

## APPLICATION QUESTIONS AND GUIDANCE NOTES

The General Conditions and the accompanying guidance notes have been designed to assist you in completing your application for a grant from the Berry Burn Community Fund.

If you require any further clarification, or if you are unsure of eligibility criteria, please contact Alison Clark, Fund Administrator, via [admin@berryburncommunityfund.co.uk](mailto:admin@berryburncommunityfund.co.uk)

### GENERAL GUIDANCE

#### 1. Who Can Apply?

- Only applications from the current community council boundaries of Forres, East Nairnshire, Grantown-on-Spey, Cromdale & Advie, Speyside, Heldon, Findhorn & Kinloss, Funderne and Dyke Landward are eligible. [Link to map](#)
- Voluntary community groups, clubs, registered charities, societies, social enterprises and individuals.
- Small local businesses, for capital equipment or to business start-ups which focus on environmental, educational, health, welfare or community improvements and outdoor activities.
- If you are an organisation based outwith the Berry Burn Fund Area, or are delivering services to include a wider area, you must demonstrate how the funding will specifically benefit the community within the Fund area. Please contact the Fund Administrator [admin@berryburncommunityfund.co.uk](mailto:admin@berryburncommunityfund.co.uk) if you have any queries.

#### 2. Community Benefit

- All projects must have a clearly identifiable benefit for the Fund area community, or part of it.

#### 3. What We Do Not Fund

- Retrospective applications. Applications must be submitted and approved before the commencement of a project.
- Second-hand equipment, unless under exceptional circumstances
- Applications that are seen as campaigning on specific political or religious positions.
- Applications that are seen as campaigning against renewable energy development and sustainability.

#### **4. Additional information we require with the application from all applicants except individuals.**

**Failure to provide this information without a written reason will lead to the application being rejected.**

- Copies of the organisation's most recent independently- examined accounts. As a minimum, the accounts must include the annual income and expenditure details, together with the balance sheet.
- If the application is from a member of a wider organisation, the Parent organisation's accounts must also be submitted.
- A copy of the organisation's Constitution .
- Three competitive cost quotations for all items to be purchased or services required.

#### **5. Additional information required with the application from individuals**

- Three competitive cost quotations for all items to be purchased or services required.

#### **6. Other information**

- Applications that contain match funding will be welcomed. The [Moray Funders Forum](#) provides information about other local funding opportunities.
- If considered necessary, the Fund reserves the right to request additional information or plans. This may include requesting the applicant to meet with the Fund to answer questions on the application.
- There will be three Award meetings a year at which applications will be considered, and applicants will be notified of the result as soon as possible. The current applications deadline is given at the end of the attached Grant Application Form.

#### **7. Publicity**

It is important that the work of the Berry Burn Community Fund is acknowledged and publicised. If your application is successful, organisations or individuals are required to:

- Acknowledge the Fund in any published materials, publicity, website or social media that relates to the grant-funded project;
- Allow and participate in any publicity the Fund might organise;
- Display the Berry Burn Community Fund plaque or stickers (as appropriate) which we shall provide.

**Please continue to read below for guidance notes specific to the Application Form:**

# APPLICATION FORM

## Section A – Applicant / Organisation / Group Details

### A1 Full legal name of applicant/organisation:

This is the name of the organisation that is making the application and that will be delivering the project.

### A2 Your organisation's contact details:

- **Name of person making this application:**

This is the name of the main project contact with whom we will liaise, if necessary, during the assessment process. The contact should be able to answer any queries we may have relating to the project and the grant application

- **Position held within the organisation:**

This is the position the person named in question B1 holds within the organisation named in question A1.

- **Address of organisation:**

This is the address of the organisation named in question A1.

- **Email address:**

This is the email address for the main project contact. We will use this for all email correspondence regarding the grant application.

- **Telephone number:**

This is the telephone number for the main project contact during office hours. We will use this should we need to contact you to ask any questions during the assessment process.

- **Website address:**

This is the website address of the organisation named in question A1, or the website address for the project if there is one.

### A3 Please tell us if there are any special communication needs that we should be aware of when corresponding with you:

### A4 Does your organisation have a written constitution, a set of rules or a governing document?

You will need to confirm you have this in place when you apply, and submit copy with your application.

### A5 Does your organisation have a bank or building society account?

You will need to confirm you have a bank or building society account to apply for a grant.

## Section B - Background to Your Organisation / Group

### B1 Please describe the purpose of your organisation and what it does:

Please provide a brief overview of your group's aims, objectives and activities. It is useful for us to know how the project you are planning to deliver fits with your organisation's goals.

Not more than 150 words.

**B2 In what year was your organisation formed?**

This should be the date when your organisation was first constituted, or the date your section was formed if you are part of a larger organisation.

**B3 How would you best describe your organisation?**

Please select one of the following options. If more than one option applies to your organisation, select the most relevant as you will only be able to make one choice.

- Community group/club/society
- Community Council
- Registered charity
- Social enterprise
- Church/faith-led group
- Small Business
- Individual
- Other

Please note: If your organisation is a social enterprise, to be eligible for a grant, any profits made must be reinvested to sustain its mission for positive change and cannot be distributed.

**B4 How much money does your organisation presently have in free reserves?**

Please provide a figure for the current free (unrestricted) cash reserves held by your organisation. Ensure that you exclude any monies that have been received from other funders for other projects. The figure should refer only to your section if you are part of a larger organisation. If your application is successful, we may ask you to confirm this figure.

Note that this is money your organisation has available for general purposes. It does not include money that is restricted for any other use. For example you may £5,000 in your reserves but only £500 of this is truly unrestricted and 'free reserves'.

Individual applicants need not answer this question.

**B5 Is your organisation able to recover VAT?**

If the answer is "Yes" the VAT element will not be payable.

**Section C - The Project**

**C1 Provide the project title:**

The project title should include both the nature and location of the project.

Example:

Providing a new playground in ABC Park

**C2 Which Zone (s) of the Fund area will this project benefit?**

Zones 1-9; please see the Berry Burn Community Fund map [Link to map](#)

**C3 Describe the project that you wish to use this grant for:**

The project description should include an outline of the entire project, including the parts of the project that others will be funding. It should enable us to visualise what your group is trying to achieve.

Example:

The existing playground equipment in ABC Park will be removed. Ground preparation works will be undertaken and new safety surfacing will be installed. Six pieces of new play equipment for 6-15 year olds will be purchased and installed at the site. The area will be fenced, 3 benches and 5 litter bins will be installed and 10 trees will be planted.

No more than 150 words.

**C4 If your application is successful, what is the project's anticipated start date?**

This should be the expected start date for your project if your grant application is successful. You should allow 1 month from our final decision date to the project start date, to allow for the administrative requirements of the grant.

If you are awarded a grant, you should not start work on your project until we have formally confirmed this.

Please specify dates for C4 and C5, even if approximate.

**C5 If your application is successful, what is the project's anticipated completion date?**

This should be the expected completion date for your project if your grant application is successful.

**C6 Are any consents and/or permissions required for the project to proceed? If so, are these in place?**

We need to know whether any consents and/or permissions are required in order for your project to proceed. Examples could include:

- Planning permission / building regulations approval
- Listed building consent if a listed building / structure is involved
- Faculty / relevant consent for the project if a church or other religious building is involved
- Environment Agency consent
- Consent from the owner of the project site if this is not your organisation

If any consents and/or permissions are required, please tell us whether they have yet been received. If they haven't yet been received, by when do you expect to hear?

No more than 150 words.

**C7 Provide the project location/s:**

Where will you be delivering the project within the Fund area?

If you are an organisation based outwith the Berry Burn Fund Area, or are delivering services to include a wider area, you must demonstrate how the funding will specifically benefit the community within the Fund area.

**C8 If you are seeking funding for a capital project, who will be responsible for maintaining the project following completion and what will this involve?**

A capital project is a project to acquire or upgrade fixed and physical assets, such as buildings and equipment. Examples could include purchasing new sports equipment for a club, or installing a new energy-efficient equipment in a village hall.

Please give the name of the organisation that has agreed to take on the responsibility for future maintenance. It is likely that this will be your organisation. Then, please tell us about how the project will continue to be maintained in the future.

No more than 100 words.

**C9 If you are seeking funding for a revenue or service-based project, what will happen at the end of the funding period?**

If you intend to continue your project after the funding period has finished, describe:

- Who will be responsible and what this will involve.
- How you plan to fund this.

If your project will not continue after the funding period has finished

- Why not?
- How the results or outcomes of your project can be shared and serve as a future source of inspiration to others.

No more than 100 words .

## Section D - Project Costs

**D1 What is the total project cost?**

This should be the total cost of the project, including parts of it that others will be funding. Please use net cost figures if your organisation is able to reclaim VAT, and gross cost figures if you are unable to reclaim VAT.

**D2 How much money are you applying for?**

The figure should be between the amounts specified in the criteria for the Fund. This should match the costs stated in D8.

**D3 How much funding will your organisation be providing towards the total project cost?**

This should be the total amount, if any, that your organisation will be providing for the project.

**D4 Please complete the table to show any grants you have already secured from other funders for the project:**

Match funding is not a requirement of the Fund. However if you have secured other grants for your project, please list the funders who have confirmed they will provide these, plus the amount(s) that they have approved.

**D5 If there are any conditions relating to these grants, please tell us here:**

We need to know about any conditions relating to grants already awarded by other funders for the project. In particular:

- Are there any deadlines by which the grants must be used?
- Are the grants only available for certain elements of the project?

No more than 50 words.

**D6 Please complete the table to show any grants you have requested from other funders for the project, where you are still waiting to hear from them:**

Match funding is not a requirement of the Fund. However, if you have applied to other funders for grants for your project please list them here. Detail the amount(s) that you have applied for and the date(s) by when you expect to hear a decision.

**D7 If there is a funding shortfall, how much is this and how will you or your organisation address it?**

Your project will have a funding shortfall if the total project cost exceeds the funding that you have already secured (including the amount your organisation is providing) and the funding that you have requested (including the amount you are applying to the Fund for).

If there is a funding shortfall, please tell us how much this is. Then tell us about any funding sources that you have identified but have not yet approached for funding, and any other planned activities to cover the shortfall.

No more than 150 words.

**D8 Please complete the table to give us a breakdown of all costs relating to the project:**

To help you complete the table, follow the more relevant of the two examples below. The numbers used are purely for illustration.

If your organisation can reclaim VAT, please show net costs. This element will not be fundable. Otherwise, use the gross amounts.

Example 1: Energy efficiency improvements for a community hall

Item/activity	Grant amount requested from us (£)	Total cost (£)
New UPVC windows and doors	5000	15000
New heaters and boiler	3000	10000
Redecoration	1000	2000
TOTAL	9,000	27,000

Example 2: Service-led project

Item/activity	Grant amount requested from us (£)	Total cost (£)
Staff costs	2000	2000
Promotional materials	500	500
Overheads	500	1000

Volunteer expenses	100	200
TOTAL	3100	3700

**D9 If you are requesting an advance payment, (this can be for up to 75% of the total project cost), please explain why this is required.**

This may be because you need to purchase an item up front or pay for a service.

### Section E – Project Need and Overall Benefits

**E1 How have you identified that the project is needed? Please tell us about the levels of community support you have for the project and what local consultation you have undertaken:**

It is very important that you are able to tell us why the project is needed and how you have identified this need. What we are ideally looking for here is evidence of community support for (and involvement in) the project, because this will be a key criterion when we assess your organisation's grant application.

The need for the project may have been identified in a local plan, through a building inspection, or in the results of a community survey. It could also simply be the fact that there is a current lack of facilities/services in the area, or that current facilities/services are inadequate to meet demand.

Some examples of community/user consultation that your organisation could have undertaken include arranging community questionnaires and seeking letters of support for the project. Evidence of support may also be available from petitions, or the minutes of public meetings.

You need to be able to show that you are not duplicating another organisation's activities in the Fund area.

No more than 200 words.

**E2 Please tell us how your project will benefit the local community:**

The level of benefit that will result from the project will be a key factor when we assess your application so it's important you consider this question carefully.

Your project's benefits could be social, environmental and/or economic ones. We don't expect all projects to have all three types of benefits though. Some may be more environmental than social, or some may be just social and economic.

**Social benefits** can include leisure, education and recreational activities. Consider the following:

- What new activities will the community be able to take part in?
- Will the project works encourage social cohesion?
- Will the project be accessible to as many different people as is possible?
- By undertaking your project are you ensuring a key community amenity and/or service is not lost for current and future users?

**Environmental benefits** can include both the natural environment and the built environment (buildings and structures). Consider the following:



- Does your project involve bringing an underused area back into use?
- Will the project reduce carbon emissions, for example by installing an energy-efficient boiler, cavity wall insulation and double-glazed windows in a community building?
- Are you supporting nature conservation/wildlife by undertaking habitat works?
- Do you plan to use recycled materials?
- Does your project involve promoting and/or educating people about sustainable development or nature conservation?

**Economic benefits** can include the following considerations:

- Will any new positions (full-time and part-time) be created and/or maintained?
- Does your project involve providing any training opportunities (both ad-hoc and formal)?
- Will the project help your organisation to increase its income, or reduce its costs, so that it can become more sustainable?

You should not enter more than 200 words in answer to this question.

**E3 How many people do you expect your project will directly benefit?**

It is good practice to set relevant targets for the number of individuals you expect will benefit from your project. Here are some examples of what you could target:

- If your project involves a service, you could set a target for how many people you expect to benefit from this during the project.
- If your project involves a community project, you could set a target for how many people you expect will use this, per year, once the project has been completed.
- If your project is going to provide training, you could set a target for the number of training opportunities that will be created.

Please provide as accurate a figure as possible, for example based on bookings taken over the past 12 months. Where records are not kept, please provide a best estimate. (Note: one person visiting a project or using a service 10 times a year counts as one person, not 10.)

You should not enter more than 50 words in answer to this question.

**Section F – Additional Relevant Information and Declaration**

**F1 Please provide any additional relevant information that you consider is important and we should be aware of:**

This provides you with a final opportunity to add any further information that you feel is relevant to this application where there has not been an appropriate question to explain elsewhere.

No more than 150 words.

**F2 Declaration:**

You should only submit this application form if:

- You are duly authorised to submit this application on behalf of your organisation; and
- To the best of your knowledge and belief, all answers to the questions are true and accurate.