

# Udny Community Fund

## Guide to Large Grant Applications

### Form B over £500



**Please read our Terms and Conditions.**

**You are encouraged to speak to our Development Officer before applying.**

Please complete all sections of Large Grant Application Form B. Incomplete applications cannot be assessed and your application may take longer to process.

Final decisions are made at the board meetings of Udny Community Trust Company Limited (UCTC). The board meetings normally take place on the last Wednesday of each month (excluding September and December). Please allow a minimum of four weeks before a board meeting for an application to be processed.

The sections of these guidance notes highlighted in boxes are intended to help you think about good practice in running your group or project. They include notes on equality issues.

#### **Our grant giving categories are**

- ✓ Community facilities.
- ✓ Skills and capacity building for members of community organisations.
- ✓ Environmental improvement, protection or conservation.
- ✓ Community events, projects and festivals.
- ✓ Education and learning opportunities for young people.
- ✓ Other activities that support community development.

All applicants must:

- ❖ Demonstrate how their project will provide benefit to the community of Udny.
- ❖ Demonstrate how their project meets at least one of the Fund's criteria.
- ❖ Have a bank account for the group or organisation.

#### **PLEASE NOTE**

- × Private businesses and individuals are not eligible to apply for a grant.
- × Groups must be charitable or have charitable purposes to apply.

## SECTION 1 – Contact Details

Please provide full contact details for the member of your group who can answer questions about the application.

If you are applying for a grant of more than £5,000 please provide details of a Referee.

In common with many other funders, UCTC ask that when you are applying for a larger grant you consult with others and can demonstrate that there is support out with your organisation for your project. You should think carefully about who your referee could be. For example, if your project has educational outcomes you might consult with a local head teacher and ask them to support you.

Your attention is drawn to the Privacy Notice. This explains what we will do with any personal data you provide as part of this application.

## SECTION 2 – About Your Organisation

Please answer all the questions in this section providing specific information about your group or organisation. Please remember to provide a copy of the group's governing document. If there is no governing document, then please contact UCTC's Development Officer.

If you are uncertain about whether your organisation is a registered charity, then you can search the Scottish Charity Register on the website of the Office of the Scottish Charity Regulator (OSCR) at [www.oscr.org.uk](http://www.oscr.org.uk)

## SECTION 3 – Bank Details

Please provide bank account details. UCTC normally pays grants by cheque and all grant recipients **must** have a valid bank account in their name. Please note that this **cannot** be a personal account.

## SECTION 4 – The People You Work With

This section is about what you **already** do. Please tell us about what you hope to do with the grant in section 6.

It is important that your group thinks about who uses your project, service or facility. If your project is intended to be open to everyone in the community then you will need to make sure that you are not unintentionally excluding people. In some cases, it is acceptable to restrict a service for specific reasons. For example, a youth group may have rules that restrict the age of members. However, such a group would need to make sure that it does not exclude specific groups of young people, for example disabled young people, intentionally or unintentionally.

### 4.1 Who benefits from the work of your organisation and on average how many people do you work with per week / month or year?

Please give specific information about who uses your project, service or facility. Please provide numbers of people if possible. If you work with other groups (for example user groups of a facility) then please give the number of groups and, if you know it, the number of users from each group. If you do not gather this information at the moment then you will need to think about how you can do so. If you receive a grant you will be required to report on the numbers of people, or groups if applicable, that benefit from the grant funding.

Funders are always interested in how you measure the impact of what you do.  
Not every project lends itself to being easily measured but you should plan for the evidence you can collect.  
Keeping good records and having a good system are important.

#### **4.2 What sort of consultation do you do to ensure that your group is meeting people's needs and/or interests?**

It is important that you can tell us how your group monitors what it is doing by involving and listening to the people who use your project, service or facility. You may do this in a range of ways including meetings, surveys, consultation events, feedback forms, social media etc.

#### **4.3 What other organisations provide a similar service in your area?**

Please tell us about any similar projects, services or facilities that you know of locally.

### **SECTION 5 – Financial Details of Your Organisation**

UCTC must be satisfied that groups receiving a grant have the capacity to manage the project and the funding. Therefore, we ask to see your most recent set of completed accounts.

New groups can still apply but must demonstrate that they have planned the project's finances / budgeted in a robust manner, for example by providing a budget for the project.

We ask that the accounts are signed to show that your management committee have approved them.

#### **5.1 Name of independent person / examiner / accountant.**

#### **5.2 Position of person / company named in 5.1.**

If you are required to have your accounts audited UCTC expect to see the audited accounts. If you are required to have externally examined accounts UCTC expect to see a set of accounts that have been signed off by the external examiner. If you are not required to do either of these then UCTC would still like to see that your accounts have been inspected by someone out with your organisation.

**5.3 to 5.5** ask you for some specific details about your finances – based on the last full accounting year i.e. referring to the accounts that you have provided. You must answer these questions. It is not sufficient to say "please see accounts" or similar.

#### **5.6 How much of these are unrestricted reserves?**

UCTC ask you to tell us how much of your financial reserve could be available for use on this project.

#### **5.7 Why can these reserves not be used for this project?**

It is acceptable to have reserves that are restricted for specific purposes. It is also acceptable to have income that is restricted (for example because you receive a grant for a specific purpose). It is important that you explain any restrictions so that UCTC can understand how much you can contribute to the project from your own resources.

## SECTION 6 – The Project

Section 6 asks you to tell us about what you will do with the grant in more detail.

### 6.1 What is the aim of your project?

Please tell us what the main purpose or end product of your project is. For example, an improved facility or better service, or an improvement to the quality of life of local people. It is important that you tell us how the grant will benefit the community of Udney.

The following questions are about what are often known as the **outcomes** and **outputs** of your project. For more information on aims, outcomes and outputs you can visit Evaluation Support Scotland's website at <http://www.evaluationsupportscotland.org.uk>

### 6.2 What will you do with the grant?

In this question please tell us how your project will work. What will you actually do? For example, tell us about the activities you will deliver (with staffing or volunteers), or how you will use the equipment purchased. These are also known as the **outputs** of your project.

### 6.3 What difference will the project make to the people involved and / or the community?

In this question please tell us what you hope will **change** because of your project. How will these changes affect people? These changes are also known as the **outcomes** of your project. An example might be that more people become members of a group which improves their quality of life. You might find the guide to outcomes from Evaluation Support Scotland useful when thinking about how you describe the changes you want to achieve. See the link in the box above.

### 6.4 Where will the project take place?

Please tell us about where your project will take place. This could be a specific venue or a geographical area. We expect to mainly fund projects that take place in Udney as these can provide the most direct benefit to the community of Udney – which is our overall aim.

Projects that cover Udney as part of a wider area, or include activities that take place elsewhere, can apply but must ensure that they can demonstrate how the project or activity provides benefit to the community of Udney. In such cases it is **strongly recommended** that you speak to the Development Officer before completing your application.

If your project is going to take place outside Udney but be accessed by people from Udney, you should think about how you will know where people are from and how you will be able to provide evidence. Projects that cover larger areas must think about the proportion of their operating area the community of Udney represents.

In both cases applications should pay particular attention to the proportion of funding that is applied for. For example, if a quarter of the activity was to take place in Udney or a quarter of the people accessing it were to be from Udney it would not be appropriate to ask UCTC for 75% of the funding.

### 6.5 How many people will benefit?

Please try to give a reasonable estimate of how many people will benefit from your project. For example, if you expect all your members to benefit then please provide your membership numbers. If you expect an increase in the number of people you work with then please tell us about the existing numbers and about the increase you expect.

Please note that 'all our members' or a similar answer is not enough information for us unless you also tell us what your membership numbers actually are.

## **6.6 What are the expected start and end dates of your project?**

If your project has planned start and end dates then please tell us. If your project is expected to be ongoing then please tell us and tell us when you plan to start.

## **6.7 Who will lead the project?**

Please tell us who will be leading or managing your project. This could be a person or a group of people.

## **6.8 How do you know there is a need / demand for your project?**

It is important that you are able to show why you have planned your project as you have. Projects are more likely to succeed if the evidence they are based on is clear and has come from a range of sources. If your project is for your members then you should be able to show that it is supported by them or is what they need / want. If your project is for the whole community what evidence do you have that the whole community will make use of it?

It is also important that you think about why your group should be the one to do the work. You will need to think about other groups and resources in the community and try to make sure you are not asking us to fund something that duplicates existing services (whether provided by another group or even by the local authority).

## **SECTION 7 – Financial Details of Grant Requested**

In this section we ask you to provide more detail on the financial aspects of your project. Please ensure that you answer **all** the questions and provide any supporting information as **incomplete applications will not be processed**.

### **7.1 What is the total cost of the project? (Excluding in-kind costs).**

Please provide a total cost for the project including VAT if you are going to be liable to pay it.

We do not ask you to tell us about in-kind costs (i.e. services or materials that are going to be provided as a contribution to your project) only about actual spending you expect to have to do.

### **7.2 How much are you requesting from us?**

Please tell us exactly how much money you wish to request from the Udney Community Fund.

**You must provide a full cost breakdown of the whole project.**

It is suggested that you provide this as an attachment or supporting document.

You can indicate in the breakdown items that you wish to use our funding for, or if you are applying for a simple percentage of the total please indicate this clearly.

UCTC also ask you to enclose copies of quotes or prices for any elements relevant to your application. It is good practice to get more than one quote, ideally three, unless there is a good reason for not doing so.

### **7.3 What other sources of funding have you applied to for this project?**

Please tell us as much as you can at the time of applying about other sources of funding, other than your own reserves.

You can tell us about funding that you have been awarded, have applied for or plan to apply for.

Please complete the table as fully as you can.

**7.4 Will you be contributing any of your own funds to the project or undertaking local fundraising to help meet the costs? If so, then please state how much and how these funds have been raised.**

Please tell us about any of your own funds that you are going to use for this project. If this is going to come from planned fundraising events, or if such events have already happened please tell us about them. If you are committing funds you already have in reserve, then please tell us this.

**7.5 What will happen if we cannot award you the grant that you have requested?**

Please tell us what you plan to do if the application is unsuccessful. For example, will you run a smaller project or will you try to find another funder.

**SECTION 8 – Declaration**

**The declaration must be signed by someone with the authority to act on behalf of the organisation.**

**Please use the checklist to make sure that you have all the supporting documents required to complete the application.**

**Applications will not be fully processed unless they are complete.**

If you have difficulty accessing any of the links above then UCTC staff can help you.

Applicants for large grants are strongly advised to discuss their project with the UCTC Development Officer before applying.

Pre-application support is available in person by making an appointment, by email or by phone.

Receiving pre-application support does not imply that your funding application will be successful.