

## **FUNDING ALLOCATION SYSTEM**

### **Funding Principles**

The following funding principles reflect CELCA's core values:

1. Funded projects operate consistently with the charitable objectives of CELCA.
2. Funded projects offer equality and appropriate access for all, regardless of age, disability, gender or any other personal characteristic.
3. The level of project funding offered reflects the likely extent of use by residents of the area and will be adjusted if it transpires that more people from outside the area wanted to take part as opposed to residents.
4. Where possible and appropriate applicants outside the area should pursue a 'partnership funding approach' with CELCA's contribution being supplemented by that of others.
5. The pattern of project funding over time should reflect benefit to local residents across the whole area

### **Funding Criteria**

Applications should meet at least one of the following funding criteria:

1. Increase the range of activities available within the area.
2. Increase general life enhancing opportunities and/or local community resilience within the area.
3. Benefit individual residents of the area by contributing to the cost of facilities, resources, or events in CELCA's area and beyond.
4. Offer the potential to add to the long term heritage value of the area.
5. Demonstrate that they consistently strive to achieve a high standard in whatever they do (this might include for instance, having in place suitable policies and procedures or meeting relevant regulatory standards).

### **Funding Priorities**

CELCA's funding priorities will change from time to time, depending on the particular funding priorities that CELCA has identified through the current Community Action Plan

- Mitigating the impact of rises in the cost of living, in particular relating to food and fuel.
- Investing in local village halls in recognition of their central role in the life of the area
- Investing in local children's resources in recognition of historical under-investment

- Investing in local recreational, cultural, health and age-related activities in order to maintain their affordability and promote the well-being of all local residents
- Ensuring that the local Resilience Plan is sufficiently resourced with all necessary equipment and operational support to enhance the safety of local residents in times of emergencies.

## **Funding Process**

CELCA's funding allocation system is designed to ensure that all funds are used in accordance with the Association's charitable purposes, whilst also enabling and supporting applicants, in order to enhance the likelihood of a successful application.

### Role of Trustees

All trustees are responsible for carefully considering and deciding upon funding applications in the light of CELCA's funding principles, criteria and priorities. They must also ensure that CELCA operates consistently with its charitable purposes and the agreement with its wind farm funders.

Individual trustees may be asked by the Chair to provide support to new applicants. This may include post-funding oversight of progress and compliance with conditions of the funding award.

### Responsibilities of Applicants

Fully complete the CELCA application form in order to render an application eligible for consideration/funding approval. More detailed information may be requested.

Actively engage with any support offered by CELCA.

Provide 6 monthly, or more often if requested, cost/activity/benefit information on the funded project, including information on the number of local residents using the funded service/facility.

### Types of Applications

Applications fall into one of 4 types;

- new
- repeat
- supplementary
- small one-off grant under £250

The Application Form (editable PDF) is available on the Lammermuir Life website, and all applicants are required to complete all relevant parts of the form, according to the type of application, as set out below:

**New applications** - All applicants for new project funding should carefully consider CELCA's funding principles, criteria and priorities, in order that they can determine the suitability of what they want to do and the information that they should provide in support of their application. They will be contacted directly and offered such advice or support as they may need to facilitate and/or test the validity of their application.

**Repeat and supplementary applications** - All applicants for repeat funding or for funding that is to supplement an already approved project, will be required to provide written feedback on their

use of previous funding, the benefits delivered, the number of local users and any outstanding balances.

**Small one-off grant applications** - All applicants should complete the separate Small Grant Application Form which is considerably shorter than the form for larger new applications. It requires minimal information and reflects the much shorter timescale for decision-making and much smaller sums being requested, than in most other applications.

### Types of Applicants

Applicants fall into one of 4 types:

- Business (sole trader, company limited by guarantee, etc)
- Charitable/social benefit (registered charity, SCIO, unincorporated association etc.)
- Individual
- Other

**Business applicants** - will **not** be eligible for direct funding of business activities, but will be able to apply for funds to subsidise the cost of their service for local residents, in order to establish or extend community take-up. They will be expected to have researched and to provide information on the likely level of interest/take up in order that if a decision to provide funding is made, the value of such an investment can be determined on the basis of the best available demand projections. They will also be expected to provide all relevant governance documentation, a business plan that demonstrates how CELCA funds would be used and their projected income, liabilities and activity levels.

**Charitable/social benefit applicants** - will be able to apply for the cost of goods, services, infrastructure and related running costs, including insurance and staffing. They will be expected to have researched the likely level of interest/demand for their service/facility and to provide a business plan, or similar, that demonstrates how CELCA funds would be used and their projected income, liabilities and activity levels. They will also be required to provide all relevant governance documents.

**Individual applicants** - may apply for themselves or close family members. Such applications may be for anything that is consistent with CELCA's objectives, in particular for the benefit of their education, health, well-being and enjoyment of living in the area. The appropriate section of the application form will need to be completed and a schedule of planned expenditure provided.

**Other applications** - may be made by individuals where the funds are not for their own particular use, but are to provide general benefit to the community (eg tree planting and food banks), or to create a designated CELCA fund, to which individuals may apply (eg swimming support and winter fuel payments)

### Approval Process

1. The CELCA Chair, Secretary and other trustees as considered appropriate by the Chair, will undertake an initial review of all submitted applications. The initial review will apply CELCA's principles, criteria and priorities in order to determine an applications suitability for further consideration.

2. Small one-off grant applications will be decided upon and signed off at the initial review stage, with the decision being communicated to the applicant as soon as possible.

3. Where applications meet the funding criteria through the initial review, they will be further considered with regard to the benefits, level of local support, practical arrangements, supporting information and the most suitable funding offer to be made.

For repeat or supplementary applications under £6,000, this will be done by the Management Group.

For all new applications and repeat or supplementary applications over £6,000, this will be done by members at a General Meeting.

#### Documentation

The following documents are in place and managed by the CELCA Administrator:

- Updated project application form available online on LammermuirLife website
- Small one-off grant application form available online on LammermuirLife website
- Funding Allocation System paper available online on LammermuirLife website
- Stage One record template completed by CELCA Administrator
- Stage Two record of discussion and decision completed by CELCA Administrator
- Reporting template for funded projects completed by CELCA Administrator