

**CRANSHAW, ELLEMFORD AND LONGFORMACUS COMMUNITY ASSOCIATION
(LAMMERMUIR COMMUNITY FUND)
GUIDANCE NOTES FOR APPLICANTS**

About the Fund

The Cranshaws, Ellemford and Longformacus Community Association (CELCA) is a charitable organisation funded by Crystal Rig Windfarm Ltd. CELCA manages a Fund known as the Lammermuir Community Fund. The Lammermuir Community Fund is a discretionary grant scheme designed to support local projects to improve the quality of life for the residents of the Lammermuir Community Council (LCC) area. All residents of the Community Council area over the age of 16 are automatically members of the Association, can attend all General Meetings (ie meetings of members), and have voting rights at General Meetings.

A Management Group is formed to generally control and supervise the activities of the Fund. The Management Group comprises the serving community councillors and up to eight others elected from the membership at a General Meeting. The Management Group can make decisions on funding up to a maximum value of £10,000. Applications for projects over £10,000 must be referred to a Special General Meeting of members. In practice nearly all funding applications are considered at General Meetings, which are held 4 times a year.

Who can apply?

Organisations providing services within the LCC area

Organisations undertaking projects that will benefit the LCC area

Local residents applying to run College of Knowledge activities or projects in the LCC area

Local residents applying for projects to benefit the LCC area

How do you apply?

To apply for funding you should submit an application to the Administrator, Beth Landon.

These guidance notes and the application form can be accessed on the website

lammermuirlife.co.uk. Please make sure that you use the most up-to-date version of the application form.

Alternatively contact the Administrator (details below) to request an application form and we can post or email one to you.

Contact details:

Beth Landon, Administrator, Lammermuir Community Fund

7 The Anvil

Preston

Duns TD11 3TJ

Email: celcasecretary@gmail.com

Applications can be submitted by email or by post. If emailed, a signed copy of the application form should also be sent by post.

Applications should be submitted, at the latest, two weeks before the next advertised General Meeting. Applications for grants of over £10,000 should be submitted at least 4 weeks before the next meeting, so that members of the Association can be given due notice. The dates of meetings can be found on the village notice boards and on the website - lammermuirlife.co.uk.

Lammermuir Community Fund is managed by the Cranshaws, Ellemford and Longformacus Community Association Scottish Charity No. SCO35892

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Please use the notes on the following pages to complete the application form.

Section 1 – Contact Details

Please state the name, address and the postcode of your group, or give your own details if you are applying as an individual resident. Please also provide a contact name for any correspondence; this must also be the person who signs the form. If any of these details change whilst your application is being processed it is essential that you contact us and update the details.

Section 2

If you are applying on behalf of an Organisation –

Your group can apply if you:

- Are a local group from LCC area, or if outside this area, the project must clearly demonstrate benefit to the local community
- Have a bank account, in the name of your group, which requires at least two signatories, who should not be related
- Have a constitution or Articles of Association, dated and signed as “adopted” by the Chair, or other senior office holder on behalf of the group

Please give details of what your organisation does, including your aims and objectives. Do not simply copy the aims and objectives from your constitution – please try and describe the work your group does in your own words, as this will help with the assessment process. Your group does not need to be a registered charity to apply for a grant but must in some way benefit the local community. The Lammermuir Community Fund will retain information about your organisation for future reference to minimise the administrative processes for repeat applications.

Applications from individual residents of the LCC area, including applications for College of Knowledge activities –

College of Knowledge is an umbrella term for activities or classes which are broadly educational. Applications will be considered from local residents who are willing to facilitate or support a one-off workshop or series of classes, which may or may not involve a paid tutor.

Applications from local residents will also be considered for other projects which benefit the LCC area.

Please note that applications from individual residents for amounts exceeding £1000 are not normally approved.

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Section 3 – Reason for application

What will be funded

Grants will be made for applications that provide a benefit to and improve the quality of life of the people of the Lammermuir Community Council area. A list of granted applications to give you an example of projects that have been funded is appended.

What will not be funded

Any purpose that adversely affects the interests of the Wind Farm

Any purpose that adversely affects any form of renewable energy development

Any project of which the financing is the legal responsibility of any third party

Any sectarian or political project which may create divisiveness within the community

Section 4 – Details of Funding Requested

It is important that you provide a detailed, and as far as possible itemised, breakdown of all the costs for your project, and provide where possible at least two quotes/estimates.

It is understood that for small projects or where skills are available in the local community one estimate may be considered sufficient. The Lammermuir Community Fund will retain the right to make an offer of grant based on our own assessment of reasonable cost.

If you are asking for a contribution toward the costs of a more expensive project it is important that you provide us with a detailed breakdown of the total costs and the contribution you require. In addition you will have to demonstrate how you are going to raise the balance required to undertake the project, and that you have planning and other statutory consents and landowner agreements in place where necessary.

If your group wants a grant from the Fund to carry out improvements to a building or land used by the community then we need to know how this grant will make a difference to the usage of the building/land. You should also let us know if you own the building and if not how long your lease is, and supply us with a copy of the lease. If you want funding to purchase equipment for the organisation your group runs then you need to tell us what difference this grant will make to the organisation.

If your application is for an event it is important to tell us the date of the proposed event. It should be noted that applications received less than two months before the event date cannot be assured of receiving the funding in time for the event, and we would therefore request you submit your applications as early as is practicable.

Section 5 – Financial Details

On occasion references and/or additional financial information about your organisation will be requested.

Payment of Grant

For large grant schemes, a project programme should be submitted with the application, setting out key dates for payments and whether funding is required in advance of each payment date.

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Please note that grants will not normally be eligible for goods or services purchased prior to the date of grant award.

Declaration

THE APPLICATION FORM SHOULD BE SIGNED BY THE MOST APPROPRIATE PERSON. IN THE CASE OF ORGANISATIONS, THIS WILL USUALLY BE THE CHAIRPERSON OR CHIEF EXECUTIVE.

Section 6 – Remuneration of Trustees

CELCA (which manages Lammermuir Community Fund) is a Scottish charity. This means that the Fund has to report every year to the Office of the Scottish Charity Regulator and follow their guidance, including on the remuneration of trustees.

Remuneration or payment of trustees (members of the management group) is allowable under certain conditions, including:

- the maximum level of payment is written down and agreed
- that this level is reasonable and in the best interests of the charity
- that the charity's constitution allows such payment
- only a minority of the members of the management group receive such payment or are connected with members who do

If a proposed project is likely to involve payment being made to a member of the management group, this must be stated in the funding application and the remuneration section at the end of the application form must be completed.

If remuneration of a member of the management group is being considered at a later stage, when a project is already up and running, this should be notified to one of the office bearers so that a written agreement can be drawn up.

WHAT HAPPENS NEXT

As soon as we have received your completed application form with all the necessary documentation, you will receive an acknowledgement by email or by letter. We may request further information at this stage.

We will give you details of the meeting where your application will be considered. **Please attend this meeting, or make arrangements for someone to attend on your behalf, to speak to the application and to answer any questions.**

When a decision has been made about your application you will receive a letter confirming the outcome. The Fund's decision is final. If your application is refused, feedback will be provided.

If your application is successful, please note the following:

- 1 The funding will not be available until a minimum of 30 days after the meeting which has given approval. This is because the Wind Farm has 30 days in which to challenge any decisions made by the meeting.**
- 2 The funding must be used in accordance with what you have stated in your application.**
- 3 You should provide a short written report about your project and how the funding has been used to benefit the CELCA area and/or residents. This report should be sent to the Secretary within 12 months of the funding being approved, or annually (by 15**

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Sept) in the case of 'rolling projects'. We also ask every project to send an update with any feedback, photos etc to the Secretary by 15 Sept each year, so that this is available for the Annual General Meeting and for publicity purposes.

- 4 The Fund may impose extra conditions when a grant is awarded.**
- 5 Funding can be drawn down on the basis of receipts or invoices presented to the Treasurer, unless alternative arrangements have been agreed by the Fund in advance. Payment will normally be made within 30 days of receipt of invoices.**
- 6 When an approved project has not started within 2 years of the date when the funding was approved, or when a project has ceased to operate, the grant (or any remaining grant) may be reabsorbed into the Fund without further notice.**
- 7 If remuneration of a member of the Fund's management group is being considered by a funded project at any point, this should be notified to one of the Fund's office bearers so that a written agreement can be drawn up.**

Data Protection

We will use the information you provide to help us assess your application and administer any grant that we award to you. We may also use it to analyse and promote our grant making. We may give copies of this information to individuals and organisations we consult when assessing applications and when monitoring grants. We may also share information with other organisations providing match funding.

Please note that your application, supporting documentation and any reports or feedback that you give us will be published on the website www.lammermuirlife.org

Appendix 1

EXAMPLES OF FUNDED PROJECTS:

Village Hall Improvements; Allotments; Walking weekend; Cricket Club; Ellemford Show; Lammermuir Life bags; Performances by Northumberland Theatre Company; WATCH programme; Film Club; Restoration of John Dippie's well; Website development; Skiing trip; Sailing; Drystane dyking; Photography Course; Jam and Chutney Class; Pastry Class; Flower arranging; Stick dressing; Foraging and soap-making workshops; Music appreciation; Music workshops; Painting workshops; Yoga classes; Meditation classes; Hedge-planting; Tree illuminations; Senior Lunch Club outings; Heritage Centre; Swimming lessons; Riding lessons; Messy Church