

Wellbeing for Longer in Glasgow Fund 2017-18

Frequently Asked Questions updated 28 November 2017

Eligibility Criteria

- Q. My organisation has an income in excess of £250,000 can I still apply?
A. The eligibility criteria would be applied based on the income in your most recent audited or independently examined accounts which must accompany your application.

The **only** exceptions to this are:

- If you are delivering a city-wide service (no income threshold)
- If there are one off capital items included in those accounts which made the figure artificially high in that year or you were holding funds on behalf of another independent organisation

- Q. What do you mean by city-wide?
A. The criteria is allowing for organisations with an annual income of over £250,000 to apply as long as their project will have city-wide delivery. City-wide projects must be accessible to residents of the Glasgow City Council area, rather than any specific neighborhoods or one sector of the city. Anyone benefitting from the City-Wide project must live within the GCC postcode areas. There is a map on our website which shows the postcode areas. http://www.voluntaryactionfund.org.uk/files/6315/0946/2815/GCity_HSCPs_by_Postcode_Sectors_April_2015.jpg
Applicants must demonstrate in their application form that they already operate city-wide or that participation can reasonably be expected across the city and how this will be achieved.

- Q. My organisation is registered in Edinburgh but has a Glasgow project, can I apply?
A. The eligibility criteria is that you must have an existing operational base in Glasgow and be applying for funding to benefit Glasgow City Council residents.

- Q. Could you confirm the age group for this funding?
A. There is no set age criteria for this funding other than it is for adults. The priority for the Fund however is to support work mainly with adults with multiple complex health needs. This is often found in the older population or with other vulnerable groups such as homeless people.

- Q. Is there a limit to the amount that will be funded towards Capital Items?
A. Capital items must relate directly to delivery of the project. We would not expect any individual capital items over £500 and the total of capital items should not exceed 15% of the cost of the project. (This guidance is included with the downloadable budget form).

- Q. We do not yet have a bank account in the name of the organisation. Can we still apply?
A. If you do not yet have an account set up in the name of the applicant organisation, VAF are unable to consider your application. The bank account should be in place at the point of application.

Form Completion

- Q. I have saved the form but can't log back in
A. An email containing a link to your partly completed form will have been sent to you from an automated email address. Please check your spam or junk mail folder and follow the link.
- Q. In the multiple choice question, it is not saving my answer
A. Depending on the question and your internet browser, you may still be able to see all the other options however the one you have selected will be recorded.
- Q. Should management costs be shown under staff costs i.e. proportion of someone's time or in the management costs heading in overheads?
A. Management costs should only appear in staff costs if a manager is involved in direct delivery e.g. has a caseload, delivers a session. Otherwise, management costs should be included as an overhead.
- Q. I think the work I have done on my application form today has not been saved.
A. To save your work on the application form you **MUST** click on "**Save my progress and resume later**" in the on-line application and then follow the instructions to input an email address and password, and then click the "**Save**" button.
This will generate an emailed link for re-accessing your application form from an autoresponse email address.
If you don't follow the steps above and just exit the page, **your recent work will be lost**. You will receive a warning saying that data will be lost before you leave the page.
- Q. I am unable to find the Guidance notes on the website for this fund.
A. The guidance notes for completing the application are contained as pop-up guidance and written notes within the application form itself.
Please follow the link to the Application Form found on our webpage.
- Q. I am trying to download the Excel Documents from the Application Form, but the page will not open on my computer.
A. We suggest accessing the Application Form via Google Chrome or Firefox browsers, as the Explorer browser speed seems too slow to allow access to the download pages. On testing, all attachments were successfully downloaded via Google Chrome and Firefox.