

CAIRNIE GLASS COMMUNITY TRUST

FUNDING GUIDELINES

1. Eligible applicants

- 1.1 Community groups, clubs and societies
- 1.2 Public bodies- providing the project is not a statutory responsibility
- 1.3 Charities, including SCIOs
- 1.4 Community Councils
- 1.5 Limited Companies, provided the project delivers wider benefits for the community.
- 1.6 Individuals- Small Grants only and can demonstrate wider benefit for the community.
- 1.7 The fund welcomes applications from new or start-up organisations

2. Project location

- 2.1 The eligible area is the civil parishes of Cairnie, Aberdeenshire and Glass, Aberdeenshire.
- 2.2 A map showing the eligible area can be found in Appendix 1 of this document.
- 2.3 Applicants do not necessarily have to be based in the eligible area, but the project activity should be of substantial benefit to the residents of Cairnie or Glass.
- 2.4 Project activities should usually take place within the eligible area.
- 2.5 Projects located outwith the eligible area should demonstrate how the project will benefit the residents of Cairnie or Glass.

3. Project Activities

- 3.1 CGCT will consider a wide range of activities for funding, including capital and running costs.
- 3.2 Projects should aim to fit within one of the following Funding Themes:
 - 3.2.1 **Sense of community**
 - 3.2.2 **Enhancing our environment**
 - 3.2.3 **Health and wellbeing**
 - 3.2.4 **Lifelong learning**
 - 3.2.5 **Heritage and the arts**
- 3.3 In addition to the Funding Themes, every project should consider the following Funding Principles:
 - 3.3.1 **Inclusion:** Applicants should ensure that projects follow equal opportunities principles and, where possible, benefit the widest possible section of the community
 - 3.3.2 **Value for money:** Applicants should ensure that suppliers are reputable; materials are of sufficient quality; and goods and services are competitively priced
 - 3.3.3 **Sustainability:** Where applicable, applicants should demonstrate that projects are sustainable in the long term and that the benefits of the project are able to continue after the funding has ended.
- 3.4 There are a number of items which are ineligible for funding from CGCT.
 - 3.4.1 the advancement or support or criticism of religion or party politics
 - 3.4.2 activities generally understood to be the exclusive responsibility of statutory authorities
 - 3.4.3 activities contrary or potentially contrary to the interests of Engie or its successors

- 3.4.4 activities likely to bring Engie or its successors into disrepute or prejudice its reputation or brand
 - 3.4.5 any anti-renewable energy or anti wind farm activities
 - 3.4.6 any illegal, unlawful, immoral or offensive activities.
 - 3.4.7 Any activity which takes place outwith the eligible area- unless the applicant can demonstrate that residents of the eligible area will tangibly benefit from the project
 - 3.4.8 Costs which to items which are already owned by the applicant
 - 3.4.9 Costs which have already been incurred
 - 3.4.10 Any items for which the applicant is able to recover costs
- 3.5 Project aims should align with the charitable objects of Huntly and District Development Trust, namely:
- 3.5.1 To advance development of the Community by maintaining, improving and regenerating its physical, economic, social and cultural infrastructure, and assisting people who are at a disadvantage because of their social and economic circumstances;
 - 3.5.2 To advance the education of people and organisations so that they can play a leading, proactive role in the sustainable development of the Community;
 - 3.5.3 To advance the arts, heritage and culture of the Community to the benefit of both locals and visitors;
 - 3.5.4 To advance public participation in sport (meaning sport which involves physical skill and exertion);
 - 3.5.5 To advance environmental protection or improvement;
 - 3.5.6 To provide recreational facilities and organise recreational activities within the Community, with the object of improving the conditions of life for all;
 - 3.5.7 To promote, establish, operate and/or support other similar activities and projects of a charitable nature within the Community for its benefit.
 - 3.5.8 But such that the Company shall do so following the principles of sustainable development and in a way that respects and enhances the Community's local culture, social traditions and built heritage, as well as the local and global natural environment.

4. Funding streams

4.1 There are three funding streams:

4.1.1 The Main Fund is for grants between £1,000 and £10,000

4.1.2 The Small Grants Fund is for grants between £100 and £999

4.1.3 The Educational Fund is for individuals undertaking further/higher education/ apprenticeships, or secondary school pupils undertaking stand-alone courses.

5. Costs

5.1 Applicants are expected to demonstrate best value for money

5.2 The minimum grant is £100. The maximum grant is £10,000.

5.3 Grants from the Small Grants Fund can pay for 100% of project costs.

5.4 Grants from the Main Fund can pay up to 50% of project costs (up to the maximum of £10,000) although this could be increased if the applicant can demonstrate there is no alternative funding available

5.5 Grants from the Educational Fund can pay a fixed amount of up to £350 per annum for each individual in full-time further/higher education or recognised apprenticeships.

5.6 Grants from the Educational Fund can pay half or up to a maximum of £100 for stand-alone courses for Secondary school pupils.

5.7 Applicants to the Educational Fund must re-apply each year.

5.8 The Educational Fund will be capped each year; the limit will be set annually

5.9 Applications to the Educational Fund will only be considered during one application round per year.

5.10 Project costs should be outlined in the application form. For any individual item above £1,000 at least two quotes should be obtained by the applicant.

5.11 Invoices or receipts should be submitted once the project is completed.

5.12 Any unspent funds should be returned to the trust.

6. Application Process

- 6.1 There shall usually be two or three application rounds per year, which will be advertised in local publications and on the Trust's website.
- 6.2 Applicants should complete the relevant application form, and should use the attached project checklist for any additional information.
- 6.3 Applications to both funds (Small Grants and Main Fund) should be made using the same application form, although sections 6 and 7 should only be completed if applying for the Main Fund.
- 6.4 Applicants for the Educational Grant should complete the Educational Fund Grant form.
- 6.5 Funding Panel meetings will take place around 2 weeks following an application deadline.
- 6.6 Applications should be submitted by email to the address publicised on the website.

7. Decision Making Process

- 7.1 Applications are assessed and determined by the Funding Panel. The Funding Panel is made up of the committee members of the Cairnie Glass Community Trust, all of whom are residents of the parishes of Cairnie and Glass.
- 7.2 Applications are assessed on the priorities and themes set out in Section 3.2 and 3.3 above.
- 7.3 The panel may ask for further information to be submitted before the grant decision is made, or alternatively may make a grant offer conditional
- 7.4 The applicant will be advised on the decision of the committee by email no more than 4 weeks following the application deadline

8. Approval Process

- 8.1 Successful applicants will be issued with a formal grant offer. The applicant should read the terms and conditions of the grant offer and if accepting should sign and return to the secretary
- 8.2 In most cases the applicant will receive the approved funds by bank transfer within 4 weeks of receipt of the signed grant offer.
- 8.3 If the project is not expected to commence for a significant time period, the funds will be transferred 4 weeks prior to the commencement of the project.
- 8.4 If projects haven't commenced within 12 months of approval the funds should be returned to the Trust and the grant offer will be withdrawn. In this case the applicant may apply again for funding through the usual application process.

9. Reporting

- 9.1 Applicants should inform the secretary about any significant delays to the timescale of the project.
- 9.2 Applicants should inform the secretary of any major changes to the project. If there is a fundamental change in the nature of the project the panel may ask the applicant to re-apply.
- 9.3 Applicants should submit a short report at the end of the project to summarise the project's achievements. Photographs should also be submitted.

10. Acknowledgement and Publicity

- 10.1 The applicant should acknowledge The Cairnie Glass Community Trust in all publications and publicity related to the project.
- 10.2 Signage with acknowledgement of the award from CGCT and CGCT logo should be in a prominent place on all capital projects.
- 10.3 The project will be publicised on the CGCT website including project details, photographs and testimonials.