

**Glasgow Riverside Innovation District (GRID)**

**Civic Grant Fund**

**Guidance Note**

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***This guidance note provides information for those interested in applying to ‘The Glasgow Riverside Innovation District Civic Grant Fund’ – where University of Glasgow funding will be made available to support projects or initiatives than can deliver civic and social benefits in the GRID neighbourhoods and the surrounding community.***

***The money will be used to make a positive civic impact for those living, working and learning in GRID and help community projects undertaking activities in the G3, G11, G12, G51 postcodes.***

**1. What is GRID and the purpose of GRID Civic Grant Fund?**

Glasgow Riverside Innovation District (GRID) covers 700 acres from the edge of the city centre, running west along both sides of the River Clyde and taking in the Gilmorehill University campus, to Govan and Linthouse.

At its heart is a drive to develop opportunities, create businesses and generate jobs for a wide range of skill sets by investing in sustainable high-tech industries and infrastructure, while working alongside our communities within GRID to understand their needs. We also want to build on the cultural strengths and social vibrancy of the district.

The University, as a civic institution, and its partners – Glasgow City Council and Scottish Enterprise - are passionate about developing extra funding and resources to help community leaders and community groups to overcome the challenges they face and continue to make a positive impact.

The Civic Grant Fund is recognition that some truly exceptional people and groups are working hard to help address these issues and that they need support. Critically, we want to learn from, and continue to build relationships with, local people and anchor organisations to support the long-term development of the area and its community.

Through this initiative, **the University will invest up to £5,000 per application into projects that will make a positive community, civic or social impact.**

**2. GRID Civic Fund – Open for Applications**

We want to help support the excellent work of volunteers, local community groups, small businesses, and other organisations to continue/develop their work to make a positive difference in their community. The purpose of the fund is to support these causes with often much-needed money to continue their work, and together make a positive impact in the GRID community.

**The first round of the GRID Civic Grant Fund is now open for applications and closes at 5pm on Wednesday 22nd May 2024. A minimum of £1000 to a maximum of £5,000 can be awarded for each successful project under the GRID Civic Grant Fund.**

**The GRID Civic Micro Grant Fund is also now live and will be open all year round – with up to £850 available to help smaller projects.**

**3. How to Apply**

If you have a project idea or initiative which you think meets the purpose and eligibility criteria (see sections 6-9) please complete an application form for either the GRID Civic Fund or the Micro Grant Fund. You can fund these at [www.gla.ac.uk/connect/gridcivicgrantfunds](http://www.gla.ac.uk/connect/gridcivicgrantfunds) – and email completed forms to [glasgow-riverside-innovation-district@glasgow.ac.uk](mailto:glasgow-riverside-innovation-district@glasgow.ac.uk).

You can also post your application form to:

GRID Civic Fund

Room 243 Cloisters

University of Glasgow

University Avenue

G12 8QQ

If you require assistance with your application, or would like to discuss what support we may be able to offer to help you in writing your proposal, please contact the team at [glasgow-riverside-innovation-district@glasgow.ac.uk](mailto:glasgow-riverside-innovation-district@glasgow.ac.uk) or call our Community Project Officer on 07970 400571.

**4. When to apply**

The application window for the first round for the GRID Civic Grant Fund is open until **5pm on 22nd May 2024**.

The GRID Civic Micro Grant Fund, where up to £850 is available to support smaller scale projects, is open all year round.

**5. How much funding is available?**

**A minimum of £1000 to a maximum of £5,000 can be awarded for each successful project under the GRID Civic Grant Fund. Under the GRID Civic Micro Grant Fund up to £850 is available to help smaller projects.**

**6. Who Can Apply - Eligibility Criteria**

1. Applicant organisations should have an annual revenue below £200,000 (can be calculated as an average across financial years 2020-2021, 2021-2022, 2022-2023). Applicants may be asked to provide evidence of their financial revenues during the application and due diligence process.

Applications will be accepted from organisations and groups (based in and running projects within) the GRID boundary postcodes of G3, G11, G12, G51. Organisations, not based in the GRID boundary postcodes, whose project activities spill into the GRID boundary will also be accepted. It is acceptable for projects to extend beyond these postcodes to have a wider reach.

1. It is our expectation, outwith exceptional circumstances with good reason (and with agreement from the University’s Economic Development Team), that projects are capable of completion within 6 months from when the grant award decision has been communicated to the applicant.
2. Projects **(applying for the GRID Civic Grant Fund only)** must be capable of aligning with, or contributing to, one or more of the Sustainable Development Goals (SDG) listed in Appendix 1 – [University of Glasgow - Explore - United Nations' Sustainable Development Goals](https://www.gla.ac.uk/explore/unsdgs/). If you are unsure of how your project might meet this requirement, please contact the team at [glasgow-riverside-innovation-district@glasgow.ac.uk](mailto:glasgow-riverside-innovation-district@glasgow.ac.uk) or call our Community Project Officer on 07970 400571.

These projects may be new ideas, or opportunities to expand existing community projects – in this case funds may be sought to increase the scope, coverage, duration, and impact of already existing initiatives.

We will consider being a part-funder alongside other organisations. However, the University of Glasgow will require to see evidence of other parties’ funding being in place *before* issuing our own funding award and may withdraw a funding offer should this evidence not be provided. Whilst such collaborations are welcomed, the University would only transfer a grant to one organisation. The organisation receiving the grant would then be responsible for passing on money to any project partner organisation.

**7. What sorts of projects would be funded?**

We are looking for project proposals from a broad range of ideas that can lead to tangible social, civic or community benefit to those within GRID.

Example proposals may cover any of the following – **non exhaustive** – sorts of initiatives:

* Equality, Diversity & Inclusion focused initiatives
* Health, Wellbeing and Fitness / Sport
* Sustainability and climate change
* Food poverty
* Arts, heritage, and culture
* Education and outreach
* Finance / debt advice
* Any group set up to represent underrepresented groups in society or special interest groups (examples of such groups might include, but not limited to, multi-cultural groups, women’s groups, men’s mental health groups, LGBTQ+ youth groups)
* Community spaces

**8. How many grants can I apply for at any one time?**

Applicants can only apply for (and be in receipt of) one GRID Civic Fund award at a time from either the Civic Grant Fund or the Micro Grant Fund. However, organisations or individuals (only if they are applying on behalf of a wider community group or organisation) are welcome to apply more than once.

That is, you can reapply if you have an unsuccessful application or when a project (funded by the GRID Civic Fund or Micro Grant Fund) is complete.

**9. Application Decision Process – Who will decide which applications are funded?**

Each application will be screened by the University’s Economic Development team to confirm all mandatory information is included and to ensure applications meet each of the required eligibility criteria (Section 6).

Eligible applications will then be assessed by a panel of the University of Glasgow’s *Community Engagement & Skills Working Group.*The Group includes representatives from a number of public sector agencies, community and business organisations within the GRID boundary. This Group is supported by University staff and reports to the University’s Economic Development Board.

GRID Civic Grant Fund applications will be assessed for (a) **Suitability**, (b) **Deliverability**, (c) **Project Team**, (d) **Impact,** (e) **Long Lasting Legacy** and(f) **Additionality – as defined below** – with evaluators scoring each of elements (a)-(f) from 0-3. The highest scoring projects will be selected for award decision. These terms are defined below.

GRID Civic Micro Grant Fund applications will be assessed for (a) **Suitability**, (b) **Deliverability**, (c) **Project Team**, (d) **Impact** – with evaluators scoring each of elements (a)-(d) from 0-3. The highest scoring projects will be selected for award decision.

|  |  |
| --- | --- |
| 0 | Insufficient information provided |
| 1 | Low potential |
| 2 | Medium potential |
| 3 | High potential |

1. **Suitability:** thealignment of the proposed project to the purpose of the Fund.
2. **Deliverability:** the feasibility of delivering the project and completing all key steps within 6 months from award decision. *‘It is our expectation that projects will be delivered in full within 6 months of the grant award unless there is an exceptional reason otherwise – and applicants should make the exceptional basis clear in their proposal’.*
3. **Project Team:** whether there is enough support available within the project team to realise the proposal.
4. **Impact:** the likelihood and extent of positive community impact.
5. **Long Lasting Legacy**: the sustainability of the project in the community.
6. **Additionality:** How the funding will help to make the project happen - the difference this funding makes and how it and how the project could not otherwise happen.

Applications to the GRID Civic Micro Grant Fund will be reviewed by 3 representatives of this *Community Engagement & Skills Working Group*, and a final decision approved by the Co- Chairs of the Group.

As this part of the Fund is open all year round, award decisions under the Micro Fund will be turned around within 6 weeks of their application date.

Application forms that fail to meet the eligibility criteria will not be assessed further. It is therefore essential to ensure that your project or proposal meets the eligibility criteria before submitting your application.

**10. When will applicants hear back?**

An initial call for the GRID Civic Fund will run from Wednesday 10th April 2024 to Wednesday 22nd May. We aim to be able to announce the successful projects and give feedback to all in the Summer with projects able to commence from August 2024. **Exact project start dates will be outlined in grant award letters.**

For applications to the GRID Civic Micro Grant Fund, we will aim to turn applications around within 6 weeks of submission.

**11. Projects that will not be funded**

* Day-to-day running costs, e.g., administration, rent, building maintenance, subsistence.
* Statutory bodies (however Schools with community focussed proposals or for example PTA initiatives are in scope).
* Proposals for staff costs / staff time where this is not specifically for the project in question.
* For-profit organisations.
* Individuals (unless in exceptional circumstances and/or if they are applying on behalf of a wider community group or organisation).
* Initiatives for the sole promotion of philosophical beliefs.
* Projects that cannot provide evidence of a bank account.
* Organisations deemed to be in severe financial difficulty or jeopardy.
* Applications will not be accepted from University of Glasgow staff, however if they are participating in a project by a community organisation/group within the GRID boundary, the organisation can apply for the Fund.
* Any project which is determined by the University to be inconsistent with its values or demonstrates an unwillingness to engage in the Fund process. The values can be found at <https://www.gla.ac.uk/explore/strategy/values/>.

**12. Successful applicants: Grant Award Letter – Terms & Conditions**

Following the evaluation process and decision, the University of Glasgow will notify applicants of the outcome in writing. For successful applications, a Grant Award Letter will be provided by the University of Glasgow – and the value of grant funding will be agreed through the applicant’s signing of this Grant Award Letter. These should be signed and returned to us within 30 days. The applicant will need to ensure compliance with conditions contained in the Grant Award Letter. You can find a copy of the Grant Award Letter outlining the terms and conditions on the GRID Civic Grant Fund webpage. <https://www.gla.ac.uk/connect/gridcivicgrantfunds>

In the event an applicant refuses to agree to the terms of the Grant Award Letter or unduly delays the process of signing and returning these documents, the University of Glasgow reserves the right to withdraw the Grant Award Letter. The application will then be rejected or disqualified from the process. The University of Glasgow will not be responsible for, nor will we make any commitment in respect of, costs that you may incur prior to the signature of any Grant Award Letter

**13. Project Review Meetings**

Successful applicants to the **GRID Civic Grant Fund** will be expected to attend 3 meetings throughout the project duration:

**Inception:** An introductory meeting and information session.

**Midpoint:** The meeting will assess the stage the project is at and gain insight if it is on track for completion.

**Close:** Gather feedback on the processes and expectations of the GRID Civic Fund grant and assess how successful the projects were. Organisations will be expected to provide evidence of their projects in the form of photographs/and or videos and complete a short report.

Payment schedules will be discussed and agreed between both parties at the inception meeting. As a general rule, the payment schedule for the GRID Civic Grant Fund will be one third at inception, one third at the midpoint and one third at close. On a case-by-case basis, we can also agree in exceptional circumstances where an alternative payment schedule may be more suitable.

Successful applicants to the **GRID Civic Micro Grant Fund** will be expected to attend 2 meetings (at Inception and Close). Full payment will be made at inception.

Meetings will be held in a mutually agreed, suitable physical location or online. It is our intention that our grant programme, including the review process, is as accommodating and as accessible as reasonably possible.

**14. Monitoring and Evaluation**

All successful applicants will be required to complete a short report by returning a project evaluation form at the end of their projects. You can access the End of Project Form on the Civic Fund webpage.

**15. Payment of Grant**

Each applicant must provide a detailed breakdown of their project costs, which should relate to the amount being applied for. All payments will be made against the agreed project milestones. We will make payments in line with the Project Review meetings outlined above in section 13. The University of Glasgow has the right to request evidence / receipts of costs incurred and will have the final say on the whether these costs are acceptable.

Full details of payment responsibilities will be detailed in the Grant Award Letter and its accompanying terms.

The University will commit to releasing payments within a maximum of 30 days, in accordance with the Sundry Payment process.

**16. Requests for Alternative Formats**

If you require application materials in an alternative format, please email [glasgow-riverside-innovation-district@glasgow.ac.uk](mailto:glasgow-riverside-innovation-district@glasgow.ac.uk) or call our Community Project Officer on 07970 400571 or ask a friend or family member to do so for you. We can send you a printed copy of the form by post on request. If you need any help completing the form, we are happy to help. We can talk with you online, over the phone or in person (at a mutually suitable venue).

**17. Further Information**

Should you have any queries or require further information, please contact [glasgow-riverside-innovation-district@glasgow.ac.uk](mailto:glasgow-riverside-innovation-district@glasgow.ac.uk) or call our Community Project Officer on 07970 400571 who will be happy to call you back.

**Appendix 1 – Projects (applying for the Grant Civic Grant Fund only) must be capable of aligning with, or contributing to, one or more of the Sustainable Development Goals (SDG) set out below.**

**In an uncertain world dominated by major shocks – from the pandemic to the cost-of-living crisis, our students, colleagues, and other members of our University of Glasgow community care about how our institution can be a force for good.**

The United Nations’ Sustainable Development Goals (SDGs) provide us with a framework through which our research, projects and programmes can help support the most pressing problems faced people (and the planet). Projects funded by the GRID Civic Fund should align with, or contribute to, one or more Sustainable Development Goals (SDG) listed below.

For example, a food bank network would align to the Zero Hunger SDG (number 2), an adult life-long learning project would align with Quality Education SDG (number 4) or a financial inclusion charity supporting the most excluded social groups would align with SDG No Poverty (number 1).

**If applicants are unsure which SDG their project supports, our team will be able to help you with this. Please contact** [**glasgow-riverside-innovation-district@glasgow.ac.uk**](mailto:glasgow-riverside-innovation-district@glasgow.ac.uk) **or call our Community Project Officer on 07970 400571 who will be happy to call you back.**

