

Kirkcowan Community Development Trust Fund Guidelines & Notes for applicants

It is important you read these Guidelines & notes before completing your application form.

What is the Kirkcowan Community Development Trust?

Kirkcowan Community Development Trust was set up to receive and manage Community Benefit payments offered to Kirkcowan community by wind farm development companies. Payments are currently being received in respect of SPR's Kilgallioch Wind Farm and RES's Glenchamber Wind Farm. Priority for grant support will be given to projects located within or directly benefiting the Kirkcowan Community Council Area, although proposals from outside the area can be considered if they include clear benefit to the Kirkcowan community.

The fund is managed by a board of eight Trustees representing the Community of Kirkcowan. The overarching purpose of the Trust is to promote, establish, operate and/or support schemes and projects which are in furtherance of charitable purposes for the benefit of the Community. The activities must provide some measure of economic, environmental, educational, social or cultural benefit for people living in the area.

Who can apply?

Your group can apply if you:

- are a community led organisation;
- are a not-for-profit group;
- are working in and involving people from the community of Kirkcowan Community Council area or, if outside this area, the project must include clear benefit to members of the Kirkcowan community
- have a bank account, in the name of your group, which requires at least two signature; and have a constitution or set of rules, dated and signed as "adopted" by the Chair, or other senior office holder on behalf of the group: If you don't have a constitution or a 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/statement of income and expenditure, and a bank statement for the constituted group;
- can provide a copy of your most recent accounts or statement of income and expenditure **and** a bank statement. The accounts must be independently examined and signed as approved by your Chair or other senior office holder;
- can spend the grant within one year or return it, or part of it, to the Fund.
- Other charitable organisations

How much can we apply for?

There is no limit to the amount you can apply for.

- Groups are eligible to apply to the Trust if they have an outstanding end of project report from a previous Trust grant however any grant awarded will not be paid to the group until the previous grant has been accounted for.
- Grants of up to 100% may be awarded however groups are encouraged to apply for part funding for their project and seek the additional funding they require from other sources.

When can we apply?

Applications can be submitted throughout the year and each application will be considered on its merits within three months of date of receipt.

Who cannot apply to the Trust Fund?

The rules of the Trust Fund prevent the following groups/individuals from applying.

- Political Organisations
- National Organisations, unless the group is a local branch with local management/accountability arrangements and bank account
- Individuals unless the application is for a bursary for individual members of community groups to participate in training courses.
- Companies who aim to distribute a profit
- Projects already started

Before any money is committed the Group has to agree and return one copy of the Terms and Conditions duly signed

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 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 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 groups 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 Trust will meet these aims and objectives.

Question 3

Please give details of what your organisation wants to do with the grant awarded from Kirkcowan Community Development Trust and how you will do it. For example:

- if your group wants funding from the Trust 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
- 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 for 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 you submit your applications as early as is practicable

It is important to note that you cannot make an application to the Trust 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 provides some measures of economic, educational, environmental, social or cultural benefit for people living within the community is eligible for support. 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;
- minor 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 agreement;
- community events, festivals and trips,
- small scale practical activities;
- activity based environmental schemes;
- training and educational courses;
- bursaries for individual members of community groups to participate in training courses; □
- costs to community groups of participating in networks and visiting other community projects.

What kind of project/activity could not be supported?

The following list gives you some idea of what the Trust Fund is unable to support:

- projects that involve improvement works to a building, **unless** your group own the building or have a lease on the property;
- applications for unspecified items e.g. contingency money;
- retrospective applications, for example we would not accept an application for an event, which has already taken place;
- applications cannot be made on behalf of a project for another group. If the group is unconstituted but meets all other criteria, the group must apply in their own name but ask a constituted group to provide their bank account details, constitution and accounts. See "Who can apply" on page 1.

Question 4

Please let us know which area will benefit, whether Kirkcowan Community Council or the wider area. If your organisation is not based in Kirkcowan, you will only be eligible for a Trust Fund grant if there is clear evidence of how your project will benefit people living within the community of Kirkcowan.

Question 5

It is important that you provide a detailed breakdown of all the costs for your project, and provide at least three quotes/estimates or prints from the internet or photocopies of a catalogue page to evidence the costs. Multiple quotes are only required for budget items costing £200 or more. For projects that involve capital or building works, applicants can include a contingency of up to 10% within their costings.

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

If you are asking for a contribution toward 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, proof that you have planning and other statutory consents and you have landowner agreements in place where necessary.

Question 6

It is important that you complete this section very carefully as all grants will be paid by cheque signed by two Trustees.

The bank account details must be in the name of the group, cheques cannot be made payable to individuals.

If your application is successful we will write to you to let you know when the payments will be made

Question 7

Please tell us who and 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 8

Please let us know 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. However if you were to say, for example, “between 200 and 300” this would be acceptable. It is important that you give as much information as possible to ensure we assess your application appropriately.

Question 9

Please complete and sign the Checklist for Kirkcowan Community Development Trust Applications. Send the completed form with all supporting documentation to the address on the final page of the application form.

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;**
- We will at that point contact your nominated referee to ask them to complete a Referee Feedback Form;
- When we receive the completed Referee Feedback Form we will start the assessment process, this process will take approximately six weeks;
- When a decision has been made about your application you will receive a letter telling you what the Trust Fund panel have decided. The panel’s decision is final.

- Applications can be submitted throughout the year and each application will be considered on its merits.

Will I 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
- 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 can I talk to about this application?

Contact Jak Kane, Machars Action, Wigtown. Tel 01988 403450. Email jak@macharsaction.co.uk

Who makes the decision?

The Trustees of Kirkcowan Community Development Trust.