Falkirk Health and Social Care Partnership

CVS Falkirk
The Third Sector Interface for Falkirk and District

FALKIRK HEALTH & SOCIAL CARE PARTNERSHIP LOCALITIES FUND 2026-27

FALKIRK HEALTH & SOCIAL CARE PARTNERSHIP
LOCALITIES FUND

Supporting Documents

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APPLICANT GUIDANCE
FALKIRK HEALTH AND SOCIAL CARE PARTNERSHIP LOCALITIES FUND 2026 - 2027

1. Background and Context

The Falkirk Health and Social Care Partnership (HSCP) has made funding available to third sector organisations to develop and deliver activities that support the priorities identified within the East, West, and Central Locality Plans across the Falkirk Council area.

The Falkirk HSCP Localities Fund 2026/27 will provide small grants to eligible third sector organisations to deliver activity that responds to local needs and contributes to improved health and wellbeing outcomes for people and communities. The Fund is available for revenue expenditure only and is open to eligible organisations based within one of the defined locality areas.

There are two levels of grant available:

- **Small** - up to £2500
- **Medium** - up to £5000

Applicants should request the level of funding that is appropriate and proportionate to the proposed activity. The assessment panel will consider whether the amount requested represents good value for money and is appropriate to the scale and impact of the proposed project.

The Fund will be administered by CVS Falkirk & District, with all applications submitted via the CVS Falkirk & District's Grant Funding Portal, and considered through an independent assessment and decision-making process.

2. Eligibility

Your organisation and proposed activity must be based within, or primarily benefit people living in, one of the Fund's defined locality areas:

- East**:** Grangemouth; Bo'ness; Braes Villages, including Airth
- West**:** Denny; Dunipace; Dennyloanhead; Banknock; Bonnybridge; Larbert; Stenhousemuir
- Central**:** Falkirk town; Camelon, including Tamfourhill; Bainsford; Langlees; Hallglen

Applicants should clearly identify which locality their project will operate in and the communities or groups who will benefit. The Fund is open to third sector groups and organisations operating within eligible locality areas, including: Constituted Community Groups; Unconstituted Community Groups; Registered Charities; Scottish Charitable Incorporated Organisations (SCIOs); and Social Enterprises.

Partnership Applications are welcomed where they can demonstrate added value and where all organisations receiving or managing funding meet the eligibility requirements. A partnership is not essential to apply to the Fund. If you are working with another organisation or group, you should clearly explain:

- Who the partners are
- What each partner will contribute
- How the partnership will benefit the project
- How the partnership will improve outcomes for local people

Match Funding is welcomed but is not essential. Applicants may include: cash contributions from other funders; contributions from the organisation itself; and in-kind contributions, such as volunteer time or donated facilities/resources. If you include in-kind contributions, please explain what will be provided and how this will contribute to delivery of your project.

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Fund Priorities

The Falkirk HSCP Localities Fund has four priorities. Your application must clearly demonstrate how your proposed project or activity will contribute to at least one of these priorities. Projects may address more than one priority where appropriate.

Priority 1 – Managing Health and Wellbeing. Supporting individuals, carers and families to:

- Better understand their health, care and wellbeing
- Develop the knowledge, skills and confidence to manage their own health and wellbeing
- Access appropriate support and services
- Take greater control over decisions affecting their health and wellbeing

Priority 2 – Community-Based Resources. Improving access to clear, accessible and inclusive information and resources so that people:

- Know what support is available within their community
- Can access appropriate services and activities
- Are better connected to local resources and opportunities
- Are able to make informed choices about their health and wellbeing

Priority 3 – Mental Health and Recovery. Supporting people experiencing mental health challenges and those on their recovery journey by:

- Improving access to community-based support
- Reducing isolation and loneliness
- Building confidence, resilience and social connections
- Creating opportunities for peer support and participation
- Helping people access appropriate information, advice and services

Priority 4 – Partnership Working. Strengthening partnership working, collaboration and information sharing between organisations and communities to:

- Improve people's experiences of accessing support
- Reduce duplication and gaps in provision
- Improve communication and signposting
- Develop more joined-up approaches to supporting local communities
- Contribute to improved outcomes for individuals and communities.

Fund Principles

In addition to demonstrating alignment with one or more of the Fund priorities, applicants should consider how their project will reflect the following principles:

- **Person-Centred Care:** Activities should recognise people as individuals, taking account of their circumstances, needs, preferences and aspirations.

- **Addressing Health and Social Inequalities:** Projects should consider inequalities experienced by individuals and communities and seek to improve access, participation and outcomes for those who may experience disadvantage.

- **Equality, Diversity and Inclusion:** Projects should seek to eliminate discrimination, advance equality of opportunity and foster good relations between different groups and communities.

- **Trauma-Informed Approaches:** Where relevant, projects should demonstrate an understanding of the impact of trauma and seek to create safe, supportive and empowering environments.

You do not need to address all four principles. However, your application should explain which principles are relevant to your project and how you will incorporate them into your approach.

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What Can Be Funded?

The Fund can support revenue costs that are directly related to the delivery of eligible project activity during the funding period. While not an exhaustive list, examples may include:

- Sessional or freelance staff costs
- Project delivery costs
- Volunteer expenses
- Venue hire
- Equipment and materials required to deliver activities
- Publicity and promotional materials
- Training and development costs
- Activities and resources for participants
- Transport costs associated with delivering or accessing activities
- Refreshments where directly related to project activity
- Other reasonable revenue costs that directly support delivery

What Can't Be Funded?

The Fund cannot normally support:

- Capital expenditure or building works
- Purchase of land or property
- Costs incurred before an award is confirmed
- Expenditure relating to activity taking place after 31 March 2027
- Retrospective expenditure
- Costs already fully funded by another source
- Loan repayments or costs associated with debt
- Fines, penalties or legal costs
- Fundraising activities where there is no clear connection to the proposed project
- Political campaigning or activity designed to influence political parties or elections
- Expenditure not directly supporting the project

If you are unsure whether a particular cost is eligible, please contact CVS Falkirk & District by email: info@cvsfalkirk.org.uk before submitting your application.

What Makes A Strong Application?

The Fund is intended to support activity that responds to identified local needs and makes a meaningful difference to people living within Falkirk's localities. A strong application will clearly explain:

THE NEED
- What issue or need does the project address?
- Who is affected by this issue?
- How do you know this is a local need?

LOCALITY IMPACT
- Which locality will benefit?
- Why is the activity relevant to that particular community?
- How will local people be involved?

THE PROPOSED ACTIVITY
- What will you actually do?
- Who will deliver the activity?
- Where and when will it take place?
- How many people do you expect to benefit?

OUTCOMES
- What difference will the project make?
- What will participants be able to do, experience or access as a result?
- How will you know whether the project has been successful?

FUND PRIORITIES AND PRINCIPLES
- Which Fund priority or priorities does your project address?
- Which Fund principles are relevant?
- How will your project contribute to these?

VALUE FOR MONEY
- Why is the amount requested necessary?
- How will the funding be used?
- What additional resources, including volunteer time or partnership contributions, will support delivery?

Please avoid simply describing your organisation.
Focus on the project you are seeking funding for and the difference it will make.

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Application Process

The Fund will open for applications on **Thursday 15 October 2026.**

The Closing Date for applications is **1pm, Thursday 12 November 2026.**
Late applications will not be accepted.

All applications must be submitted through the CVS Falkirk & District Grant Funding Portal.
Applicants are required to register on the Grant Funding Portal before they can submit an application.
We recommend registering and starting your application well before the closing date.

How Applications Will Be Assessed
All applications will be subject to an independent assessment process.
The assessment will consider:

- Eligibility
- The identified local need
- Alignment with the Fund priorities
- Consideration of the Fund principles
- Quality and feasibility of the proposed activity
- Expected benefits and outcomes / How local people will benefit
- The proposed budget / Value for money
- The organisation's capacity to deliver the project.

Meeting the eligibility criteria does not guarantee an award.
The Fund is limited and it may not be possible to support all eligible applications.

Funding Decisions and Project Delivery

Successful applicants are expected to receive their grant awards by mid-December 2026. Funded activity can begin once an award has been confirmed and the grant agreement has been accepted.

All funded projects must:

- Deliver the approved activity within the funding period
- Spend the grant by Wednesday 31 March 2027
- Provide all required monitoring, evaluation and financial evidence to CVS Falkirk & District by Wednesday 31 March 2027

Any significant changes to the approved project or budget must be discussed and agreed with CVS Falkirk & District before the change is made.

Financial Records and Defrayal Evidence

CVS Falkirk & District may request copies of financial records as part of the Fund's monitoring and verification process.

Successful applicants must retain clear records demonstrating how their grant has been spent. This may include: invoices; receipts; payslips; timesheets; bank statements; purchase records; and/or any other appropriate evidence demonstrating expenditure has been incurred and paid. This evidence is referred to as defrayal evidence.

All expenditure must relate directly to the approved project and must be incurred within the agreed funding period. Please do not spend the grant on items that have not been approved without first contacting CVS Falkirk & District.

Fair Work First

Scottish Government's Fair Work First guidance requires organisations receiving an award from the Locality Grant Fund to pay all employees, including apprentices, at least the Real Living Wage.

We recognise that meeting this requirement may present challenges for some organisations. If you believe this requirement may prevent your organisation from applying, please contact CVS Falkirk & District before submitting your application to discuss your circumstances.

Data Protection and Your Rights

CVS Falkirk & District is the data controller for information collected through the Locality Grant Fund application and administration process.

CVS Falkirk & District is committed to processing personal data lawfully, fairly and transparently and in accordance with the Data Protection Act 2018, UK GDPR and applicable data protection legislation.

Personal information will be processed for purposes including:

- Administering and assessing funding applications
- Sharing relevant information with the independent funding panel
- Managing and monitoring grant awards
- Performance monitoring and evaluation
- Statistical analysis and reporting
- Meeting relevant legal, contractual and funding requirements.

Information may be shared with Falkirk Community Planning Partnership and Scottish Government where required for monitoring, evaluation and statistical reporting.

Information will be stored securely and retained in accordance with applicable legal, contractual and grant-funding requirements. Information will not be shared for purposes beyond those necessary to administer and monitor the Fund, except where required to detect or prevent fraud or where there is another lawful basis for doing so.

Applicants have rights in relation to their personal data, including, where applicable, the right to:

- Access their personal data
- Request correction of inaccurate information
- Request deletion of personal data where there is no lawful reason for it to be retained.

By submitting an application, you confirm that:

- You are authorised to submit the application on behalf of the organisation
- You have read and understood the Fund guidance and eligibility requirements
- You have the necessary permissions to provide any personal information relating to third parties included within your application.

If you have questions or concerns about how your personal data is processed, please contact the Data Protection Officer: Victoria McRae, via email: victoria@cvsfalkirk.org.uk

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Key Dates

Thursday 15 October 2026: Fund opens for applications
Thursday 12 November 2026, 1pm: Application deadline

Friday 16 October 2026, 12pm - 1pm: Information Session (hybrid)
Monday 26 October 2026, 6pm - 7pm: Information Session (hybrid)

Mid-December 2026: Successful applicants expected to receive funding
December 2026 onwards: Funded activity delivered

31 March 2027: Grant spent and all activity completed; All monitoring, evaluation and financial evidence submitted to CVS Falkirk & District

Further Information and Support

For further information, application support or advice about whether a particular cost or activity is eligible, please contact CVS Falkirk & District by email: info@cvsfalkirk.org.uk

Please do not leave your application until the deadline. CVS Falkirk & District may not be able to provide support immediately before the application deadline, and applications received after 1pm on Thursday 12 November 2026 cannot be considered.

Frequently Asked Questions

Q: What is the Falkirk HSCP Localities Fund?

A: The Falkirk Health and Social Care Partnership (HSCP) Localities Fund is a new community fund supporting third sector activities aligned directly to Falkirk HSCP Locality Planning.

Q: Who is CVS Falkirk & District and why are they involved with this Fund?

A: CVS Falkirk & District is the Third Sector Interface for the Falkirk District area and an experienced local grant giver. Working in partnership with Falkirk HSCP, CVS Falkirk & District advocate for the role of the third sector within decision-making, strategic planning and redesign of health and social care services. CVS Falkirk & District ensured communities informed Locality Planning through a wide range of engagement, including local forums and networks.

Q: Can my organisation have more time to spend this funding?

A: Whilst we recognise that more time to deliver projects is almost always welcome, unfortunately no extensions can be granted. All funds MUST be spent by **Wednesday 31 March 2027** in order for awardees to comply with the terms and conditions of their grant.

Q: What support is provided for applicants?

A: CVS Falkirk & District will host two hybrid information sessions providing guidance to applicants. Based at their office (Unit 7b, Callendar Business Park, FK1 1XR) and online, sessions will be held on Friday 16 October, 12pm - 1pm, and Monday 26 October, 6pm - 7pm. To register your place at either session, please contact CVS Falkirk & District by email: info@cvsfalkirk.org.uk or by phone: 01324 692000.

Q: Can I use AI to complete my funding application?

A: AI can be used as a tool to support you in drafting content and structuring your application, but NOT to write an application for you. Your application must be truthful, accurate, specific and reflect your group's real work and evidence. Please avoid generic or incorrect content as this may affect how your application is assessed.