Community Learning Exchange (Virtual) 20/21

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 learning exchanges 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, except for community councils who can apply directly to the Exchange Coordinator.

Applications to the Community Learning Exchange (Virtual) should be made by community groups which have experience, expertise or knowledge which they are able and willing to share with other groups (as opposed to applications from groups that are keen to learn from visiting other organisations).

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 learning exchanges throughout 2020 and up until March 2021. 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 virtual exchanges.** The CLE will cover up to 100% of the costs of an exchange by members of one community to another community project up to a limit of 13 hours at £35 per hour for planning and delivery. We expect these exchanges to be carried out online.

   Some suggestions to how learning can be delivered by:

   - any of the available communication apps
   - a group webinar
   - distributing a pre-recorded video, supported with a live Q & A
   - conducting a virtual tour of a premises.

The following rates will apply:

Planning: £35 p/h to a maximum of 5 hours

Delivery: £35 p/h to a maximum of 8 hours

2. Group exchanges. SCA network leads can apply to organise exchanges on behalf of their network members. e.g. group video calls/webinars

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:

▪ Delegate fees for on-line conferences, seminars, workshops, meetings etc.
▪ Training courses, delivery of or attendance

Application Process

1. Fill in application form. The applicant should have identified other community groups that are keen to learn from their experience prior to the application being submitted. The relevant SCA network might be able to help with this.

2. The completed application form should then be signed by the applicant and 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. **Please allow up to 10 working days for a response.**

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.

6. The monitoring form should be completed within one month of the exchange taking place

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