



Funded by
UK Government

Falkirk Council Community Empowerment Grants
Funded by UK Government Shared Prosperity Fund

Small & Start-Up Grants Guidance

1. Introduction

Falkirk Council, through the UKSPF 2025-26 programme, has introduced a single-round Small Grants opportunity for local non-profit organisations.

2. Grant detail

- The maximum award for new Start-Up organisations will be **£2000**.
- The maximum award for established, constituted, organisations will be **£5000**.
- There are no match funding requirements applicable to this opportunity.
- Projects must contribute to the delivery/achievement of the UKSPF programme outputs/outcomes outlined in **APPENDIX A**.
- The grant period will commence from the date of award letter.
- The funding/activity period for this grant will be **August 2025 to Jan 2026**
- Organisations must be capable of completing their project activity and expenditure, and submitting their monitoring documentation, including evidence of spend and impact, by **31st January 2026**.
- Where relevant, any authority or permissions relating to the proposed project must already be in place at the time of application submission.

3. Eligible Organisations

Constitution

- The grant is open to all community benefit organisations, located within the Falkirk District, which operate for a collective, public, or social benefit, rather than to generate profit for owners, members, or shareholders.
- Start Up Applicant organisations do not need to be formally constituted at point of application but must commit to becoming a formally constituted group within the grant period.



FALKIRK COUNCIL



- Small Grant Applicant organisations must be constituted, and their constitution narrative must demonstrate alignment with the community benefit definition above.
- Constitutions are expected to contain a dissolution clause (or 'asset lock') which provides reasonable assurance that assets are to be handled in a manner consistent with a non-profit status.
- Local branches of national third sector organisations will only be considered eligible where the local branch is independently constituted and holds their own local branch bank account, grant funds, and annual accounting responsibilities, independently from the parent group.

Financials

- Start-Up applicant organisations do not need to have a bank account established at the point of application but, must commit to having an account set up within 3 months of any successful award offer.
- Small Grant applicant organisations must have their own bank account and be able to supply the 3 most recent statements as part of the application submission.
- Small Grant Applicants must be able to supply their latest set of 'independently verified' annual accounts.
- The organisation name on accounts must match the name on the governing document and bank account(s).
- Financial transactions are required to be either authorised (before payment) or checked (after payment) by another person independent of the person initiating the payment. This is commonly referred to as having two account signatories.

Policies & Insurance

- Applicant organisations are expected to have, or be in the process of developing, key policies and procedures which are appropriate to the organisation age, size and nature, and in line with any legal requirements.
- Applicants must ensure they have the appropriate insurance in place to cover any liabilities related to the proposed UKSPF grant activity.

Other

- Where organisations have received prior funding from the Falkirk Council Communities Team, the status of those existing grant projects would need to be up to date in regards to financial reporting and monitoring information submissions to be considered eligible for any further Grant consideration.

4. Eligible projects & costs

This fund can only be considered for applications which meet one or more of the UKSPF project priorities noted in **APPENDIX A**.

In summary, we are looking for projects that have the potential to deliver:





- Enhanced capacity of community driven support, increasing project engagement and numbers of beneficiaries within our district.
- new local activities and events.
- increased volunteering opportunities.

Please familiarise yourself with APPENDIX A, and ensure that application forms clearly detail how your funding requests and project activity will help to achieve the goals. You do not need to deliver against all criteria, but projects that can deliver against multiple criteria are strongly encouraged.

There is flexibility within this fund to consider various types of project costs, so long as requests can be directly linked to achieving the project goals.

Perhaps your organisation needs some funding to help

- stage some new free/low cost local events
- plan and organise new community health & wellbeing activities
- hold additional support or training sessions
- repurpose an underutilised room to offer a new service/facility
- transform a neglected outdoor space with the help of volunteers

For applicants that received UKSPF CEG funding in the 2023-2025 programme, please note that we can consider your organisation for funding in this round, but only where the application is for a materially different purpose/outcomes.

The UKSPF programme aims to build the capacity of local services. As such, applications for funding towards an organisations existing and recurring operating costs, such as energy bills and staff salaries, are unlikely to be supported by our awards panel.

Materials and services procured prior to the receipt of a formal grant offer being made are not eligible for funding.

As well as the key project narrative, the awards panel will consider each organisations current capacity and need. Where groups are holding significant, non-restricted reserves we would encourage applicants to make note of any pre-existing project commitments outwith the grant project costs being applied for.

We would encourage groups to discuss potential projects with our team, or our UKSPF partners at Falkirk Council Community Development Team and CVS Falkirk and District during their grant planning stage.

Evidence of project costs

When reviewing grant applications the Awards Panel will always consider the Value for Money associated with the costings detailed in the submission. As an awarding body we also have the responsibility to meet guidance on 'following the public pound.'

 It is a requirement that applications are supported by costings evidence as follows:

Item/contractor value	Number of quotes/estimates
Under £500	none
Between £500 and £2999	At least one quote, estimate, or detail of product and costing from a supplier/service provider, website, or catalogue.
£3000 and over	At least three quotes, estimates, or details of product and costing from suppliers/service providers, websites, or catalogues.

5. Application Process

This is a single round of grant allocations, and all applications received will be assessed at an Awards Panel meeting in July 2025.

Eligible organisations are invited to submit their project up until the applications window closes at **23:59 hrs on Monday 30th June 2025**.

The Small & Start-Up Grant Application forms are available on the Falkirk council website.

Applications can be submitted electronically to spf.communities@falkirk.gov.uk


Postal returns can be sent to:

FAO: Community Partnership Team
Housing & Communities
Falkirk Council - The Foundry
4 Central Boulevard
FK5 4RU

Please note: Falkirk Council accepts no responsibility for applications which miss deadlines due to delayed postal service or incorrect email address.

Applicants are advised to ensure that their submission contains all relevant details they wish to be considered, and all mandatory supporting documentation including, where relevant:

- Application Form
- Copy of 3 most recent bank statements
- Copy of your signed constitution
- Copy of independently verified accounts for the most recent accounting year
- First years income projection and referee detail (for Start-Up or newly constituted applicants)
- Evidence to support expected project costings
- Any other relevant documentation to support the assessment process



All accompanying documents must be received before the closing date in order for your application to be eligible.

6. Assessment Process and awards

The UKSPF Awards Panel making decisions on grant allocations will be made up of representatives from the Community Planning partnership, Voluntary Sector, Community Groups, and Falkirk Council. This representation ensures decisions are driven by those with knowledge of our local area and strategic priorities within the communities.

The UKSPF Grants programme strives to help as many projects as possible, but we inevitably cannot fund all the requests we receive due to budget constraints.

Awards Panel members will consider the project submissions and agree any award based on eligibility, alignment with the UKPSF aims and objectives, organisational capacity, value for money, feasibility, and impact.

Award panel decisions are considered final, with no appeals process.

If your application is successful:

- The decision will be sent to your nominated contacts on the application form. We may arrange a meeting or call to discuss the project plan and monitoring arrangements prior to the issue of a formal grant offer letter.
- On receipt of the grant offer letter, applicants have 7 working days to return signed acceptance of the offer, terms and conditions.
- Once a confirmed grant agreement is in place, applicants can commence project activity and spend.
- Start-Up Grant funds may be released in instalments. Arrangements will be discussed with individual organisations at the award stage, and will consider banking status, organisational capacity and project activity/timelines.
- Small Grant funds will be released on receipt of the signed grant agreement.
- All grant recipients will need to obtain, and retain, evidence of grant expenditure for administration and audit purposes.
- Applicants will provide updates on progress to the UKSPF team.
- All project activity and expenditure is to be completed, and grant monitoring information sent to spf.communitie@falkirk.gov.uk by **31st January 2026**.

If your application is unsuccessful:

- A communication will be provided to your nominated contacts on the application form outlining the decision and any feedback that our Awards Panel have requested to be relayed regarding your application.
- We aim to notify all applicants of the awards panel decision by **31st July 2025**.



7. Publicity

Successful applicants must demonstrate support for their project has come from Falkirk Council and the UK Government's Shared Prosperity Fund. This includes within any publicity including press releases and social media relating to the funded project.

Logo's will be sent to successful applicants along with the grant monitoring form during award communications stage.

For further information please visit the [Government website](#).

8. What we cannot fund

- Organisations/projects that do not meet the eligibility criteria
- Costs already incurred, or procurement which will be confirmed before we have decided on an application (i.e. retrospective funding)
- Project costs which are already covered by another confirmed grant (i.e. double funding)
- General fundraising or appeals
- School-based projects
- While faith-based organisations may apply, we cannot fund the practice of religion, or any activities that actively promote religion or particular belief systems. We cannot fund projects that are exclusively serving only those who practice a specific religion.
- Applications received after the deadline, or non-compliant applications.
- VAT that is reclaimable from HMRC
- CCTV

9. Subsidy Control

- Applicants must ensure that projects comply with the law on subsidy control: [UKSPF subsidy control guidance \(opens in a new tab\)](#)
- As a public authority, Falkirk Council is required to comply with the Subsidy Control Act 2022 (which took effect on 4 January 2023) when awarding funding or other support. Please note that, where a provisional decision is made to award support to your organisation, and Falkirk Council considers that support may involve a subsidy, you will then be required to provide further information regarding the subsidy position of the project. To allow Falkirk Council to assess the subsidy control position, additional clarification will be requested prior to the award of grant funding.
- Please note that any funding decisions by Falkirk Council will not be made until such times as a subsidy compliant route has been identified. Any provisional decisions remain entirely conditional on the subsidy control position being satisfactorily resolved prior to any final decision by Falkirk Council to award any funding or support.
- Falkirk Council is not able to give legal advice on subsidy control. It is the responsibility of the applicant to ensure that the project is subsidy control compliant. The Council will



however welcome discussions concerning the use of potential subsidy exemptions and justifications following any approval in principle.

10. Fair Work & Net Zero

All Grants awarded via the programme should evidence their activities meet the Scottish Government's approach to Fair Work and Net Zero. This will not be achievable for all projects, but efforts to work towards these measures will further evidence Falkirk Council's commitment to eradicating poverty and achieving Net Zero.

This will include.

- Appropriate channels for effective voice and employee engagement, such as trade union recognition
- Investment in workforce development
- Action to tackle the gender pay gap and create a more diverse and inclusive workplace.
- No inappropriate use of zero-hours contracts
- Payment of the Real Living Wage
- Flexible and family-friendly practices
- No fire and re-hire policies

Actions to ensure your business has a credible plan in place to reduce its greenhouse gas emissions to net zero by 2045, at the latest.



APPENDIX A

UKSPF Priorities – Small & Start-Up Grants

Code	UKSPF targets	CEG Grant Priorities
OP17	Number of people reached	Number of people directly impacted by the UKSPF project. The definition of direct impact will vary across projects. E.g. Numbers of people attending, engaging, learning, benefitting etc
OP12	Number of local events or activities supported	Planned events or activities that fall into one or more of the following categories: -Volunteering -Social action e.g. empowering communities, tackling poverty/inequality, environmental -Sports, Health & Wellbeing -Heritage, Arts, Music, Film, TV
OP27	Number of volunteering opportunities supported	Number of new volunteering opportunities <u>offered</u> as a direct result of the funded activity.
OC18	Improved engagement numbers	The increase in number of individuals engaged in the project activity over the UKSPF term. E.g. increased service provision/capacity, attendance, membership, contribution
OC29	Number of volunteering opportunities created as a result of support	The number of organised volunteering roles <u>filled</u> as a direct result of the funded activity.