



## GRANT AWARDS FOR COMMUNITY PROJECTS OUTLINE OF REQUIREMENTS AND PROCESS

### **Eligible Applicant requirements**

- Applications will not be considered from individuals or commercial businesses.
- Applicants must have an open to all constitution, operating on a not for profit basis, including charities and with a publicly known management board.
- A bank account with at least two signatories is required for payments.
- An approved year's accounts or, if a start-up, a project plan.
- Based, operating in and/or carrying out projects benefiting people in the Tighnabruaich District.

### **What and how much will we consider for assistance**

- Projects which meet the general aims of specific priorities in the Community Plan.
- Projects which demonstrate sustainability.
- Projects must demonstrate how the applicant will evaluate the project's success.
- Applications will be prioritised in each round of funding on a competitive basis based on criteria, which reflect the amount sought, the level of matched funding, the nature and extent of community benefit and the viability of the project.
- The maximum to be considered for any project will be 50% of project costs, except in exceptional circumstances or for small one-off grants. As the amount available year by year will vary we may set a maximum amount for any one project in each year and share between projects on that basis. It is recognised that matched funding may not have been secured at the time of applying. The Trust may be able to offer assistance in this area in terms of identifying other grant funding, but the application will have to demonstrate how this funding will be obtained. Conditional awards may be made subject to securing of matched funding.
- The amounts and timing of payments to successful applicants will be by agreement between the parties.

### **What we will not fund**

- Normal running costs or overheads of organisations although an element of project costs can be allowed for overheads associated with the project.
- Projects which have no impact on the Tighnabruaich District communities.

### **What applicants will be asked to provide.**

- Organisation name
- Contact details
- Project title

- Project summary (suitable for publicity purposes)
- Detailed description of project, showing how it meets Community Plan objectives, sustainability, expected outcomes, evaluation method, major beneficiaries, public consultation and how it will be managed.
- A project budget based on firm costs and showing details of other match funding in place or applied for.
- A project programme.
- A copy of the organisation's constitution, a set of annual accounts (or if start up, a project plan).
- A current bank statement.
- Successful applicants will be required to provide an evaluation and expenditure report when project complete or an annual report if over one year to completion.

## **Evaluation of Applications**

- The Trust has established an Investment Committee which will review and assess each application received and make recommendations on funding to the Trust, which will then make the grant awards. The Committee is made up from the Chair of Kilfinan Community Council, the Parish Minister, one Local Councillor, a Director from Tighnabruaich District Community Renewables Limited, 3 board members from the Trust Board and another co-opted member with strong ties to the community.