



Fund Application Guidance

This guide is for applicants to Lochluichart Community Trust (LCT) for grants and for the LCT directors in assessing grant applications.

What is the Lochluichart Community Trust?

The Lochluichart Community Trust was set up in 2014 to administer funds from renewable energy operators to benefit the Garve and District community, with a particular emphasis on local regeneration and community development.

Membership of the Lochluichart Community Trust is open to any individual over the age of 16 whose primary residence is in the Garve and District Community Council area. To become a member, residents should complete the form on the LCT website (www.lochluichartcommunitytrust.com) under "Forms", or from the LCT Company Secretary. The membership elects a Board of Directors which is responsible for the administration of the trust.

The Board meets at least four times a year to determine the distribution of funding. Directors may, at their own discretion, call on the knowledge of other individuals to aid this decision-making process.

How much money is available?

The fund available for grants in 2017 / 18 is anticipated to be £434,959, being funds remaining from previous years and income provided by Eneco, owner and operator of the Lochluichart wind farm, taken directly from the wind farm profits. Some of these funds are already allocated to long term projects. The amount is based on the original number of wind turbines, together with the extension, and is inflated by 3% per annum. In future other renewable energy operators may channel further funding through a partnership with the LCT.

Application Criteria

What projects does the fund support?

The Lochluichart Community Trust aims to support projects that seek improvement and make a difference to life in the local community, through the development and regeneration of the area. It is keen to support community and voluntary organisations that are charitable, educational, philanthropic or benevolent in purpose, with an emphasis on projects that will provide improvements for younger generations.

Projects must benefit residents living within the Garve and District Community Council area.

Applications are welcome for Projects that fit one or more of the following criteria:

a)	Children and Young People	Particularly projects aiming to improve access to activities and services, and where young people play a key role in decision making
b)	Carbon Reduction Projects	Projects helping to tackle climate change
c)	Vulnerable People	Particularly projects aiming to increase access to services and facilities for people with disabilities, the homeless and the elderly
d)	Community Regeneration	Particularly projects improving health and education, reducing crime levels, regenerating local employment, local services, recreational activities, housing and the physical environment. Projects for hosting events (including at festive occasions) which will improve interaction among members of the community and encourage the involvement of members of the community
e)	Community Buildings	Projects for the improvement and maintenance of buildings widely used by the community
f)	Self-help Groups	Projects providing self-help services in the local community
g)	Environment and Wildlife Projects	Particularly those projects involving the improvement of community land, including parkland, allotments and recreation grounds
h)	Education and Skills Development	Particularly community based programmes offered to those seeking access to training opportunities to improve their education and skills
i)	Health	Projects providing services that aim to improve the health and wellbeing of the community
j)	Heritage	Projects that celebrate, protect and preserve local heritage for current and future generations
k)	Sustainability	Projects promoting local sustainable development

In addition, the following aspects need to be demonstrated:

Need	Demonstrate that there is a clear need for the project. It would help if research has been conducted with those who will use the facility or service
Community Use	Demonstrate the likely extent of community use of the proposed project or facility
Community Involvement	Demonstrate that the project is already supported by committed and resourceful individuals
Value	Demonstrate that the requested funding has been carefully costed and represents value for money. The budget should be realistic and quotes sought from multiple sources where practical

What will not be funded?

Projects with the following characteristics will not be funded. Those that:

- are outwith and of no benefit to the Garve & district Community Council area or its residents
- should be or are wholly funded by the local authority or other statutory bodies
- comprise improvement to land that is not open to the general public
- are commercial sponsorships
- promote religious or political activities
- are deficit or retrospective funding (i.e. for activities that have already taken place)
- the Lochluichart Community Trust (acting reasonably) are considered to be adverse to the interests of the renewable energy operators or other 'community benefit' funding bodies.

What is the application process?

The LCT currently invites applications four times per year (being 28 February, 31 May, 31 August and 30 November). Application forms are available on the Forms page of the LCT website (www.lochluichartcommunitytrust.com) or from the LCT Company Secretary. If the directors of the LCT consider it appropriate, they may increase the frequency and/or the deadlines for the submission of applications.

The application process is as follows:

1. Acquire application/register interest
2. Submit application to Trust secretary
3. Trust secretary checks the application
4. All applications are circulated to Trust directors
5. Each Director applies the funding criteria as detailed below
6. A decision is made over the successful applicants
7. All applicants are informed
8. Applicants are required to report back at six month intervals or once the project is complete

Once the full application is received the directors may wish to contact the applicant. Please ensure that the person nominated on the application form can talk knowledgeably about the project.

On what criteria will my application be assessed?

Each LCT director completes an assessment form (illustrated below) to provide a measure of compliance with the criteria detailed above. The total score is expressed as a percentage of the maximum achievable, for comparison with minimum percentage for the Funding Band. The Directors then meet to compare their assessments and discuss and agree their joint decision over granting funds. A decision could be to approve partial funding for aspects of an application or to approve a grant subject to conditions. The decisions by the directors of the LCT are final.

Criteria	Description (Basis for assessment/scoring)	Score
1. Project Location (Only a OR b OR c will be scored)	a) Project outwith and of no benefit to G&D or neighbouring area.	Application Rejected
	b) Project outwith but of some benefit to G&D or neighbouring area.	2
	c) Project within and of direct benefit to G&D	6
2. Criteria Satisfied	Each criteria listed (a to k in the guidance notes) will score 1, up to a maximum of 11 in this section. (Applications with no score in this section will not be approved)	0-11
3. Community Need	a) How well is community benefit defined by the project?	0-4
	b) What level of community support evidenced in the application?	0-5
	c) What is the priority level within the community needs survey/plan (10 points for highest priority)	0-10
4. Percentage of Community who will (or are likely to) benefit	a) Score 0 < 10%, then 1 per 10%	0-10
5. What is the Benefit duration	a) Score 2 for up to 10 years; score 4 for 10 to 20 years; score 6 for over 20 years	2-6
6. Project Management (a OR b AND c will be scored)	a) Is the Project run by External Team only? Score is dependent on organisational ability, competence and commitment	1-2
	b) Is the Project run by G&D community Team? Score is dependent on organisational ability, competence and commitment	3-6
	c) Will the project team be supported by projects professionals?	2

7. Financial and Value	a) How clear and complete is the Budget?	0-4
	b) How well has the project implementation plan been detailed (bands 2 -6)	0-4
	c) Has the project secured optimum funding from other available sources?	0-4
	d) How clearly is the Best Value demonstrated? (Band 3 - 6)	0-4
	e) How well does the Project define ongoing financial controls and cashflow? (Band 3 - 6)	0-4
Total possible Score:		80
The scores given by each Director will be averaged and expressed as a percentage of the total possible score.		

General Notes on the Assessment of Applications	
1	Achievements are recognised by the percentage calculated from the average of the Directors scores and will be used as the basis for the Boards decisions.
2	The Board will take account of all and any other matters they consider relevant to the application.
3	In recognition of the 'value' and 'banding' requirements, the minimum percentages shown in the table below will normally be required to secure project funding.
4	However, where minimum percentages are not achieved, the LCT directors may, at their sole discretion award part of the amount requested or make a contribution, where the spirit and intent of the application otherwise justifies this decision.
5	Projects of over £100,000 may be subject to additional requirements regarding project and financial (business) planning before and during project implementation.

Project Bands and minimum percentages

Band	Project Value	Min %	
1	Less than £1,000	25	
2	£1,000 to £5,000	35	
3	£5,001 to £25,001	55	
4	£25,001 to £50,000	60	
5	£50,001 to £100,000	70	
6	Greater than £100,000	75	Band 6 projects are also subject to separate requirements and evaluation criteria

What happens once a decision has been made?

All offer or refusal letters will be sent within a week of the meeting of the directors of the LCT. Offer letters will include any conditions imposed by the directors of the LCT and attached will be the grant acceptance form. A copy of the grant acceptance form must be signed and returned to the Trust before payments can be made. You should not commit any money before you have received your offer letter and conditions.

The directors of the LCT will meet four times a year to review the success of the process for applications and the applications received and grants made.

What is the timescale?

Grants will be provided for one year and should be committed that year. Further funding may be applied for in the following and or subsequent years.

What are my responsibilities?

1. All applicants must report back to the Lochluichart Community Trust at six month intervals throughout the duration of the project – the Company Secretary will forward a feedback form to you.
2. If applicable, suitable photographs should be provided to allow the renewable energy operators or other community funding bodies, to promote the positive work that their funding has enabled.
3. Should you need to request a change of use for any funding you must submit your request in writing before committing or re-directing any funds.
4. Applicants must disclose whether or not additional funding has been received or committed from other sources.
5. Should the project be discontinued, the Lochluichart Community Trust should be notified immediately (giving clear reasons for discontinuing the project) and return any remaining funding for re-distribution to other projects.
6. Any press references with regards the project should refer to the funding source, by stating either “made possible by the Lochluichart Community Trust” or “part funded by the Lochluichart Community Trust”.

Preparing Your Application

How do I apply?

The application form can be found either on the LCT website under “Forms” or by contacting the LCT Company Secretary. The form requests the essential information for the directors to assess the application. For higher value project applications, it is advisable to include more detail – it is preferable to include too much information rather than too little.

Applicants should recognise the criteria that will be used to assess projects, and ensure that all relevant evidence is provided with the application form. Failure to do so may result in lack of recognition of the full value of a project. Applicants may be asked to provide further information following receipt of the application.

What do I need to send with my application?

In addition to any requirements stated under Section 2, Financial requirements on the application form (relating to the ‘banding’/value of your project), your application should be accompanied by all or any of the following that are or might be considered relevant to your application (see the notes attached to each below).

- 1. A signed copy of your organisation’s latest governing document.** - This may be a simple set of rules, a constitution or memorandum, and articles of association. Your organisation should operate with regard to equal opportunities best practice and this should be reflected in your constitution.
- 2. A copy of your organisation’s most recent accounts.** - If you have been running for over one year we would expect to see a full set of accounts showing a breakdown of your annual income, expenditure and carry-forward balance. If you are a new organisation a recent bank statement and annual budget/cash flow forecast showing estimated income and expenditure is acceptable. The accounts must be independently verified.
- 3. A copy of your child protection policy.** - If your organisation works with children or young people you will need to provide a copy of your child protection policy. If you do not have such a policy your local Council or Voluntary Service may be able to assist.
- 4. A Disclosure Scotland Certificate** - If your project involves working with children, young people or vulnerable people, you should provide a copy of a Disclosure Scotland Standard Certificate in respect of the individuals in your organisation who work with children, young people or vulnerable people.
- 5. A copy of your vulnerable persons policy.** If your organisation works with vulnerable people aged 18 years or over you should provide a copy of your organisation’s policy. If you do not have such a policy your local Council or Voluntary Service may be able to assist.

6. A letter of owner's permissions if required. If your project requires the owner's permission you should provide a letter from him/her to that effect.

7. Any relevant project plans and photographs. If your project involves an element of development, you should provide a location plan, photographs of the site, and plans/sketches showing what is proposed. You should provide documentation to show that planning permission has been obtained if required.

8. An independent reference. This should be someone who knows about your organisation, but who is not on the committee, a volunteer, or a user of your group. This could be a member of the clergy, policeman, councillor, or a professional local resident who knows your group and its activities well.

Closing dates for grant funding applications are 28 February, 31 May, 31 August and 30 November each year.

For more information please contact:
LCT Company Secretary

Email: secretary@lochluichartcommunitytrust.co.uk

Phone: 07713 503375

Address: c/o Munro & Noble, Church Street, Dingwall, Ross-shire, IV15 9SB