

Before you begin

Please note these guidelines are only applicable for applications to Stratherrick and Foyers Community Trust for large grants to Community Groups of over £20,000.

Stage 2 Grant Application forms can only be submitted once a **Stage 1 Proposal Form** has been submitted to the Trust and approved by Stratherrick and Foyers Community Trust's Panel and SSE.

These documents will be updated from time to time. Please make sure you have the latest version. Application forms must be completed electronically. If you require advice or assistance in completing the **Stage 1 Proposal Form** or the **Stage 2 Grant Application Form** or wish to discuss any aspect of your Project with the Trust, please contact our Project Co-ordinator using the details provided below.

All sections of the **Stage 1 Proposal Form** and (later) the **Stage 2 Application Form** must be completed and you must send us all the supporting documents we ask for. In order to give your application the best chance of success, please provide as much information about your project as possible. Incomplete applications will be returned.

Key information

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| Who can I contact if I have any questions or need guidance completing this form? | Steven Watson Project Co-ordinator 07525 120966 pc@sfctrust.org.uk |
| How much can I apply for? | Any amount larger than £20,000. Any application below £20,000 should be made using the Trust's standard Community Group Grant Application Form. |
| Where does this money come from? | We receive community benefit funds from SSE through the Glendoe Hydro Electric Dam and the Dunmaglass Wind Farm agreements. |
| Which areas can benefit from the fund? | The Community Council area of Stratherrick and Foyers. |
| How are decisions made? | The Trust Board of Directors sits as a panel to decide how funds should be allocated locally. Grants over £20,000 have a two-stage application process. The first is the submission of a Stage 1 Proposal Form to the Trust. This PROPOSAL is considered by both the Trust Panel and SSE. If successful, the applicant is then invited to submit a Stage 2 Grant Application Form . The Grant APPLICATION is then assessed by the Trust Grant Panel and SSE. Only applications passed by the Trust Panel and SSE are offered a grant from the Trust. |
| When are decisions made? | Decisions will be advised as soon as possible however it is impossible to say how quickly these can be given. Decisions for both Stage 1 Proposal and Stage 2 Grant Application require the input of a third party (ie. SSE) over which SFCT has no control. It is also possible that, due to the more complicated nature of large grants, a decision may take longer than the usual 8 week cycle for standard Community Group Grants. Community groups can apply for one large grant per year. |
| What can grants be used for? | Grants can be awarded under the following main headings: |

Education and Life Long Learning: To provide assistance to projects which allow residents to access learning new skills or qualifications at any age, whether it be in the locality of Stratherrick and Foyers or outwith the local area.

Transport: Help to provide affordable transport options for local residents in the Stratherrick and Foyers area within and outwith the local boundaries.

Health & Well-being: Help to support intellectual and recreational activities which contribute to the physical health and emotional stability of local people and to encourage lifestyle improvements and give the residents of the Stratherrick and Foyers area a better quality of life.

Heritage & Culture: Promotion and preservation of the locality's history and unique way of life.

Environment: To support projects which aim to preserve and improve all aspects of the local environment for future generations.

Regeneration/Housing: Encourage the continual growth of a family-based community by supporting local housing initiatives and regeneration, and improved opportunities of employment.

Applications over £20,000

Groups requesting grants of over £20,000 will require to submit a **Stage 1 Proposal Form**. The Proposal must be approved by the Trust Panel and SSE before a **Stage 2 Grant Application Form** can be submitted.

Stage Two Grant Application Forms must be accompanied by formal evidence that the project is supported by the wider community. This may include, but is not limited to, a local survey, community ballot, public meetings and/or letters of support.

Who can apply?

Community Groups or organisations which need funding to support projects or activities consistent with the purposes listed above may apply for a grant.

Your group does not need to be a registered charity or SCIO to apply, but your organisation must have a constitution (governing document or set of rules) and be set up on a not-for-profit basis. If you are unsure if your group is eligible contact us for advice.

When must grants be spent by?

Any grant received should usually be spent within one year of being awarded unless otherwise agreed during the assessment process.

Are there any activities the Trust is unable to support?

We DO NOT currently fund the following:

- Community Groups whose annual income in the current or previous financial year is over £250,000.
- Community Groups with fewer than 3 members on their management committee or board.
- Groups whose grant request is for the advancement of religion or politics (including requests to support the core activities of religious or political groups).
- The purchase of second-hand vehicles.
- The repayment of loans or payment of debts.
- Any costs already incurred or activities which will take place before we have made a decision on an application (no retrospective funding)
- Payments towards areas and activities generally understood to be the responsibility of statutory authorities.
- Groups who will then distribute the funds as grants or bursaries.
- General fundraising appeals or activities.
- Projects which do not benefit people in the Stratherrick and Foyers area.
- Activities contrary to the interests of / or activities likely to bring the

Trust, SSE and or our other community benefit funders into disrepute.

- Applications from groups who have successfully applied to the Trust before but have not returned their Completion Report form for a previous grant.
- Groups which do not have a constitution or governing document.
- Groups other than not-for-profit groups.

Help completing the forms – some details relate only to the Stage 2 Grant Application Form

General guidelines

- All sections of the **Stage 1 Proposal Form** or **Stage 2 Grant Application Form** must be completed. A separate sheet may be included with additional information.
- Please don't write 'see attached' on any part of the form as a substitute for information – although if you wish to include other documents (besides your constitution and accounts) with which to support and supplement your application then you are welcome to do so.
- Please round figures up to the nearest pound.

Section 1

- Make sure the main contact is someone who is familiar with both the workings of the group and the grant proposal or application, as this person may be contacted for a short telephone interview. Please make sure they will be available in the six weeks following the next submission deadline and let us know if they are away for any time during this period.
- We can only consider applications from constituted groups. The name of your group should be the name written on your constitution (or governing document). You must send us a copy of your signed constitution with your application.
- Your type of organisation will be the legal status of your organisation e.g. a company limited by guarantee, a charity, SCIO etc.
- You don't have to be a registered charity, but if you are, please supply the Charity Number.

Section 2

- A copy of your most recent annual accounts must be included with your application. They should be signed by a member of your group's management team. We will be unable to process your application if you do not send these or if your accounts are out of date.
- Groups who have not yet completed one full year in existence must provide a projection of income and expenditure for the group's first year of operation, this is just an outline of where you anticipate receiving funding from and what you will be spending this on. Please include any evidence you can of funding pledged or secured, and include details of all your group's income and expenditure, not just that which relates to this application.
- Please tell us what the difference was in your last year's accounts between the money coming in and going out (your surplus or deficit). Please also tell us about any unrestricted reserves you have and tell us if these cannot be used for the project you are applying for help with. (Unrestricted reserves are general funds held by the organisation, as opposed to restricted reserves which will have been provided by a funder or donor only for a particular purpose or project.)

Section 3

- Please describe your project – its background, overall aims and the activities involved.
- Your project should address a current need or gap in community provision.
- We would like to see evidence that your community supports your project.
- Please give an accurate list of the costs and VAT involved in the work, service, project or items for which you need the grant. If the grant requested does not cover all the costs, you should make clear which costs it will cover or go towards and go on to show how you intend to meet the other costs to ensure that the project will go ahead.
- Tell us where any other funding for this project is coming from, for example local fundraising or other grants. Please indicate whether the funding has been received or pledged. If you are awaiting a decision on a funding application, tell us when you expect to hear the outcome.
- If your project is time specific then please make sure your application is made in plenty of time to receive a decision before the project takes place.

- If your project requires planning permission we will require formal evidence that the correct permissions are in place before a grant can be issued.
- Please note that 'account name' should give the exact name in which your account is held. We expect this to be the same as the name of your group (as shown on your constitution) and if it isn't we may not be able to give you a grant. We cannot deposit money to bank accounts in the name of an individual.
- We expect groups to require at least two unrelated people to authorise cheques / payments from their account. If this is not the case, we may not be able to award you a grant.

Section 4

- Safety is our key priority. Please give evidence that you have considered the safety implications of your project, if applicable, and provide evidence of by providing documentation to show the correct policies are in place i.e. Child Protection/ Vulnerable Adults policy, insurance certificates or licences.
- Please do not provide your original constitution as we will not be able to return it to you. A scan is acceptable.
- We require competitive quotations for equipment, vehicles or refurbishment work. Please supply at least two competitive quotes for work between £1,000 and £10,000 and at least three competitive quotes for work above £10,000. If this is not possible or appropriate, please tell us why.
- We are happy to accept any business plans, drawings or photographs or other to support your application.

Sending your application to us

- Don't forget to electronically sign and date the **Stage 1 Proposal Form** or **Stage 2 Grant Application Form**.
- We cannot assess an application without a copy of a signed constitution (or other governing document) and we also need a copy of your most recent audited accounts or, for new groups, a projection of the first year's income and expenditure.
- We require at least two competitive quotations for equipment, vehicles or refurbishment work. (Three for costs over £10,000) Please supply these. If this is not possible or appropriate, please tell us why.

Please return completed forms to admin@sfctrust.org.uk

What happens next?

In most cases, we'll contact you by phone to for any additional information needed, sometimes this isn't necessary. It's important that you will be available during the six weeks following the deadline. If you will be unavailable for any time during that period, please include a note to that effect attached to the **Stage 1 Proposal Form** or **Stage 2 Grant Application Form**, as your application may not be considered if we can't contact you. You'll be notified of the decisions made by the Panel, SSE and Trust Board in writing / by email. Any grant received must be spent within one year of award, unless approved as part of the assessment process.

Data Protection

Information supplied on these forms will be managed in accordance with Stratherrick and Foyers Community Trust's Privacy Statement and Data Protection Policy. Information you provide will be shared with SSE. For more information please visit www.stratherrickcommunity.org.uk Stratherrick and Foyers Community Trust Ltd is a company limited by guarantee with its registered office at The Wildside Centre, Whitebridge IV2 6UN and is registered in Scotland SC270423.