



# Community Benefit Fund

## Application Guidance

This guidance should be read in full before applying to the fund.  
Please submit your application by 31st October 2022.



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### ULLAPOOL COMMUNITY TRUST LIMITED

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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 it covers the area from Gruinard in the south, to Elphin in the north and includes, Scoraig, Little Loch Broom 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!

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Full Membership is open to anyone over the age of 17 who is resident in the UCT remit area. Associate Membership is available to anyone over 17 who lives outwith the area, associate membership carries no voting rights. Junior membership is also available but carries no voting rights.

Membership forms are available on the UCT website and in paper from the Trust community shop, The New Broom, Argyle St. Ullapool.

## Who are the CBF Panel?

The Panel has a maximum of nine members, drawn from the Community. UCT and Lochbroom Community Renewables (LCR), as the two main contributors to the fund at the time of its initiation, may each nominate two members of their respective committees or broader membership (a maximum of four from both organisations). Ullapool Community Council may nominate one member and the remaining 4 people must live in the UCT remit area and 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 meet annually to distribute grants to applicants (frequency may increase as the fund develops).

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.

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## 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. The local community was surveyed in 2021 to refresh and prioritise these themes.

**Affordable Housing**  
**Employment and Training**  
**Sustainability, Environment and Climate Change**  
**Health and Wellbeing**  
**Community Transport**  
**Accessibility and Infrastructure**  
**Support for existing Initiatives/Groups**  
**Recreation and Leisure**

### 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 local area and not addressing any of the themes listed above
- 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 or religious activities.
- Deficit or retrospective funding (i.e. for activities that have already taken place).
- Private sector business.

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### What criteria must be demonstrated?

|                              |  |
|------------------------------|--|
| <b>Need</b>                  | Demonstrate that there is a clear need for the project because of the impact of Covid-19   |
| <b>Community Use</b>         | Demonstrate the likely extent of community use of the proposed project or facility.  |
| <b>Community Involvement</b> | Demonstrate that the project is already supported by committed and resourceful individuals.  |
| <b>Value</b>                 | Demonstrate that the requested funding has been carefully costed and represents value for money. The budget should be realistic, and supported by quotations where possible. |

### What is the geographic boundary for applications?

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



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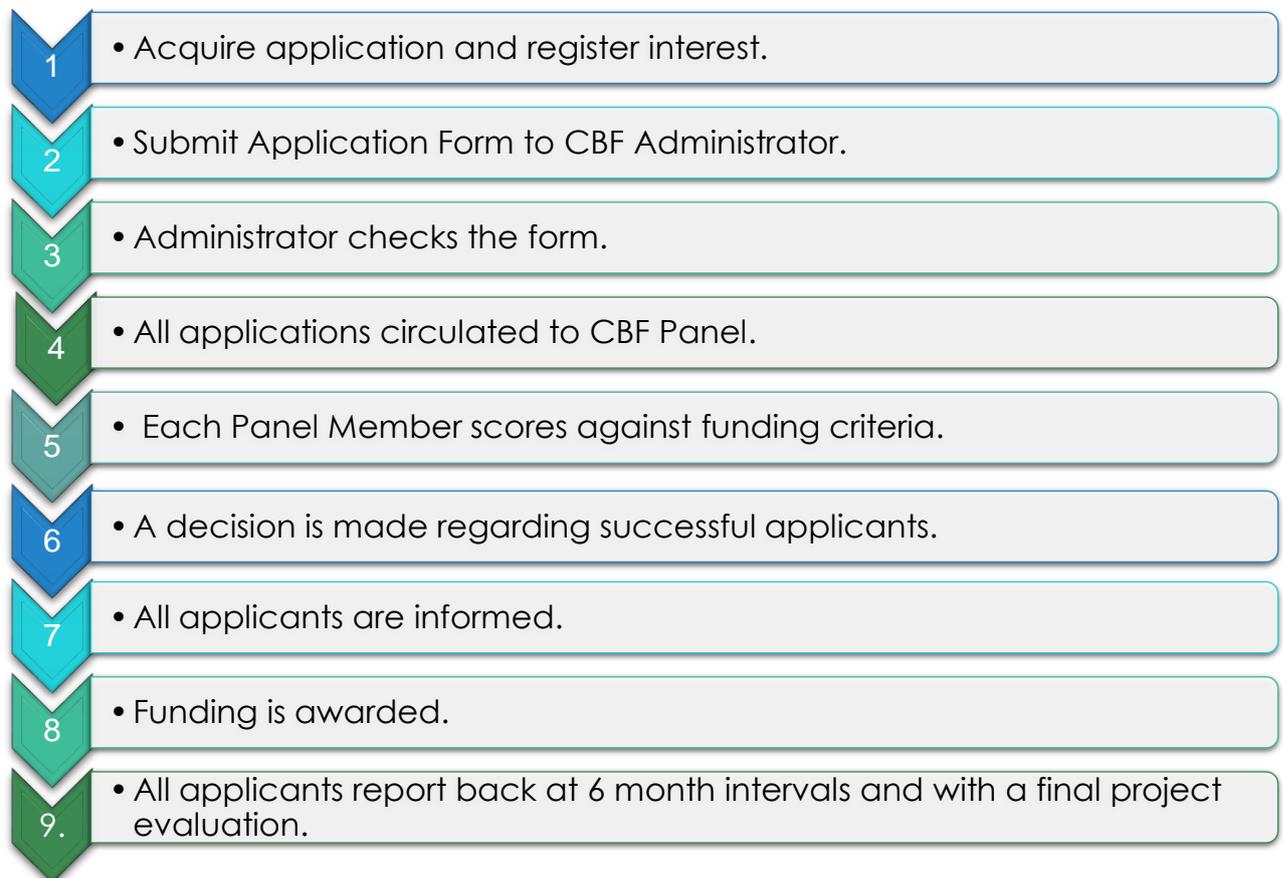
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## THE APPLICATION PROCESS

Applications will be invited annually, 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.



**Grants should be committed/ spent within one year of acceptance. Further funding maybe applied for in subsequent years, however applications from groups not previously funded may be given priority.**

**Applicants must deliver project reports to be able to access future funding.**

| <b>Eligibility Criteria</b> |  | <b>Yes/No</b> |
|-----------------------------|--|---------------|
| <b>Community Need</b>       | Has the applicant demonstrated a clear community need for funding ?  |               |
| <b>Location</b>             | Does the project/ group fall within the UCT area?  |               |
| <b>Community Benefit</b>    | Has the applicant demonstrated there is ongoing benefit for the community?   |               |
| <b>Community Commitment</b> | Is the project supported by committed and resourceful individuals?   |               |
| <b>Value</b>                | Does the project demonstrate clear Value for Money (VFM)?  |               |
| <b>Community Priorities</b> | Does the project meet any of the priorities identified in the community survey ?<br><br>Affordable Housing<br>Employment and Training<br>Sustainability Environment & Climate Change<br>Health and Wellbeing<br>Community Transport<br>Accessibility and Infrastructure<br>Support for existing Initiatives/Groups<br>Recreation and Leisure |               |
| <b>Additional funding</b>   | Does the project require additional funding to proceed and is this available?  |               |
| <b>Timescale</b>            | Will the funding be spent within the next 12 months  |               |
| <b>Not private sector</b>   | Confirmation that the applicant is not a private sector business   |               |

Each application will be assessed by the panel. 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 ultimate funding decisions will be made by the CBF Panel and their decision is final.

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## What happens once a decision has been made?

All offers or refusal letters will be sent within a week of the CBF Panel meeting. Offer letters will include any conditions imposed by the Panel. The grant offer must be formally accepted before payments can be made. You should not commit any money before you have received your offer letter and accepted the grant conditions. The CBF Panel will meet annually to review the success of the process.

## What are your responsibilities?

- 1. All applicants must report back to the CBF Panel Group at 6 month intervals throughout the project and on completion.**
- 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, giving reasons for discontinuing the project, any remaining funding must be returned for re-distribution to other projects.**
- 6. Any press references with regards to 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 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](http://www.ullapoolcommunitytrust.org)

For more information please contact;

### **The CBF Administrator UCT**

The New Broom  
28 Argyle Street  
Ullapool  
IV26 2UB

**Email:** [info@ullapoolcommunity.org](mailto:info@ullapoolcommunity.org)

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