

Kirriemuir Landward West Community Grant Scheme

Application Form - Guidance Notes

The Kirriemuir Landward West Community Grant Scheme is a Scottish Charitable Incorporated Organisation initially funded by Tullymurdoch Wind Farm and is aimed at community-led organisations within the Kirriemuir Landward West area. The Scheme is managed by a board of trustees.

The SCIO is a grant giving body and will support organisations whose purposes include:

- the advancement of citizenship or community development;
- the advancement of health and wellbeing in both young people and adults;
- the advancement of the arts, heritage, culture and science;
- the promotion of equality and diversity;
- the advancement of environmental protection or improvement.

Guidelines and Notes for Applicants

It is important that you read these Guidelines and Notes before completing your application form.

Who can apply?

Your group can apply if you:

- Are a community-led organisation
- are a not-for-profit run group
- are working in and involving people from the communities within the Kirriemuir Landward West boundary
- have an adopted Constitution OR Set of Rules dated and signed as a true copy. If you don't have a constitution or bank account you can apply if your group is supported by a constituted voluntary organisation, where it is permissible under their constitution and where relevant, charity law. In these circumstances your group should apply in your own name, but provide the bank details, the constitution and the accounts/statements of income and expenditure and a bank statement for the constituted group
- have a bank account in the name of your group which requires at least two signatures

- can provide a copy of your accounts or statement of income and expenditure. These must be either audited or confirmed as Independently Examined and be no more than 24 months old.
- can spend the grant within one year

How much can we apply for?

- There is no limit to the amount you can apply for but normally no group will be eligible to access more than £20,000 in any financial year.
- Normally grants of up to 80% are awarded, however groups are encouraged to apply for part funding for their project and seek assistance from other sources. For projects of £2,500 or less the Trustees may make 100% available at their discretion.

Allocation of Grants

Decisions on allocation will be judged on each application's 'fit' with at least one of the purposes of the scheme and

- evidence of community need and support for the project;
- longer term legacy i.e. extent to which the project will deliver benefit beyond grant period;
- robustness of project delivery plan.

When can we apply?

- Applications should be submitted as early as possible. The Trustees meet quarterly and the closing date for submission of applications will be advertised in the Press and on the website.

Who cannot apply to the Grant Scheme?

- Political organisations
- Religious organisations
- For purposes which are the statutory responsibility of public bodies
- Groups or individuals against the interests of the Wind Farm, Element Power Limited, or any party with an interest in the windfarm or Developer.
- Individuals unless the trustees make an exception for a project which has clear community benefit or the application is for a bursary for individual members of community groups to participate in training courses which support community activity.
- Companies who aim to distribute a profit

- Projects already started

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Application for Grants

- A fully costed application for a grant must be submitted together with at least two quotes.

Payment of Grants

- Claims for payment of the grant are to be made on a claim form to be provided and must be accompanied by original invoices. Cheque stubs, photocopies of cheques and statements will not suffice as proof of expenditure.
- Generally the claim for payment of the grant should be submitted when the project has been completed. Projects to be inspected prior to the release of the grant or for verification of grant spend will be selected at random by the Trustees.

Please use the notes on the following pages to complete the application form

THE APPLICATION FORM

Please Note – If you do not complete all the relevant boxes and supply us with the supporting documents outlined in this document, then your application will be returned to you with a request to complete the missing information, or provide the missing documents. It is only when we have received the completed form and all the information, that we will be in a position to start the assessment process of your application.

Question 1

Please state the name, address and the postcode of your group. Please also provide a contact name for any correspondence; this must also be the person who signs the form on behalf of the group. If any of these details change whilst your application is being processed, then it is essential that you contact us and update the details.

Question 2

Please give details of what your organisation does including your aims and objectives. For example sports activities, coaching, music or arts activities, mothers and toddlers activities, or social activities for people with disabilities. These examples cover just a few of the possibilities. The information you supply in this section will provide the basis for our assessment of your application and it is therefore important that you give a full explanation of your group's activities. It would also help with the assessment process if you tell us about the aims and objectives of your group and how your application to the Grant Scheme will meet these aims and objectives.

Question 3

Please give details of what your organisation wants to do with the grant awarded from the Kirriemuir Landward West Community Grant Scheme and how you will do it. For example:

- If your group wants funding from the Grant Scheme to carry out improvements to a building or land used by the community, then we need to know how this grant will make a difference to the usage of the building/land. You should also let us know if you own the building and if not how long your lease is and supply us with a copy of the lease which should have at least 10 years to run.
- Or if you want funding to purchase equipment for the organisation your group runs, then you need to tell us what difference this grant will make to the organisation.

If your project is an event it is important to tell us the date of the proposed event. It should be noted that applications received less than two months before the event date cannot be assured of receiving the funding in time for the event and we would therefore request that you submit your application as early as is practicable.

It is also important to note that you cannot make an application to the Scheme on behalf of another group and that the project is aimed at meeting the aims and objectives of your group.

What kind of project/activity could be supported?

Any project/activity that fits with at least one of purposes of the KLWCGS Grants may be awarded to build on existing activities or to initiate new activities:

The following types of activities could be included:

- Equipment for community groups
- Repairs and improvements to buildings/land used for community purposes. (However, if the building/land is not owned by your group you will need to provide us with a copy of the lease.)
- Community events, festivals and trips
- Practical activities
- Activity based environmental schemes
- Production of community-run newspapers
- Local surveys, questionnaires and community profiles undertaken by community groups

What kind of project/activity could not be supported?

The following list gives you some idea of what the Grant Scheme is unable to support:

- Projects that involve improvement work to a building unless your group own the building, or have a lease on the property of not less than 10 years
- Applications for unspecified items e.g. contingency money

- Retrospective applications, for example we would not accept an application for an event that has already taken place

Question 4

It is important that you provide a detailed breakdown of all the costs for your project and provide at least two quotes.

If you want for example, sports equipment, it is important that you provide an itemised cost list. It is not enough to say that you want equipment without itemising the costs.

If you are asking for a contribution towards the costs of a more expensive project it is important that you provide us with a detailed breakdown of the total costs and the contribution you require. In addition, you will have to demonstrate how you are going to raise the balance required to undertake the project, that you have planning and other statutory consents and that your landowner agreements are in place where necessary.

There is no limit to the amount you can apply for, but no group will be eligible to access more than £20,000 in any financial year.

If your project is costing more than £20,000 then you can apply to the Grant Scheme for some of the funding but you will need to demonstrate that you have the rest of the funding or how you intend to get the rest of the funding.

Contributions in kind / pro bono work etc.

If your project includes: work undertaken voluntarily by your members or work or materials donated without charge by someone else - please list these in the project costs (4a) with an estimated value of each and also list them in Additional funding sources (4b).

This allows us to see the full extent of costs being provided by other sources.

Question 5

It is important that you complete this section very carefully as all grants will be authorised and signed by two Trustees. The bank account details must be in the name of the group, payments cannot be made payable to individuals. We will write to let you know if your application is successful and the amount you have been awarded. Unless otherwise requested, Kirriemuir Landward West Community Grant Scheme funding will be paid direct into an organisation's bank account. For further clarification regarding claims for payment, see 'Payments of Grants'.

Question 6

Please tell us how many people are in your group. We would like to know how many people are either members of your group, or are regularly involved in your activities.

Question 7

a) Please let us know what evidence you have of the need for your project and what community support you have for it? E.g. have you done a local survey, held a public meeting, circulated a questionnaire?

b) Tell us how your project will fit with your organisation's purposes and those of KLWCGS.

c) How many people will benefit from this project? We want to know how many people will be involved in the activities that the grant will fund. Please ensure you give actual numbers in this section, writing "the whole community" will not be acceptable. It is important that you give as much information as possible to ensure we assess your application appropriately.

d) If a grant is awarded will any other organisation be adversely affected or displaced? i.e. are you filling a gap rather than competing with a similar group nearby?

Question 8

Please ensure that you have signed and dated the form.

Question 9

Please complete the checklist for your Kirriemuir Landward West Community Grant Scheme application. Send the completed form with all supporting documentation to the address on the final page of the application form, which should be signed by two signatories.

What happens next?

As soon as we have received a completed application form with all the necessary documentation you will receive an acknowledgement letter, this letter will contain a reference number and it is important that you quote this if you contact us again. Applications will be considered at the next quarterly meeting.

When a decision has been made about your application you will receive a letter or email telling you what the Grant Scheme panel has decided. The panel's decision is final. Applications can be submitted throughout the year and each application will be considered on its merits in January, April, July and October each year;

Will we be monitored?

If you receive a grant you will be monitored in order to:

- Assess whether the grant is being spent on the activities approved. Any grant money spent on non approved activities or unspent a year from the date of grant approval will be returnable to KLWCGS.
- Identify where a project is proceeding according to plan
- Identify whether the grants scheme as a whole is meeting its purpose
- Accumulate information on the activities funded from the scheme

Who makes the decision?

The Trustees of the Kirriemuir Landward West Community Grant Scheme.

Applications need to be submitted by the closing date which will be published on the website (www.klwccgs.org)