

Community Benefit Requests

2026/27 Guidance

Connecting, Consulting and Collaborating





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What are Community Benefits?

Companies awarded Council contracts above a certain value can offer social, environmental, and employability support, helping them to give back directly to the people of Falkirk. As part of its commitment to Community Wealth Building, Falkirk Council considers the inclusion of such supports, or Community Benefits (CBs), across procurement exercises valued at £50,000 and above.

Delivery of CBs is monitored and managed through close working with relevant Falkirk Council Contract Managers, the Employment Training Unit, the Corporate Procurement Unit, and Communities Services. Further information can be found on the [Falkirk Council website](#).



The aim is to maximise the benefits being delivered to Falkirk Council communities through our contracts.



Our Approach to Community Benefits

As outlined in the [Council's Procurement Strategy](#) the CB approach taken by the Council aims to develop a CB list for use by communities and contractors. The list is a collection of Requests made by community groups and third sector organisations, which is then shared with contractors – ensuring that the benefits delivered for Falkirk are those really needed and wanted by citizens.

Aligning with the [Community Engagement Strategy 2025-2028](#), our approach to CBs enables increased transparency, while simultaneously empowering communities to realise improved opportunities. This will work to mitigate aspects identified within the [Falkirk Council Plan](#) for 2021 to 2030: **working in partnership with communities; poverty; mental health and wellbeing; substance use; gender-based violence; and economic recovery**. We therefore strongly encourage applications from groups/organisations who aim to address these issues.



The Community Benefit Request Process

How do you make a Request?

Step One: Using the CB Request Submission Form – see Appendix A – groups/organisations outline their Request via Participate+ or via paper document which can be sent to:

Community Partnership Team, Falkirk Council
The Foundry, 4 Central Boulevard
Central Park
Larbert
FK5 4RU

Step Two: All Submission Forms will be assessed for their eligibility by the Communities Team.

If we have any further questions, we will be in touch using contact details provided. These contact details will only be used to discuss CBs, and you may ask us to remove them, along with any Request, at any time.

Any unsuccessful applicants will be notified and provided with alternative support options where possible.

Step Three: Eligible submissions will be recorded by the Communities Team.

Step Four: The Community Benefit Request Panel will score eligible submissions, against predetermined criteria: **community impact, strategic alignment, need, deliverability, and funding context.**

Step Five: After Panel assessment, Community Benefit Requests will be matched with relevant Contractors. Requests will then be delivered.

Step Six: Organisations/groups will be asked to provide proof of their fulfilled Request. This proof will vary depending on the type of CB requested, however may take the form of receipts, invoices, photographs, logs, certificates, or any other documentation as shall be specified by the Council.

Step Seven: Once the CB has been delivered, the Communities Team will be in contact to carry out a short review to gain a greater understanding of what benefits have been provided to the local community and how we can improve the process going forward.



How long will the process take?

We aim to review all new Requests within 10 working days from initial submission. Release of funds/resources will be dependent on applicant and contractor cooperation, and therefore an explicit timeframe cannot be provided at this point.

We cannot guarantee that every Request will be selected and fulfilled, however we will encourage contractors to consult the list whenever possible.

Who can submit a Request?

This process is open to any community group, organisation, association or charity/third sector organisation which operates within the [Falkirk area](#), with a maximum annual income level of £250,000.

Please note as part of the assessment process, Falkirk Council will consider successful funding your group has been awarded from the Council in the previous and current financial year. This consideration will influence the decision-making process.

Groups whose Request have been fulfilled within a given financial year, will not be eligible to submit a further Request in the subsequent year.

How many Requests can my group/organisation make?

Groups/organisations can submit a single Request per financial year.

Please note that Requests will be reviewed on an annual basis each April to ensure that all Requests remain relevant and accurate. Therefore, the closing date for submissions will be the 31st of March.

Any group/organisation who does not have their Request fulfilled must reapply each year they would like to remain on the list.

What kinds of support can my group/organisation apply for?

Groups/organisations can access a range of support, such as financial or material donations, the rendering of a specialist service, or volunteering hours. All donations, regardless of the type of CB, **must not exceed a total value of £500.**

There are some further restrictions, with these outlined below. All submissions made will be reviewed before being added to the CB list to ensure compliance. Any unsuccessful candidates will be updated by the Communities Team and, where possible, advice will be provided to access alternative support mechanisms.



Request Restrictions

Request Type	Further Information
A Request from a religious or political group	We are unable to include Requests which aim to advance religious or political views. Religious groups may apply for support for non-religious activity that will benefit the wider community beyond their own congregation and is open to all on a non-denominational basis.
A Request from a school	This process is targeted at community-led and third sector organisations and is therefore not open to Requests from schools. Parent Teacher Associations/Parent Councils which are appropriately constituted, may apply for support. This support should not interfere with educational provision. Schools may be eligible for alternative support, please get in touch with the appropriate Council department for further advice and guidance: EducationServices@falkirk.gov.uk
A Request that benefits operations out with the Falkirk boundary	Any Requests made should benefit the local Falkirk community. For organisations who work within Falkirk as well as further afield, submissions must directly benefit operations within Falkirk.
A Request which covers core operational costs	This process is not to be used to cover core operational costs, such as rent, recruitment, or staff salaries. If you require further advice on alternative funding available to your group/organisation, please get in touch with the appropriate Council department: Community Learning and Development
A Request which focuses on land or property your group/organisation does not own	In the majority of cases, Requests concerning changes to land or property must originate from the group/organisation who own or lease the asset. If you require work to be carried out on an area of land, please ensure that you either own the land or have written permission from the landowner.
A Request which services one individual, family, or informal group (e.g. friends)	CBs should benefit the community – with a community defined by a location or shared interest. We cannot include Requests from a single individual, a family, or group of friends. Requests can only be accepted from community groups, community associations, community organisations, voluntary organisations, or other formal third sector organisations.



Construction (e.g. homes, shops, facilities, roads)	Requests of this scale are not possible through CB processes, due to cost and legal aspects. Please contact the appropriate Council department for advice, support or to read guidance on processes to follow for larger projects: buildingstandards@falkirk.gov.uk
Employment opportunities	Employability and the creation of paid opportunities for local people is centrally managed, and forms part of the formal procurement contract between Falkirk Council and the successful contractor. This is outlined in Scottish procurement legislation - the Procurement Reform (Scotland) Act 2014. Please note however, that Requests for volunteering or work shadowing could be made through this process.
Financial donations	All financial donations sought through CB Requests should only reach a maximum amount of £500. If you require support greater than £500, we strongly recommend considering alternative grant funding options which may be available to you. Please get in touch with the appropriate Council department for further advice and guidance: Community Learning and Development
Installation of large systems (e.g. electrical, heating, security)	Requests of this scale are not likely to be possible through CB processes due to cost and legal aspects. Please contact the appropriate Council department for advice, support, or to read guidance on processes to follow for larger projects: buildingstandards@falkirk.gov.uk
IT equipment	IT equipment provided through CBs will not necessarily come pre-loaded with specific software, such as Microsoft Office. Organisations seeking laptops or other IT equipment through this route, may need to purchase the software they require once the donation has been agreed with the contractor.
Repayment of loans or payment of debts	CB Requests should not be used to pay debts or repay loans. If you are experiencing financial hardship, please see what support is available to you on the Council website.
Security devices (e.g. CCTV cameras)	CB processes cannot contribute to the provision of security devices, such as CCTV cameras.
Volunteering hours	Requested volunteering time should always be valued at the Real Living Wage, regardless of the nature of the task.



Review and Evaluation

As stated in [Falkirk Council's Community Engagement Strategy](#), we have committed to ensure that **“all voices and views of all groups and individuals are listened to, recognised, respected, valued, and acted upon”**.

To further this goal, embedding accountability mechanisms throughout community engagement activities is key. Therefore, we are asking all those who take part in the CB process to carry out a short evaluation form on receipt of donation.

Those groups who have had their Request fulfilled will be asked, after project completion, to give an overview of the benefits delivered to their community, as well as how effectively a contractor collaborated with them.

Contact Details

If you have further questions relating to Falkirk Council's CB Request process, please do not hesitate to get in touch via:

Email: communitywealthbuilding@falkirk.gov.uk

Post: Community Partnership Team, Falkirk Council
The Foundry, 4 Central Boulevard
Central Park
Larbert
FK5 4RU



Appendix A: Submission Form

Community Benefit Requests

Companies awarded Council contracts above a certain value can offer social, environmental, and employability support, helping them to give back directly to the people of Falkirk. Further information can be found on the [Council's website](#).

The following form allows community organisations to be considered for specific support through the Council's procurement process. Each organisation/group may submit **one Request per financial year**, with all Requests reviewed by Falkirk Council prior to wider release to contractors. Additionally, to keep the list of Requests up to date, it will undergo an annual review. Projects not selected will be required to reapply for future consideration.

We cannot guarantee that every Request will be fulfilled however, we will encourage contractors to consult the list whenever possible.

Group Details

Group/Organisation Name

The name of your community group, organisation, association, or charity. This should be consistent with the name on your constitution and banking.

Postal Address and Postcode of Group/Organisation

Contact Name

Please include the name of who is best to contact in relation to your Request

Contact Phone Number

A relevant telephone number for your organisation, your named contact or both

Contact Email

A relevant email address for your organisation, your named contact or both



Ward

Which Ward is your CB Request based within?

- | | |
|---|---|
| ☐ Ward 1 - Bo'ness and Blackness | ☐ Ward 6 – Falkirk North |
| ☐ Ward 2 – Grangemouth | ☐ Ward 7 – Falkirk South |
| ☐ Ward 3 - Denny and Banknock | ☐ Ward 8 – Lower Braes |
| ☐ Ward 4 - Carse, Kinnaird and Tryst | ☐ Ward 9 – Upper Braes |
| ☐ Ward 5 - Bonnybridge and Larbert | ☐ Falkirk-wide |

What is the status of your organisation?

Please note, we can only fund social enterprises (including CIC's) with no private benefit, and which have asset lock provision in their incorporation documentation. Appropriate evidence will be required.

- | | |
|--|--|
| ☐ Community Council | ☐ Registered Charity |
| ☐ Community Interest Company (CIC)
with no private benefit | ☐ Scottish Charitable Incorporated
Organisation (SCIO) |
| ☐ Community Trust | ☐ Other (please provide detail):
_____ |
| ☐ Constituted Group or Club | |
| ☐ Not-for-profit Company | |

Registered Charity Number (if applicable):

Tell us about your group

Provide a short description of what your group/organisation does, in **no more than 150 words**.



Your Request

Project/Item Description

Provide details of your Request in **150 words or less**.

Your description may include:

- What you require to complete your project
- How long your project will take to complete
- Why this is needed
- Which Falkirk Council Ward your project/item will operate within

Who does your Request benefit?

Please select the main group(s) that you expect will benefit from your Request:

- | | |
|---|---|
| ☐ School-Aged Children | ☐ Refugees/New Scots |
| ☐ Young People (aged 16-25) | ☐ Lone Parents |
| ☐ Older Adults (65+) | ☐ People Experiencing Poverty |
| ☐ People with Disabilities | ☐ LGBTQ+ Communities |
| ☐ Care Experienced Individuals | ☐ Other (please provide details) |
| ☐ Ethnic Minority Communities | _____ |

Have you sought funding for this project from another source? If so, please provide further details.

☐ Yes

☐ No

If 'No', would you like to receive further support from Falkirk Council to understand what funding opportunities are available to you?

☐ Yes

☐ No



The Falkirk Plan

Under the **Community Empowerment (Scotland) Act 2015**, the **Falkirk Community Planning Partnership** – a collaboration of public agencies, third sector organisations, and private sector partners – must publish a **Local Outcomes Improvement Plan**. This Plan highlights what is most important for Falkirk's future and sets out how the Partnership and our communities will work together to make these priorities a reality.

We recognise that these priorities can only be achieved through the vital contributions of our local communities. Therefore, we invite you to consider which Falkirk Plan Theme/s your Request aligns with, and how your idea could help support and strengthen Falkirk's communities.

Select which Falkirk Plan Theme/s your Request applies to:

- | | |
|--|--|
| ☐ Theme 1 - Working in Partnership with Communities | ☐ Theme 4 - Substance Use |
| ☐ Theme 2 - Poverty | ☐ Theme 5 - Gender Based Violence |
| ☐ Theme 3 - Mental Health and Wellbeing | ☐ Theme 6 - Economic Recovery |

How does your Request help to achieve the Outcomes detailed in the Falkirk Plan 2021-2030?

Please explain how your Request aligns with the Falkirk Plan 2021-2030, such as contributing to one or more of its themes, addressing local challenges, or creating benefits for Falkirk's communities.

Submitting Your Application Form

There are several documents that we require alongside your Submission Form.

Please tick to confirm you are submitting the following:

- ☐ Your organisation's governing document/constitution
- ☐ Bank statements (please ensure coverage of recent three months and format provided shows organisation name and full account details)
- ☐ Latest annual independently examined accounts (OR management accounts)



if the group is less than one year old)

Confirmation

I understand that should our application be successful, the group will not spend any money or procure any goods until authorised to do so by Falkirk Council.

☐ **Please check this box to confirm**

Authorisation

I confirm that I am authorised to submit this application on behalf of my organisation. To the best of my knowledge, all information in this application is accurate and reflects the organisation's current activities, financial position, and funding requirements.

By signing this application, I acknowledge that the organisation agrees to the Community Benefit Requests Terms and Conditions, as outlined in Appendix B.

Signature	
Name (printed)	
Position in Organisation	
Date	

If you have any queries, please email communitywealthbuilding@falkirk.gov.uk



Appendix B: Community Benefit Requests Terms and Conditions

Before you submit your Submission Form, you must read and agree to the following Terms and Conditions. One signatory from the group should then sign the declaration, which confirms that the organisation understands and agrees to the Terms and Conditions.

1. Within the Terms and Conditions 'we' and 'our' refers to the applicant organisation. 'Falkirk Council' refers to the service providing the resources for which you are applying.
2. We understand that our group/organisation is entirely responsible for the ownership, delivery and maintenance of the project throughout the timeframe of the funded asset and associated activities. This responsibility and associated liabilities cannot be transferred to any other body once the project is completed without written permission from Falkirk Council.
3. An Award Letter will be issued by Falkirk Council if successful after liaison with a relevant Falkirk Council contractor. No project should commit to works, nor should money be spent, until the Award Letter has been agreed, issued, signed by the group and returned to Falkirk Council along with all the relevant paperwork for the project.
4. We will use the Award as described in our Submission Form. Any changes must be agreed in writing and in advance by Falkirk Council.
5. We understand that we are responsible for the delivery of the Project and the Award and must do so as described by the Request Proposal as submitted.
6. We understand that any resource awarded must be used within one year from the date of the Award letter or as otherwise stated within the Award letter.
7. We will tell Falkirk Council immediately in writing of anything that significantly delays, threatens, or makes it unlikely that the Award will not be used within a year or not used for the purpose described in the application.
8. We understand that we will be asked to produce an Evaluation Report within three months after our Request has been completed.
9. We understand that Falkirk Council will not increase the Award if we overspend.
10. We are aware that any equipment which has been awarded to us belongs to our organisation, is under the charge of our organisation, and must regularly be



maintained and insured it to its full replacement value and kept in a secure premise.

11. Should we be successful, we agree to participate in any publicity or public presentation about the funding and that it is essential that we include an indication that the project/item was secured through Falkirk Council support.
12. We understand that there is a possibility that Falkirk Council's internal or external auditors may wish to audit funded projects. We agree that any Officer may be required to make themselves and any relevant documentation available for any visit by Auditors at reasonable notice.

The Organisation

13. Payments will only be made to a constituted group/organisation. Help is available to become constituted, or to match you with another organisation to host your funding and activities.
14. Payment will be paid in one instalment, upon production and delivery of satisfactory documentation (such as quotes, invoices and receipts) emailed to the Council and in line with Council financial procedures. All receipts and invoices should be provided to the Council no later than one month after the spend was made or at the latest, one year and one month from the date of the Award letter.
15. Constituted groups and incorporated organisations must demonstrate no potential for private benefit within its governing documents.
16. We will advise Falkirk Council in writing of any change to our governing documents and provide a copy of the revised documents.
17. We will advise Falkirk Council in writing of any changes to our bank or building society bank account.
18. We will advise Falkirk Council in writing of any changes to the management of the project.
19. We will keep all financial records and accounts, including receipts for items bought with the Award, for two years from the completion of the project for which



funding has been awarded. We understand that this does not release us from our legal responsibility to keep records for longer periods.

20. We will make all financial records available for inspection by Falkirk Council if requested.
21. We agree to meet all statutory legislation and good practice regulating the way that we operate, the work that we carry out, the staff that we employ and the goods that we buy, particularly, but not exclusively covering the areas of Equal Opportunities, Data Protection, PGV Membership, Employment, and Health and Safety.
22. If appropriate to the Award, we agree to comply with Falkirk Council's Financial Regulations and Standing Orders, and any other guidance as advised by Council Officers. A copy of all such guidance is available from Falkirk Council.
23. We understand that Falkirk Council will make public information about our Application and our Award.
24. We understand that we are responsible and hold liability for all activities and equipment purchased/received through the Award and that we have a duty of care to our members and the public and will ensure that adequate Public Liability Insurance is in place to provide indemnity to our organisation and its members for the activities of our group or organisation. We will provide these documents to Falkirk Council on request.
25. If appropriate, we will ensure that adequate Employer's Liability, Public Liability, and Property Insurance is in place, and we will produce these documents for Falkirk Council on request.
26. We understand that Falkirk Council will not accept liability or be liable for any damages or injuries associated with projects for which the Council has facilitated the provision of equipment or financial support.

Repayment

27. Falkirk Council may withhold an Award or ask for repayment, in whole or in part, for the following reasons:



- a. If we fail to keep to these conditions in any way.
- b. If members of our governing body, volunteers or staff, act or supply information at any time during the application process which is dishonest, significantly incorrect or misleading.
- c. If, for any reason, the organisation ceases to exist, any unused Award will be returned to Falkirk Council. We will return any equipment or other assets bought with the Award to Falkirk Council or, with prior agreement of the Council, transfer the equipment or assets to another organisation with similar aims and objectives.
- d. If we sell any asset purchased with an Award, we will notify Falkirk Council in writing and return the sale proceeds agreed with Falkirk Council.
- e. If any equipment or asset is stolen, lost, or damaged, we will replace it or return monies obtained for insurance to Falkirk Council.

Fair Work and Net Zero

Falkirk Council encourages all organisations awarded to meet the Scottish Government's approach to Fair Work and Net Zero, with efforts evidencing Falkirk Council's commitment to eradicating poverty and achieving Net Zero.

This includes:

- Appropriate channels for effective voice and employee engagement, such as trade union recognition.
- Investment in workplace development.
- Action to tackle the gender pay gap and create a more diverse and inclusive workplace.
- No inappropriate use of zero-hour 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.

Privacy Notice

Falkirk Council's private notice relating to Community Grant Schemes [here](#). This notice provides details of what information we collect from you, what we do with it, and who it might be shared with.