



# Constituted Group for Community Benefit Grant Guidelines

**Grants up to a maximum of £25,000.**

The Constituted Group for Community Benefit Grant Scheme is designed to assist charities and community groups (constituted and not for profit organisations with charitable aims) to undertake projects to improve the quality of life and life chances of residents of Stratherrick and Foyers. Grants are awarded where they can achieve a significant positive impact and enable groups to fulfil their own objectives in our community.

Groups active in social welfare, heritage, education, environment and community development may be supported with grants. Our grants are directed at locally based projects involving and mainly initiated by residents of Stratherrick and Foyers.

**Successful grant applications must accord with the broad aims of Stratherrick and Foyers Community Trust and our funders.**

**IMPORTANT – Start planning well before you will need any money. The Trust cannot pay a grant retrospectively. Please contact the Trust and submit an application well ahead of committing to spending any money. It is essential that applicants await the decision of the Trust before commencing the project.**

## MAKING AN APPLICATION

**To apply to the Constituted Group for Community Benefit Grant Scheme applicants must have:**

- A written signed constitution or governing document. This must include a dissolution clause.
- An annual income of less than £250,000.
- A minimum of three members on their management committee or board.
- A Bank Account in the name of the group operated by at least two unrelated signatories.
- Provided a Completion Report for any previous grant from the Trust.
- Minutes from previous AGMs (unless this is a new group).

**When can an application be made?**



Applications can be submitted on any date throughout the year. Once received they are held until the next Grant Application Deadline. Remember you must receive a decision from the Trust before you can proceed with your project. There are six advertised grant deadlines each year. Your completed application will be placed in the next grant round after receipt, unless it is incomplete. Incomplete applications will be returned.

### **Do I have to wait for the Trust to make a decision before the project can start?**

Yes, you must not proceed with your project until the Trust has made a decision on your application. This means you should apply in plenty of time. Grant deadlines are published on the Trust Website Calendar. Decisions are normally made six weeks after the closing dates.

### **What can my organisation apply for?**

You may apply for the financial costs that will be incurred by your project. These may include equipment, training, sessional workers, food, fuel, transport and admission tickets. A single application may include a number of strands. For example, a piece of sporting equipment and help with coaching costs. You may apply for up to 100% of the costs of the project.

### **Are there any other rules?**

Please read the list of items the Trust will not fund below. Remember that there is a limit of two 'Constituted Group for Community Benefit' grants per applicant per year. As with all Trust grants, previous recipients of grant must return a Grant Completion Form for their last grant to be eligible to apply again. You will have one year to spend the grant after which any unspent funds must be returned.

If your project repeats annually, you must submit a fresh application each year.

Applicants may apply for one-off projects that run over two or three years, for example an employee. Payment will be made at stages over the duration of the project provided an interim report is provided when requested.

### **The Trust will not fund:**

- Groups whose grant request is to fulfil a statutory responsibility.
- Groups with a purpose that is adverse to SFCT and/or our funders interests or is likely to bring SFCT and/or funders into disrepute.
- Groups that are anti-renewable energy/wind farm.
- Projects that involve retrospective funding (costs incurred before a funding decision is made).
- VAT costs that can be recovered.
- Groups who have not provided a completion report for any previous grants awarded by SFCT.
- Groups whose annual income in the current or previous financial year is over £250k.
- Groups with fewer than 3 members on their management committee or board.



- Groups who do not have two unrelated signatories.
- Groups who do not have a constitution or governing document, that includes a dissolution clause.
- Groups who will then distribute the funds as grants or bursaries.
- Projects that do not benefit people in the Stratherrick and Foyers area.
- Groups other than not-for-profit groups.

### **Where do I apply?**

Apply using the latest form on the Trust website. [www.stratherrickcommunity.org.uk](http://www.stratherrickcommunity.org.uk) and submit your completed form to the Trust address shown on the form along with the supporting information relevant to your group.

### **What must be included in my application?**

Please include as much information about your project or activity as you can.

Please supply quotes or pricelists, or screenshots for any items you proposed to purchase. The Trust normally expects applicants to seek three quotes for items, and to include these quotes with an application.

Remember to include details of a referee who should be someone who knows about your planned project and is independent of you. Please ask the Referee to make sure he or she is happy to act in this role and be contacted by Stratherrick and Foyers Community Trust.

### **STRATHERRICK AND FOYERS COMMUNITY TRUST'S PRIVACY STATEMENT AND DATA PROTECTION POLICY APPLIES TO ANY INFORMATION PROVIDED BY YOU IN A GRANT APPLICATION.**

Please refer to these documents at: [www.stratherrickcommunity.org.uk](http://www.stratherrickcommunity.org.uk)

### **SHOULD YOU HAVE ANY QUERIES OR NEED HELP WITH THE FORM, PLEASE CONTACT US:**

- Trust Fundraiser – [sharon@sfctrust.org.uk](mailto:sharon@sfctrust.org.uk)
- Trust Administrator – [admin@sfctrust.org.uk](mailto:admin@sfctrust.org.uk)

### **Completed Forms should be sent to:**

The Administrator, Stratherrick and Foyers Community Trust, The Wildside Centre, Whitebridge IV2 6UN or via email: [admin@sfctrust.org.uk](mailto:admin@sfctrust.org.uk)

### **NOTES TO HELP YOU COMPLETE THE FORM**

#### **Section 1 Applicant and Contact Details**

The name of your group on the application form should match the name of your group on its constitution or governing document. The information you provide here will be stored and used



to contact you in relation to this application. The form includes the questions about business/private addresses for Data Protection purposes.

## **Section 2 About your Organisation**

Your group does not have to be a registered charity or SCIO to apply, however your group must be run on a not-for-profit basis.

## **Section 3 Your Organisation's activities.**

This section is about what your organisation does overall. You may just be looking for a grant for a new aspect of your activity, or for a new piece of equipment. Keep project information to insert in Section 6.

## **Section 4 Your Organisation's Bank Details**

Please insert this information carefully and accurately. Payments can easily go astray if the wrong information is inserted here. **DO NOT PROVIDE ANY ADDITIONAL DETAILS** about your bank security arrangements or passwords.

## **Section 5 Your Organisation's Financial Details and Governance**

An organisation must have at least two unrelated signatories for payments. These include blood relations, those related through marriage and people who live together. You will need to look up your most recent set of annual accounts to get the figures required. The purpose of Section 5 is to produce a snapshot of your organisation's financial arrangements and your balances. The figures will show if you were in surplus or deficit in the last accounting year. Please include a copy of your most recent annual accounts, which should be signed off by an independent examiner.

## **Section 6 Details of the Grant amount you are requesting for this Project.**

This section is to gather information about how much money you want from the Trust and what you plan to do with it. In Section 6 Question 2 you are asked to provide a commencement date. Make sure that you are planning sufficiently far ahead that the Trust can make a decision on whether to offer you a grant or not at the scheduled Trust Grant Meeting before your stated commencement date.

## **Section 6 Question 7 Project Cost Breakdown**

Remember to think about VAT which you might have to pay. If you can't recover VAT include the VAT cost in your calculations and request for funds from the Trust. Include delivery costs where necessary. You may also need a licence or training to deliver a project, or insurance or safety equipment. Safety is always an important consideration for community events and adventure activities for children.

## **Section 7 Referee**



This person can be anyone independent of your group who knows what the organisation does and can corroborate your activities. Choose someone who is happy to be contacted by the Trust by phone to talk about the proposed project and the grant application.

### **Section 8 Including further information**

Do not assume that the Trust knows what your group does or what your previous projects may have achieved. Include any information you think will help the Trust understand what you plan to do and why.

### **Section 9 Checklist**

If you do not send us a copy of your adopted constitution or Trust Deed, or other governing document your application will not be progressed. If you are an existing group and have no accounts, signed and inspected, your application will not be complete either. Getting competing quotes and pricelists together is often time consuming but is a Trust requirement. You must be sure of all your costs before you proceed.

The Trust expects applicants to seek three quotes for each item of expenditure. The Trust can help advertise tenders on its website if you are looking for contractors for parts of your project. If this is not possible or appropriate, please tell us why.

### **Section 10 Signature & Date**

Do not forget to sign and date the form. If mailing the form remember large letters require additional postage. The Trust cannot be responsible for collecting letters posted with insufficient postage.