



Fort Augustus
and Glenmoriston
Community Company



Registered Scottish Charity No. SC038513

Guidelines for Grant application

Groups up to £25,000

Thank you for requesting information about grants from the Fort Augustus and Glenmoriston Community Company. Please read the following notes before completing the application.

Aims of the grant programme

The broad aim of the FAGCC is to assist charities, individuals and community groups (with charitable aims) working to improve the quality of life and life chances in the Fort Augustus and Glenmoriston areas. Especially in circumstances where funding is particularly hard to find and where a grant can achieve significant impact in enabling groups to fulfill their own objectives.

Grants are made across a wide spectrum of social, welfare, heritage, educational and community development activities. We must emphasise that our funding is directed at those resident in the local community, and often initiated by members of that local community.

The grant schemes are funded from the Company's resources received from its funding agreements with SSE Renewables and Renantis Renewables.

Description of Group Grants

Group grants are available to support both one off and regular activities of not-for-profit groups who work within and for the benefit of those in the Fort Augustus and Glenmoriston Community Council area.

Examples of previous grants in this category include outings for a Senior Citizens Group, support in running a community care organisation, providing transport to swimming lessons for school pupils, craft materials for a brownie group. These are however just a few and each project/activity is judged on its own merit for its value to the community.

Eligibility for a Group grant

To apply groups must have:

- a written constitution or governing document. You do not need to be a registered charity but must be established on a not-for-profit basis.
- An annual trading income of no more than £150,000.
- Operate within the Fort Augustus and Glenmoriston Community Council Boundary Area.
- A minimum of 3 members on their management committee or Board
- A bank account in the group's name with at least 2 unrelated signatories
- Quotations will be required for purchases and should be submitted with the application. You may want to obtain more than one quote to get the best value for your group. We would request 3 quotes for items over £300.

Please note the following which are not funded by this scheme:

- **Retrospective awards will not be considered.** So please don't make a purchase or advertise an event before you know if your application is successful or not.
- Overseas trips are not generally funded however if there is significant proven benefit to the group it may be considered.
- 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 repayment of loans or payment of debts.
- Payments towards areas 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 directly benefit people in the Fort Augustus & Glenmoriston region.
- Activities contrary to the interests of / or activities likely to bring into disrepute SSE and Renantis Renewables.

General Notes

- There is no minimum/ maximum age requirement
- The grant must be spent within a year, although this may be extended upon application.
- You will be required to help our Administrator to complete a report once your activity is finished. We really like to have photographs of the funding in action, so any pictures you can take may be used in this report.
- Don't forget no retrospective grants are allowed.
- Your application will be assessed and more information may be requested. A decision will be made by the Board of Directors at the nearest meeting following the assessment of your application.
- Applications from organisations that have previously received grants from the same grants programme may be treated as a lower priority by the Grants Committee, if there is a lot of competition for the available funds.
- Applications should be either emailed to contact@communitycompany.co.uk or posted to:

Fort Augustus and Glenmoriston Community Company
Fort Augustus Village Hall
Fort Augustus
PH32 4DG

Guidance for completing the forms

You should complete all sections of the form as fully as you can. Most of it is self-explanatory but here are a few tips on a couple of sections.

If you are handwriting the form please make sure your writing is clear particularly when entering your bank details.

Section 3. How many people will benefit? If you are a membership group this should be the number of members or if an open event the number of people who could attend/benefit.

Section 3 – Finance table. For many of you the expenditure item is the only section that will need to be completed but if you are putting in some of your own funds or charging for whatever you are doing that will need to be shown as anticipated income or you may be applying for a grant elsewhere to supplement anything we may be able to provide. Any additional income plus the grant you are applying for should match the expenditure total.

Section 3 – Unrestricted reserves. If you have unrestricted reserves (money not committed/received for a particular purpose) in excess of the value needed for this grant we may need more information on why these are not being used to contribute to this application, if that is the case. It may affect the value of any grant offered.

Section 4 – Referee. If you have not applied for a grant with us before we will need details of a referee. This will be someone who knows your group well but is not involved. They may be asked to tell us how the group operates and about your work /aspirations to date.

Finally, if you have any questions or require any help please do not hesitate to contact the office on 01320 366800.



Application Form for Group Grant up to £25,000

PLEASE EITHER TYPE OR WRITE CLEARLY IN BLACK INK ON THIS FORM.



Please refer to our website for our data protection statement.

1. Your details

Group Name:

Contact Name:

Position in group

Telephone Number:

Email:

Correspondence address:

2. About your organisation

What does your organisation do?

What geographic area do you cover?

Are you a registered Charity or a Constituted Group

How many members are on your Board or Management Committee?

Please provide us with details of the bank account that any money would need to be credited to.

Account name

Sort Code

Account number

Please tick to confirm that you require at least 2 signatories on your account and that none of these are related.

3. The grant application details.

How much money are you applying to us for?

How many people will benefit?

If your group has unrestricted reserves, in excess of the grant requested, and you are not contributing these to this application, please explain why some or all of this cannot be used.

How do you plan to use the money- please provide as much explanation as possible.

Please provide details of the project costs.

Expenditure item	Amount
Total expenditure	£

Anticipated other income from:	Amount	If this is from another funding application when will you have a decision.
Total anticipated income	£	

We will require a quotation for all expenditure to enable the application to be processed. This could be a screen shot or a formal written quote. For expenditure over £1K at least two quotations will be needed.

4. If you have not applied for a grant with us before please provide details of an independent referee who can tell us about the work of your group and what the funding will be used for.

Name

Organisation

Telephone number

5. **Declaration:** I certify that the information contained in this application is correct, and that I am authorised to make the application on behalf of the above group. I understand that decisions made by the Fort Augustus & Glenmoriston Community Company are final.

Signature

Date

If you are under 18 years of age your application will need to be countersigned by a parent/guardian or another suitable person such as a head teacher.

Name

Position

Signature

Date

This form should be returned to us either via email to contact@communitycompany.co.uk or via post to Fort Augustus & Glenmoriston Community Company, Fort Augustus Village Hall, Fort Augustus, PH32 4DG

Don't forget to include with your application:

- A copy of your signed constitution or trust deed – if you have previously applied for a grant this is only needed if a significant change has been made since then.
- A copy of your accounts or financial projection (for groups in their first year of operation only). These must have been inspected and signed by a suitable independent person to comply with Scottish Charity legislation.
- A copy of your child/vulnerable adult protection policy if appropriate for your group/project
- Quotations if applicable
- Any other supporting information