

## Community Learning Exchange 18/19 - Guidance notes for applicants

### How will it operate?

The exchange will operate primarily through the networks that comprise the membership of Scottish Community Alliance. The exception to this rule will be Scotland's community councils. Since the demise of Association of Scottish Community Councils, there has been no umbrella body of the community councils. All participating networks will identify a designated member of staff with responsibility for promoting the Exchange to their membership, facilitating visits and liaising with the Exchange Coordinator who will be based with Scottish Community Alliance. Groups will apply to the Exchange through their network's designated member of staff, with the exception of community councils who can apply directly to the Exchange Coordinators. Upon receipt of a valid application, the Exchange Coordinator will authorise payment of the grant to the group in question and within the stipulated period, and ensure that receipts and monitoring requirements are complied with. Applications can be made at any time for visits throughout 2018 and up until March 2019. Funding is limited, and once the funding has been committed no further applications will be accepted.

### Who can access the Exchange?

The Exchange will be open to any constituted community group that is either a member of an SCA member network or has been vouched for by a designated member of staff of a network as an appropriate applicant to the Exchange. The Exchange is also open to community councils.

### What will the Exchange fund?

- 1. Community to community visits.** The Exchange will cover up to 100% of the costs of a visit by members of one community to another community project up to a limit of £750. In exceptional circumstances (where travel distances are greater or certain aspects of the visit are particularly expensive) this limit can be increased at the discretion of the Exchange Coordinator. Study visits to locations out with Scotland, but within the United Kingdom, can be considered where a project relates to a new or innovative concept and where a similar project does not exist in Scotland.

The following rates will apply:

Mileage at 45p per mile – or the cheapest/most convenient form of public transport, or the hire of a mini-bus or similar if that is more economical.

Accommodation costs up to £70 per person per night B&B

Subsistence up to £25 per person per day (no alcohol)

Host's fees up to £300 gross per day (ie inclusive of any VAT if applicable). *It is the responsibility of the applicant organisation to pay the fee to the host organisation out of the grant monies.*

- 2. Group visits.** SCA network leads can apply to organise visits on behalf of their network members.
- 3. Multiple visits.** Visits may be made to more than one host organisation. This may result in total host fees of more than £300.
- 4. Follow-up mentoring support.** Opportunities for time-limited flexible mentoring relationships that support identified learning outcomes are available. This should be discussed with your Exchange Coordinator

## The exchange will not fund:

- o Delegate fees for conferences, seminars, workshops, meetings etc.
- o Travel/attendance at events or the hosting of events
- o Training courses, delivery of or attendance

## Application Process

1. Fill in application form (see detail below)
2. The completed application form should then be sent (ideally by email) by the applicant to whichever network the group is applying through, so that the application can be vouched for. Community councils should send their application directly to the Exchange Coordinators.
3. Once it is signed off by the network, the completed application is returned to Scottish Community Alliance for a decision.
4. If approved, a letter of grant offer and acceptance of grant form is sent to the applicant.
5. Once the signed acceptance form, agreeing to the terms and conditions, is returned to SCA, the funds will be released.

The funding will also include the hosting organisation's fee. It is the responsibility of the visiting organisation to pay the hosting organisation the agreed fee.

6. The survey monkey monitoring form should be completed within one month of the visit taking place.  
<https://www.surveymonkey.com/r/CommunityLearningExchangeMonitoring>

### When applying

## Please ensure you are completing the application form "Community Learning Exchange 18/19"

- 1.1 Enter the name and address of the applicant organisation
- 1.2 Enter the details of the main contact who can discuss the application if necessary
- 2.1 Ensure you enter the host organisations details and why you have chosen them, along with the visit date if known, (you can still apply if your visit date has not yet been confirmed). We would recommend that you contact your chosen host prior to applying to ensure they can accommodate you and are able to provide the learning that you are looking for.
- 2.2 Think about what you want to learn during the visit and enter three learning outcomes that relate to this – you will be asked about these in your evaluation so try and ensure they are specific and achievable.
- 2.3 Tell us about the benefits that the learning from the visits will bring to both your organisation and what you define to be your community as a whole.
3. Please estimate the costs involved in relation to the headings provided. Please note the advisory thresholds set out above (Section 1 - What will the exchange fund?). You will be required to provide evidence of all expenditure – travel claims are acceptable for mileage costs.
4. Tick the box if you are happy to allow others to join your visit (other groups may be identified by you, your network lead and/or the exchange coordinators)

Completed applications should be sent to the appropriate network lead who will sign and submit to the Exchange Coordinator. If the applicant is a community council completed applications should be sent directly to the Exchange Coordinator.