

Udny Community Fund

Terms and Conditions

Revised: February 2026

Introduction

All grant applicants must read these terms and conditions carefully before applying to the Udny Community Fund (UCF). These conditions outline eligibility, application requirements, grant use, payment process, publicity obligations, and monitoring requirements.

Once an offer of a grant from the UCF has been accepted, the awarded amount is committed and is unavailable to other grant applicants. Careful management of committed grants and claims by Udny Community Trust Company Ltd. (UCTC) is therefore essential.

1. Eligibility

- 1.1. The UCF is primarily for the Udny community. The eligible area for the Fund is Udny (the Parish or Community Council area of Udny). If a group is based outside Udny, the application must explain how the project benefits Udny and include the number of beneficiaries from Udny.
- 1.2. The UCF is open to voluntary/not-for-profit organisations and community groups. It is not necessary to be a registered charity to apply. However, organisations and groups must be capable of meeting the 'Charities Test' as set out by the Office of the Scottish Charity Regulator (OSCR).
- 1.3. The UCF is open to community groups and local charities. Individuals and private businesses are not eligible to apply.
- 1.4. Capital (e.g. equipment) and revenue costs (e.g. venue hire) are eligible for funding.
- 1.5. Multi-year grants are not accepted.
- 1.6. Retrospective applications for funding are not accepted. Applications must be made before the project or activity starts, as we do not award funding for costs that have already been incurred.
- 1.7. Applicants must have a valid group bank account as no payments will be made direct to an individual member.
- 1.8. Applicants who are unsure about any of the above criteria or have any doubt about the eligibility of their application are strongly advised to discuss their project with the UCTC Manager before applying.

2. Grant Applications

- 2.1. Large grant applicants should discuss their project with the UCTC Manager before applying.
- 2.2. Grant applications must be typed. Handwritten applications will be rejected.
- 2.3. All sections of the application form must be fully completed and all required supporting documentation must be submitted with the application, or the application will be rejected.
- 2.4. A copy of a group's governing document or constitution must be submitted with the grant application. If a group does not have one, this should be fully explained within the application.
- 2.5. Details of two contacts per group must be provided in the application.
- 2.6. All applicants are expected to seek match-funding. If this is not possible, this should be explained in the application.
- 2.7. UCTC must be kept informed about the progress and outcomes of match-funding applications.
- 2.8. Electronic signatures are required on all forms. Typed signatures are not accepted. A scanned image of a handwritten signature is acceptable.

3. Grant Conditions

- 3.1. Grants are awarded from charitable funds and must support UCTC charitable purposes, consistent with Scottish Charity Law.
- 3.2. The Grant Offer Letter must be signed by two group members and returned within one month or the offer may be withdrawn.
- 3.3. This time limit may be extended subject to prior agreement, however UCTC reserves the right to withdraw the grant offer after the one-month limit.
- 3.4. The grant is valid for twelve (12) months from the date of the Grant Offer Letter.
- 3.5. Where a grant cannot be claimed within twelve (12) months of the date of the Grant Offer Letter, notification must be given in writing to UCTC. If the twelve (12) month period expires without written notification of a group's inability to claim the grant, the commitment will lapse. Any unused funds paid out by UCTC must be returned.
- 3.6. The full grant must only be used only for the purposes stated in the Grant Offer Letter.
- 3.7. Any changes to spending must be pre-approved by UCTC and consistent with UCTC's charitable purposes. Changes should be discussed in advance with the UCTC Manager, who will submit the change request to the UCTC Board for approval.

- 3.8. All grant recipients must give full acknowledgement of the Udny Community Fund grant funding and Udny Community Trust Company Ltd. in all advertisements, social media announcements, publications and other project materials, in accordance with the requirements of Section 5. Publicity.
- 3.9. Any specific conditions of the grant or recommendations must be adhered to.
- 3.10. If your project changes in a significant way, such that you cannot use the grant for its original purpose, then you must immediately inform the UCTC Manager.

4. Grant Payment

- 4.1. Grant claims must be submitted using the Grant Claim Form, which you will be sent at the time of your Grant Offer acceptance. The amount being claimed must be clearly stated on the Grant Claim Form. This is particularly important if the grant claim is for less than the full amount awarded, as unclaimed grant money will be reallocated back into the UCF.
- 4.2. The Grant Claim Form must be signed by two members of the group. Electronic signatures are required; typed signatures are not accepted. A scanned image of a handwritten signature is acceptable.
- 4.3. Grants will normally be paid by BACS payment to the group named in the application. If an alternative payment arrangement is required, such as direct payment of suppliers, please notify the UCTC Manager in advance of making the grant claim.
- 4.4. Grants can be claimed in stages by prior arrangement with the UCTC Manager.
- 4.5. Grants will not be awarded in advance unless by prior agreement with the UCTC Manager, and will only be available in very limited circumstances.
- 4.6. Evidence must be provided to support each item of expenditure included in the Grant Claim Form. Acceptable forms of evidence include:
 - 4.6.1. Invoice(s) from supplier(s)
 - 4.6.2. Receipt(s)
 - 4.6.3. Order confirmation(s)
- 4.7. A statement for the group's bank account, dated within the last three months, must be submitted with the Grant Claim Form.
- 4.8. Where a project progress report has been required as a specific condition of a grant, this must also be submitted with the Grant Claim Form.

5. Publicity

- 5.1. The Udny Community Fund and Udny Community Trust Company Ltd. must be acknowledged in relation to the project / activity:
 - 5.1.1. On all printed publicity materials such as leaflets, brochures, etc.
 - 5.1.2. In information given to the press and media i.e., press releases.
 - 5.1.3. On any website or social media content.
 - 5.1.4. In a permanent form on or in any community facility improved, format to be discussed with the UCTC Manager.
 - 5.1.5. In any reports or presentations.
 - 5.1.6. In any other type of publicity.
- 5.2. The UCTC logo is available in a variety of formats and will be provided by the UCTC Manager.
- 5.3. Evidence of publicity and PR activity for your project, with acknowledgment of Udny Community Fund and Udny Community Trust Company Ltd. must be included in the required monitoring report (see Section 6. Monitoring).

6. Monitoring

- 6.1. A Monitoring Report must be submitted to UCTC within 6 months of the grant claim being paid.
- 6.2. The form of this report is flexible, but it must demonstrate the impact of the funding in relation to the purposes stated in the Grant Offer Letter. Advice on how to report can be sought from the UCTC Manager.
- 6.3. Reports prepared for other funders are acceptable as long as they fulfil the conditions listed above.
- 6.4. The Monitoring Report must clearly state the full actual cost of the project. If this is not included in the report, then it must be confirmed separately, in writing.
- 6.5. If the project is not complete within twelve (12) months of the award date on the Grant Offer Letter, an interim report must be submitted and discussed with the UCTC Manager.
- 6.6. Copies of any publicity or PR material (as detailed in Section 5) should be included in the Monitoring Report.