

**For the attention of Community Councils**

Good afternoon,

Welcome to another newsletter on Community Resilience! It has been some time since my last newsletter (October 2018) but I was keen to inform you of some funding which has been made available from the Scottish Government which can be accessed by communities. **The purpose of this grant scheme is to support and empower community groups in Scotland to take action to address the resilience issues that affect their community, by developing local initiatives and plans that complement the actions of the Emergency Responders.** Please note that applications are open to **30 November 2019**.

You will no doubt have been aware of the flash flooding which hit some of Ayrshire recently and I would like to take this opportunity to provide you with the **Personal Resilience form** provided by the Scottish Government for you to complete for your own household. This document has some useful information for you and your family which can be used in an emergency. In addition, can I remind you that you can register with your utility companies as “vulnerable” and I have attached the links below for information:

Scottish Power Energy Networks: [https://www.spenergynetworks.co.uk/pages/vulnerable\\_customers.aspx](https://www.spenergynetworks.co.uk/pages/vulnerable_customers.aspx)  
SSE (for Cumbrae and Arran ONLY): <https://www.ssen.co.uk/PriorityServices/>  
Scottish Gas Networks – Priority Service Register: <https://www.sgn.co.uk/Extra-help/>  
Scottish Water: <https://www.scottishwater.co.uk/en/Help-and-Resources/Contact-Us/Additional-Support>

Being registered means that the organisations are aware of any special requirements that you require and is not limited to elderly but also to those with a disability or a medical condition. **Those with electrical medical supplies should absolutely ensure that they are registered.**

Also attached is a newspaper article regarding the assistance provided to a yacht by the lead Community Resilience person in Millport, Bob Campbell, which I am sure you will find very interesting.

I have also attached details of the **Community Asset Register** which is being led by the Scottish Fire and Rescue Service to create a list of resources which may be available in an emergency and I would urge your Community Council to encourage members to consider signing up.

I am still keen to get some information from those communities adjacent to the Trunk Roads which may be useful in severe weather and I have *attached a template* for you to complete (as before).

Can I remind you that should your community council wish to consider developing a Community Resilience Team I am available to support you in this regard on [lesley.jeffery@south-ayrshire.gov.uk](mailto:lesley.jeffery@south-ayrshire.gov.uk) and by telephone on 01292 616289.

Thank you.

Lesley Jeffery, Civil Contingencies Officer

## **RESILIENT COMMUNITIES SMALL GRANT SCHEME FOR COMMUNITY GROUPS**

**- 2019/20**

### **Guidance and application form**

The purpose of this grant scheme is to support and empower community groups in Scotland to take action to address the resilience issues that affect their community, by developing local initiatives and plans, that complement the actions of the Emergency Responders.

It contributes to the Resilient Communities Strategic Framework and Delivery Plan 2017-21

#### **ELIGIBLE PROJECTS:**

The purpose of this grant scheme is to **support community groups to fund essential resources for their emergency resilience activities**. It can only cover capital costs and not running/operating costs.

Eligible costs include the purchase of equipment, storage, training activities, community awareness raising events and information resources such as leaflets. The eligible costs exclude any Value Added Tax (VAT) reclaimable by the Grantee.

This grant cannot be used to cover every-day operating costs such as wages, building rent or rates, insurance etc.

#### **KEY CONDITIONS AND TIMESCALES**

- The Resilient Communities Small Grant Scheme has a total budget of £20,000 for the financial year 2019/20.
- The **maximum grant is £1,000** per project and consideration will be given to geographical balance when reviewing grant applications.
- Applications can be submitted at any point until **30<sup>th</sup> November 2019**, however the Resilient Communities Small Grant Scheme may be closed at any time in 2019/20 if funds have been fully allocated.
- A brief project report, including breakdown of grant spending, must be submitted before the end of financial year 2019/20. Grants must be spent by the end of the 2019/20 financial year, but if the grant award exceeds the actual costs incurred then the excess grant will be reclaimed by the Scottish Government.

#### **WHO CAN APPLY FOR THIS GRANT**

Any '**constituted**' community group including a **registered charity organisation or other non-profit distributing organisation** may apply for this grant scheme. For any category we would expect to see a copy of the constitution (e.g. with named board members and statements of financial accountability), OSCR registered status or other relevant evidence.

The application should also be endorsed by a Category 1 organisation. In the case of community groups, this is likely to be the Local Authority emergency planning team, but for voluntary sector organisations there may be a closer working relation with an equivalent Category 1 organisation such as Police Scotland or the Scottish Fire and Rescue Service.

## **COMMUNITY PARTNERSHIP WORKING**

We want applicants to demonstrate how they are connected and communicating with their wider community. The types of evidence we want to hear about can include:

- Any community consultations which have taken place to ascertain the need and appetite for this project.
- How does the applicant group communicate and share learning with the community?
- Is the project connected to the local Community council or other established community groups in the area?

**Please send any questions about the grant or application process to**  
[ReadyScotland@gov.scot](mailto:ReadyScotland@gov.scot)

## APPLICATION FORM

(for office use only)  
Application Number:

### ABOUT THE APPLICANT

Name of main applicant	
Name of community group	
Contact information	Street Address:  Town: Postcode:
Email address	
Phone numbers	
Online media	<i>Please enter details of any online communication channels this group use, e.g. website, Facebook, Twitter, WhatsApp, Instagram etc:</i>
Has the applicant (or beneficiary, where applicable) applied for funding from the SG Resilience Division previously?	Y / N (Delete as appropriate)  <i>If yes, what was the application number(s)?</i>

### ABOUT THE PROJECT

Detail about the project and the group	<i>Please use this space to tell us about your group/organisation and the project which requires funding.</i>  <i>We also need to know, specifically, what the grant will be used to fund.</i>
What is the need for this project and what difference could it make?	<i>Please use this space to explain why the project is needed, how you know there is a need (e.g. have any community consultations/surveys taken place) and what difference it will make to your community.</i>  <i>Please consider the first 3 goals of the <u>Resilient Communities Strategic Framework and Delivery Plan 2017-21</u>: Engaged public; Empowered communities; and Enabled collaboration and co-production.</i>

How will information about and, learning from, this project be shared, and with whom?	
Is the funding for distribution between multiple groups/sites	Y / N <i>(Delete as appropriate)</i>  If yes, what steps have been taken to ensure fairness of distribution:

### PARTNERSHIP WORKING

Community connections	<i>Please use this space to explain how the applicant group is connected and communicating with their wider community.</i>
Category 1 organisation endorsement	<p><i>This application must be endorsed by representative from a Category 1 organisation. Please complete the following:</i></p> <p>Name of representative: Name of organisation: Contact information:</p> <p><i>Statement of support: please briefly outline why and how you are supporting this organisation and this application for grant funding.</i></p> <p>Signature:  Date:</p>

### FINANCIAL DETAIL AND ACCOUNTABILITY

Total budget of project (£)	
Requested budget from this scheme (£)	
Is the grant requested in <i>advance of need</i> or in <i>arrears</i> ?	<p>Advance / Arrears <i>(Delete as appropriate)</i></p> <p><i>Traditionally grants are award at the end of the project, i.e. in arrears for achievement. However the Scottish Government can award a grant in 'advance of need' if justified by the applicant.</i></p> <p>If you are applying for a grant 'in advance of need' please outline your reasons:</p>

Other contributors, specifying contribution (where relevant)	
Projected breakdown of costs	<i>Please use this space to breakdown the detail of the grant being requested. What will it be spent on? Please refer to the 'eligible costs' outlined in the guidance above.</i>
Applicant group/organisation status	<i>Please use this space to outline the type of organisation you are/applying on behalf of, and attach any supporting information about the status, e.g. charity number, copy of the constitution and financial records.</i>
Is the funding to be spent by the applicant or a third party	Applicant / Third Party <i>(Delete as appropriate)</i>  If a third party, please provide details:
What steps have been/ will be taken to ensure Value For Money?	

If you have any questions about this application form, or to submit a completed form, please contact:

[ReadyScotland@gov.scot](mailto:ReadyScotland@gov.scot)

# Household Emergency Plan

If a major emergency happens it may be some time before help arrives. It's very important that you and your family get together to prepare.

- ✓ **Agree a plan in advance with those in your home.**
- ✓ **Complete this template together and keep it safe in case you need to use it.**

If the emergency means it is not safe to go out, the advice is usually to:

**GO IN** (go indoors and close all windows and doors),

**STAY IN** (stay indoors),

**TUNE IN** (to local radio, TV or the internet, where public information and advice from the emergency responders will be broadcast.)

**My local radio station:** ..... **is on frequency:** .....

If you have to leave your home, get out, stay out, and take others with you.

Think of two meeting places: one near home and one further away, in case you can't get home.

✓ **Meeting place 1 (Near Home)**    ✓ **Meeting place 2 (Further away)**  
**Location:** ..... **Location:** .....

.....  
.....

Pick a friend or relative who lives out of the area, who you will agree to call to say you're OK, should you need to leave home. Make sure this person knows.

✓ **Friend or relative to call to let people know that you're OK**  
**Name:** ..... **Telephone Number:** .....

If it is safe to do so you should check on your neighbours and vulnerable people living close by. Have a think about who they are in advance:

**Name:** ..... **Name:** ..... **Name:** .....

**Address:** ..... **Address:** ..... **Address:** .....

.....  
.....

**Tel Number:** ..... **Tel Number:** ..... **Tel Number:** .....

## Important Telephone Numbers

- For the **emergency services**, dial **999**
- For **NHS 24**, dial **111**
- For SEPA's **floodline**, dial **0845 988 1188**
- For **Scottish Water** **0845 601 8855**

You should record other important numbers:

**Schools/colleges:** ..... **Carers/childminder:** .....

**Work Contact:** ..... **Plumber:** .....

**Doctor:** ..... **Vet:** .....

**Insurance:** ..... **Local authority:** .....

**Gas supplier:** ..... **Electricity supplier:** .....

**Other:** .....

## Pack an Emergency Kit

You should keep enough **food and water** and other **essentials** at home for at least **three days**.

Whether you have to stay in or get out, packing a small emergency kit will help you get through. Keep it in a safe place at home where you can reach it easily. Your kit should be kept in a waterproof bag and the **top ten things to include** are:

- ✓ **Battery radio with spare batteries, or a wind up radio**
- ✓ **Battery torch with spare batteries, or a wind-up torch**
- ✓ **First aid kit**
- ✓ **Important documents like birth certificates and insurance policies**
- ✓ **Bottled water and ready-to-eat food that won't go off. Pack a can opener if needed**
- ✓ **Spare keys to your home and car**
- ✓ **Spare glasses or contact lenses**
- ✓ **Toiletries and details of important medicines**
- ✓ **Pencil and paper, penknife, whistle**
- ✓ **Pet supplies**

If you have to leave your home, and there's time to gather them safely, you should also think about taking:

- ✓ **Essential medicines**
- ✓ **Mobile phone and charger**
- ✓ **Cash and credit cards**
- ✓ **Spare clothes and blankets**
- ✓ **Games, books, a child's special toy**
- ✓ **Pets**

For further advice on being prepared for emergencies see [www.readyscotland.org](http://www.readyscotland.org)



## **Community Asset Register**



The Community Asset Register (CAR) is a database of community volunteers willing to protect and support their communities in an emergency. The community volunteers work alongside the Scottish Fire and Rescue Service and other emergency responders, to bring incidents to a successful conclusion.

Community volunteer assets could include 4x4 vehicles, boats, generators, diggers etc, or specialised skills such as rope or water rescue qualifications. We encourage individuals or groups with these skills or equipment to consider volunteering.

Instances where the Scottish Fire and Rescue Service would ask a volunteer to help include:

- Incidents where support from community volunteers will support and enhance the multi-agency response;
- Incidents where a community volunteer may be able to make an intervention in a shorter timeframe than a similar SFRS asset; or
- Incidents where the SFRS does not possess the required skills or equipment.

The Scottish Fire and Rescue Service will administer the database, but it can be accessed by other emergency responders.

To register on the Community Asset Register volunteers are required to:

- complete a questionnaire detailing their skills and equipment.
- provide evidence of their qualifications, if relevant.
- complete a 30 minute online Command Induction Course. This prepares volunteers for a mobilisation to an incident and how to operate safely whilst in attendance.
- sign a Minute of Agreement with the Scottish Fire and Rescue Service, which details expectations and liability coverage etc.

A volunteer record is then generated on the Community Asset Register, and the volunteer could be contacted and asked to attend an incident. Nevertheless, volunteers are not obligated to respond to every request.

We are unable to predict how often a community volunteer will be called. The number of call outs will depend on: the type of community asset, the number and type of incidents in the area and whether the Scottish Fire and Rescue Service require further assistance at the incident. It is important that the volunteer understands these influential factors.

More information can be found at: [http://www.firescotland.gov.uk/news-campaigns/news/2017/10/sfrs-launches-community-asset-register-\(1\).aspx](http://www.firescotland.gov.uk/news-campaigns/news/2017/10/sfrs-launches-community-asset-register-(1).aspx)

To register, or find out more please contact: [sfrs.communityassetregister@firescotland.gov.uk](mailto:sfrs.communityassetregister@firescotland.gov.uk)

## Ayrshire Trunk Road Plan

On the following page is an extract from the plan, but I have provided a template below for you to complete. As you can see, we have listed the facilities which may be available in each location and are seeking the assistance of the community councils to provide the information (address and telephone numbers). Also if you could tick which other facilities you have on the chart, eg, petrol stations, that would be great.

We would also appreciate it if you would agree to operate a rest centre from your community facility which could be opened as a feeding station or refuge for travellers who are unable to carry on their journey.

I have attached an example below.

Town Name .....	Name	Address	Tel No.
Restaurant:			
Food			
Rest Centre			
Supermarket			

										Council Office

Please tick what facilities are available

The ..... Community Council will also man a community facility if required.

**Yes / No**

If you would like to contact me to discuss further please call me on **01292 692180**.