

Udny Community Fund

Guide to Large Grant Applications

over £1,000



It is recommended that you speak to the UCTC Manager before completing an application.

Please read the following before completing a Large Grant Application. Please also read the Udny Community Fund Terms and Conditions.

All sections must be completed. Incomplete applications cannot be assessed, and your application will take longer to process.

Grants are considered at the Board Meetings of Udny Community Trust Company Limited (UCTC). The Board usually considers applications in February, June and September.

Grant application deadlines are published online at www.udnycommunitytrust.org.uk/grants

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

The types of project / activity that can be funded are as follows:

- ✓ 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.

The Udny Community Fund is operated by Udny Community Trust Company Limited (UCTC).

- ❖ It is open to voluntary / not-for-profit organisations and community groups. *
- ❖ It is **NOT** open to individuals or private businesses.
- ❖ The eligible area is Udny. **
- ❖ Capital (e.g., equipment) and revenue costs (e.g., venue hire) are eligible for funding.

* It is not necessary to be a registered charity to apply. However, organisations and groups that are supported must be capable of meeting the 'Charities Test' as set out by the Office of the Scottish Charity Regulator (OSCR). For more information, please see www.oscr.org.uk

** Projects that are not in Udny can apply but **MUST** be in an nearby area and ensure that they can demonstrate how the project provides benefit to the community of Udny. In such cases, it is **strongly recommended** that you speak to the UCTC Manager before completing your application.

All applications MUST:

- ❖ Have a bank account and constitution.
- ❖ Demonstrate how the project / activity will provide benefit to the community of Udney.
- ❖ Demonstrate how the project / activity meets one of the Fund's criteria.
- ❖ Actively seek match funding.

Additionally:

- ❖ Applications must be typed.
- ❖ Please use electronic signatures.
- ❖ If any sections are left blank or any supporting documentation is not submitted, the form will be rejected.

Groups are asked to actively encourage their members to join UCTC if they reside in the Udney area.

Application forms can be found online at www.udnycitycommunitytrust.org.uk/grants

SECTION 1 – Contact Details

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

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

In common with many other funders, UCTC ask that when you are applying for a large grant you consult with others and can demonstrate that there is support out with your group 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 that you provide as part of your application.

SECTION 2 – The Project

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

2.2 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>

2.3 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 that your group will deliver (with staffing or volunteers), or how you will use the equipment purchased. These are also known as the **outputs** of your project.

2.4 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 your 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 your group want to achieve.

2.5 Where will the project take place?

Please tell us about where the project will take place. This could be a specific venue or a geographical area. We expect to mainly fund projects that take place within Udney as these 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 Community Engagement Officer before completing your application.

If the project is going to take place out with 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, you 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.

2.6 How many people will benefit?

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

2.7 What are the expected start and end dates of the project?

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

2.8 Who will lead the project?

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

2.9 How do you know that there is a need / demand for your project? Please explain / provide evidence of any group / community consultations.

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

It is also important that you think about why the 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 3 – Financial Details of Grant Requested

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

3.1 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.

3.2 How much are you requesting from UCTC?

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.

UCTC suggest that you provide this as an attachment or supporting document.

You can indicate in the breakdown items that you wish to use UCTC funding for, or if you are applying for a simple percentage of the total, then 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 which must be explained.

3.4 Please complete the following table with details of other sources of funding that you have applied to for this project. Please note that we expect match funding. If no other funding is being applied for, then please fully explain why not.

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

Please complete the table as fully as you can.

UCTC must be kept up to date with all funding decisions.

3.5 Will your group be contributing any of its own funds or undertaking any fundraising to help with the cost of the project?

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, then please tell us about them. If you are committing funds you already have in reserve, then please tell us this.

3.6 What will happen if UCTC cannot award the grant that has been 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 4 – About Your Group

Please provide the requested specific information on your group. A copy of your governing document / constitution must be submitted. If your group does not have one, then please contact the Community Engagement Officer to discuss this further.

If you are uncertain about whether your group 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

SECTION 5 – The People You Work With

This section is about what you **already do**.

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.

5.1 Who benefits from the work of your group 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 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 have not already gathered this information already, 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.

5.2 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.

5.3 What other groups / organisations provide a similar service in your area?

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

SECTION 6 – Financial Details of Your Group

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.

UCTC ask that the accounts are signed to show that your Management Committee have approved them.

6.1 Name of independent person / examiner / accountant.

6.2 Position named in 6.1.

If your group is required to have its accounts audited, then UCTC expect to see them. If your group is required to have externally examined accounts, then UCTC expect to see a set of accounts that have been signed off by the external examiner. If your group is 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 group.

6.3 to 6.7 asks you for some specific details about your group's 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.

6.6 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.

6.7 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 the group's own resources.

SECTION 7 – Bank Details of Your Group

Please provide your group's bank account details. UCTC pays grants by BACS and all groups **must** have a valid bank account in their name. Please note that this **cannot** be a personal account.

SECTION 8 – Declaration

The declaration must be signed by someone within your group with the authority to act on behalf of the group.

Please use the checklist to make sure that you have all the supporting documents required to complete the application. Applications cannot be fully processed unless they are complete.

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

You are strongly advised to discuss the project with the UCTC Manager before applying for a large grant application.

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

01651 843776

grants@udnycommunitytrust.org.uk

Please note that receiving pre-application support does not imply that your funding application will be successful. The ultimate decision on whether grant funding is approved lies with the Board of UCTC.