



UCT Community Benefit Fund

Application Guidance

The Community Benefit Fund Application Guidance should be read in full before applying to the fund. Levels and dates for funding rounds will be advertised and the CBF panel will provide feedback on applications.

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ULLAPOOL COMMUNITY TRUST

Fund Application Guidance – The CBF

The CBF is a community benefit fund and has been established as a means of enabling UCT to financially support communities within its remit area. These guidelines have been produced to assist those seeking grants from the fund and to assist the CBF Panel when considering applications.

Who is Ullapool Community Trust?

Ullapool Community Trust (UCT) is a not-for-profit company and charitable trust owned and run by its members from the coastal communities between Gruinard and Elphin including Dundonnell and Lochbroom.

The Trust is committed to enhancing community well-being by supporting cultural, economic and environmental sustainability by:

- Creating and developing local enterprise and projects;
- caring for our environment;
- promoting the use of local resources; and
- working with, and for, the community involving local people, groups and businesses.

Who sits on the Board of Directors of UCT?

The Trust's activities are overseen by an elected Board of Directors who are taken from our membership. The Board hold monthly meetings to discuss progress and administration matters.

UCT relies on strong membership to be effective in providing social, economic and environmental aspects of the community. A healthy membership demonstrates local support for UCT's aims and objectives and adds weight to funding applications for projects.

The Trust welcomes applications from younger community members (12 – 17) and truly believe their voice should be heard, they are the future!

Full Membership is open to anyone over the age of 17 who lives in and is on the electoral roll in the UCT remit area. Associate Membership is available to anyone over

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17 who lives out with the area or lives here but is not on the electoral roll, associate membership carries no voting rights. Junior membership is also available but carries no voting rights.

To become a member, a written application must be submitted to UCT and approved by the Board of Directors.

Who are the CBF Panel?

Membership of the Panel will comprise nine people drawn from the Community. UCT and Lochbroom Community Renewables (LCR), as the two main contributors to the fund at the time of its initiation, will each nominate two members of their respective committees or broader membership (a maximum of four from both organisations). Ullapool Community Council will nominate one member and the remaining 4 people must live in the UCT defined area of operation and must be over 16 years of age. Vacancies on the Panel will be advertised on the UCT and LCR webpages and in the Ullapool News. The Panel will meet bi-annually to distribute grants to applicants (frequency may increase as the fund develops). Applications for consideration will need to be submitted 8 weeks prior to the meetings.

The members from Ullapool Community Trust, Lochbroom Community Renewables and Lochbroom Community Council will be responsible for reporting back to their organisations about the Panel's work.

How much money is in the CBF?

Available monies will change per annum dependent upon flow of income to the fund. The exact amount available will be advertised at the time of invitation for applications. This is a transparent process and account details will be reported at UCT's AGM annually and open to public inspection.

APPLICATION CRITERIA

What projects does The CBF support?

UCT aims to support local projects directly linked to the main themes of Ullapool's Community Growth Plan 2017 but will also support relevant applications that are deemed to be of clear community benefit.

The seven key themes highlighted by the consultations and developed as part of the 2017 UCT Community Growth Plan CGP (Available online here: <http://ullapoolcommunity.org/useful-links/>) are as follows:

1. **Employment and Training,**
2. **Affordable Housing,**
3. **Community Transport,**
4. **Recreation and Leisure,**
5. **Support for Existing Initiatives & Groups,**
6. **Sustainability and Environment,**
7. **Accessibility & Infrastructure.**

Additional Notes

- **Non – constituted groups and/or individuals may apply if they are sponsored by another non-profit group who can receive the grant on their behalf.**
- **There is help available and guidance on completing the application process by contacting Ullapool Community Trust via the details provided at the end of this document.**

What will not be funded?

Projects with the following characteristics will not be funded: -

- Projects of no benefit to the areas defined below.
- Projects that are funded by the Local Authority or other statutory bodies.
- Improvements to land that is not open to the general public.
- Sponsorships.
- Projects promoting political activities.
- Religious groups.
- Deficit or retrospective funding (i.e. for activities that have already taken place).
- Services or facilities which Ullapool Community Trust already supports.

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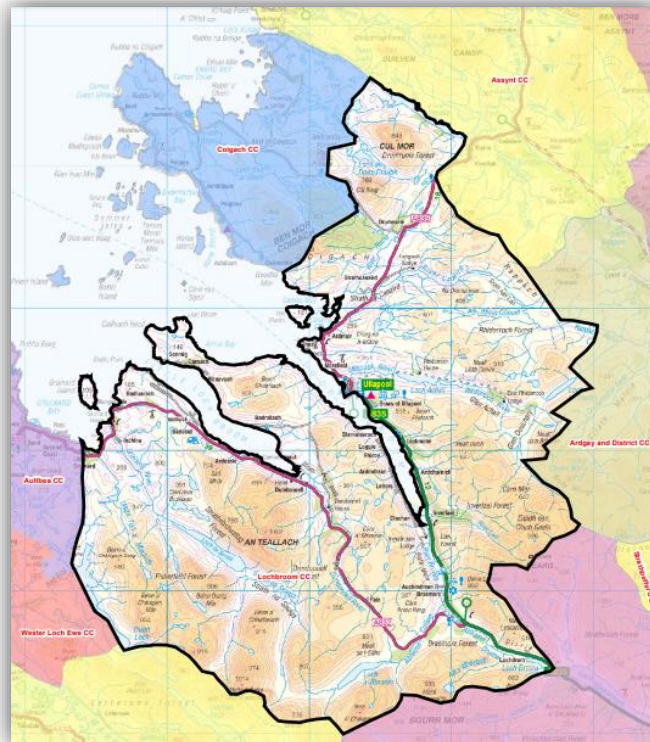
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What criteria must be demonstrated?

Need	Demonstrate that there is a clear need for the project. It would help if research has been conducted with those who will use the facility or service.
Community Use	Demonstrate the likely extent of community use of the proposed project or facility.
Community Involvement	Demonstrate that the project is already supported by committed and resourceful individuals.
Value	Demonstrate that the requested funding has been carefully costed and represents value for money. The budget should be realistic, and quotes sought from multiple sources.

What is the geographic boundary for applications?

All areas within the highlighted black boundary line can apply, including Elphin.



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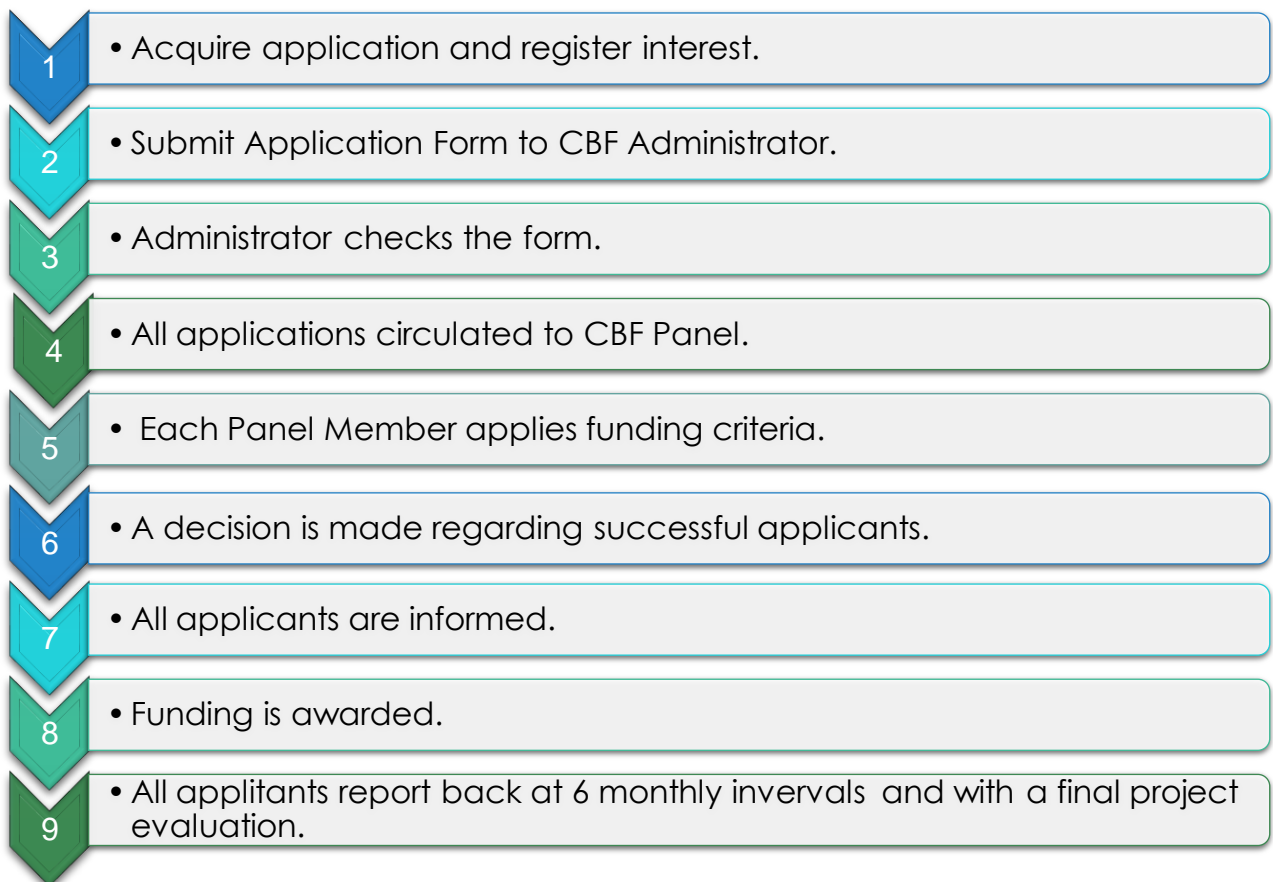
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THE APPLICATION PROCESS

Applications will be invited twice a year, at times convenient to UCT and the Panel. At these points a call for applications will be made and copies of the application form will be made available to interested parties. A deadline, not less than 28 days, in which to return the form will be given. If the CBF Panel Group consider it appropriate, they may increase the frequency of the invitations for applications.

The following diagram outlines the application process: -



Once the full application is received the Advisory Group may wish to contact the applicant. Please ensure that the person nominated on the application form can talk knowledgeably about the project.

On what criteria will applications be assessed?

Grants will be provided for one year and should be committed that year. Further funding may be applied for the following year, however applications from groups that have not had a grant previously may be given priority.

**Each application will be assessed by the CBF Panel based on a 1 – 4 Scale.
1 being Limited, 2 being Good, 3 Very Good and 4 Being Excellent.**

Eligibility Criteria		Score 1 = Limited Score 2 = Good Score 3 = Very Good Score 4 = Excellent
Community Need	Has the applicant demonstrated a clear community need?	
Community Benefit	Has the applicant demonstrated there is ongoing benefit for the community?	
Community Commitment	Is the project supported by committed and resourceful individuals?	
Value	Does the project demonstrate clear Value for Money (VFM)?	
Employment and Training	Does the project have a clear link to improving education and training or supporting this?	
Affordable Housing	Does the project demonstrate a clear link to affordable housing development?	
Community Transport	Does the project add to community transporting needs/requirements or supplement a project that does?	
Recreation and Leisure	Does the project have a clear link to recreation and leisure?	
Support for Existing Initiatives & Groups	Does the project support existing initiatives and or groups? This could be core funding for existing community groups or a project that promotes synergy and partnership between groups?	
Sustainability and Environment	Does the project reduce impact on the environment or encourage sustainability and climate awareness?	
Accessibility & Infrastructure.	Does the project add to existing or support new infrastructure in the area? Does the project improve accessibility for vulnerable groups?	
Health & Wellbeing	Does the project contribute to the health and wellbeing of the community?	
Timescale	Will the Project be completed within the 12-month timescale?	
Any additional impact	Is there additional impact not covered by the above criteria that gives the project merit?	

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Each application will be given a score out of **56** the assumption being that those applications that score highest will receive funding. It may occur that partial funding is given for only some aspects of an application. Consideration must also be given to the fact that The CBF may have insufficient funds to meet the needs of all applications. The CBF Panel may also decide to ring fence some funding to allow for larger projects in the future. The ultimate funding decisions will be made by the CBF Panel Group and their decision is final.

What happens once a decision has been made?

All offers or refusal letters will be sent within a week of the Advisory Group meeting. Offer letters will include any conditions imposed by the Advisory Group. A copy of the letter must be signed and returned to UCT before payments can be made. You should not commit any money before you have received your offer letter and conditions. The CBF Panel will meet twice a year to review the success of the process for applications and the applications received and grants made.

What are your responsibilities?

1. All applicants must report back to the CBF Panel Group at six-month intervals throughout the duration of the project and a Feedback Form will be made available.
2. If applicable, suitable photographs should be provided to allow UCT to promote the positive work that the fund has enabled.
3. Should you need to request a change of use for any funding you must submit your request in writing before committing or re-directing any funds.
4. Applicants must disclose whether additional funding has been received or committed from other sources.
5. Should the project be discontinued, UCT should be notified and applicants must give reasons for discontinuing the project, any remaining funding must be returned for re-distribution to other projects.
6. Any press references with regards the project should refer to the funding source, by stating:

either **“made possible by funding from Ullapool Community Trust”** or **“part funded by Ullapool Community Trust”**.

PREPARING YOUR APPLICATION

What do I need to send with my application?

In addition to the completed application form we request that you also send the following: -

1. A signed copy of your organisation's governing document.

This may be a simple set of rules, a constitution or memorandum, and articles of association. Your organisation should operate regarding equal opportunities best practice and this should be reflected in your constitution.

2. A copy of your organisation's most recent accounts.

If you have been running for over one year, we would expect to see a full set of accounts showing a breakdown of your annual income, expenditure and carry-forward balance. If you are a new organisation, please supply 3 recent bank statements and an annual budget/cash flow forecast showing estimated income and expenditure.

3. A copy of your Child Protection Policy.

If your organisation works with children or young people you will need to provide a copy of your child protection policy. If you do not have such a policy your local Council or Voluntary Service may be able to assist.

4. A copy of your Vulnerable Adults Policy.

If your organisation works with vulnerable people aged 18 years or over, you should provide a copy of your organisation's policy. If you do not have such a policy your local Council or Voluntary Service may be able to assist.

5. A letter of owner's permissions if required.

If your project requires the owner's permission, you should produce a letter from him/her to that effect.

6. Any relevant project plans and photographs.

If your project involves an element of development, you should provide a location plan, photographs of the site, and plans/sketches showing what is proposed. You should provide documentation to show that planning permission has been obtained if required.

7. An independent reference.

This should be someone who knows about your organisation, but who is not on the committee, a volunteer, or a user of your group. This could be a member of the clergy, policeman, councillor, or a professional local resident who knows your group and its activities well.

8. A Disclosure Scotland Certificate

If your project involves working with children, young people or vulnerable people, you should provide a copy of a Disclosure Scotland Standard Certificate in respect of the individuals in your organisation who work with children, young people or vulnerable people.

CONTACT

A call for applications will be made biannually through the following means; the Ullapool Community Trust website, the Ullapool Community Trust Facebook Page, the Ullapool News, local radio and public notice boards. The application timescale and forms will be made available on the Ullapool Community Trust website, **www.ullapoolcommunitytrust.org**

For more information please contact;

The CBF Administrator

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