not fund?

- We don't fund capital costs i.e. building works.
- We don't fund council services. Council staff/departments are unable to act as hosts for organisations who aren't constituted or don't hold a bank account.
- We don't fund staff wages. We would however fund a session/block of sessions from an external provider as this isn't considered as staff wages.
- We don't fund rent/utility bills. We would however support room hire.

SAHSCP