



URRAS OIGHREACHD GHABHSAINN
GALSON ESTATE TRUST

COMMUNITY INVESTMENT FUND

Guidance Notes for Applicants



Ar Lèirsinn

Coimhearsnachd a tha soirbheachail le deagh cheanglaichean anns a bheil sàr sheirbheisean agus ghoireasan ionadail, a' cleachdadh a stòrasan nàdarra gus cultar agus àrainn a tha sònraichte a dhèanamh seasmhach.

Vision

A thriving and well connected community with excellent local services and amenities, harnessing its natural assets to sustain a unique cultural and social environment.

www.galsontrust.com

Urras Oighreachd Ghabhsainn (UOG) was incorporated in September 2004. The objects for which the Company is established are:-

“To promote for the public benefit rural regeneration, following principles of sustainable development, where “sustainable development” means development which meets the needs of the present without compromising the ability of future generations to meet their own needs, the areas of social and economic deprivation within the Galson area of the Isle of Lewis for the benefit of the Galson Crofting Community”.

UOG is offering grants to community projects in the Galson Estate area through its Community Investment Fund (CIF). The aim of the Fund is to support organisations to develop, thrive and grow; therefore further supporting future sustainability and community resilience.

The Fund operates using income from renewable energy development and has been in existence since October 2014.

UOG offers a Small Grant to applicants typically requiring up to £2,000 and a Development Grant for larger interventions.

Applicants can apply for 100% Small Grant funding as no match funding is required (*but please note that UOG will only offer 100% funding in exceptional circumstances*). It would be advisable to use the grant award to lever in match funding from another source, and this would be particularly encouraged when applying for the larger funds.

Small Grant awards may be paid in advance and must be evidenced by receipts. Development Grants will generally be paid in instalments which may include an advance payment if justified.

For information, these grants do not involve public funds.

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COMMUNITY INVESTMENT GRANTS

What are the investment grants for?

The Fund is aimed at organisations that provide or seek to provide activities or services that focus on any of the objectives outlined below. Grants should be used for projects which address the issues, needs and aspirations of the community of the Galson Estate. UOG is seeking projects that will make a difference and applications will be assessed against various criteria; it must be demonstrated that one or more objectives will be met to be considered for a grant.

UOG expects to fund a wide range of community projects aimed at developing skills; improving health; relieving poverty; protecting or conserving the environment; engaging citizens to become more active in the community; promoting and protecting the rich heritage and culture of the area; and developing, revitalising and growing industry sectors.

What are the main objectives?

Please note that these are not ranked in order of importance. The table seeks to outline some of the activities that will be considered.

Objectives	Purpose	Examples
A: Developing skills	Projects or activities that seek to develop expertise, grow confidence and help communities to be better equipped for harnessing opportunities.	Certified courses, learning journeys, mentoring programme, resources to support learning etc. Any other means of developing, growing and optimising skills.
B: Improving health	Programmes that seek to improve health through innovative means that will improve a diverse range of community conditions.	Project could include activities that wish to consider safety, educational attainment or access to healthy food, and safe, affordable housing.
C: Relieving poverty	To support inclusive growth and empower communities to look at innovative ways of reducing poverty and increasing community services.	Any project or activity that focuses on responding directly to those in most need and will aim to alleviate fuel poverty, social poverty, unemployment etc.
D: Protecting and conserving the environment	Projects that seek to contribute to the conservation and protection of Galson Estate's biodiversity. The key objective is to encourage meaningful involvement of communities in the implementation of activities that seek to protect and conserve, therefore building capacity.	To support themes such as wildlife protection, animal welfare, habitat conservation, ecotourism, and alternative sources of income to support conservation.
E: Engaging citizens to become more active in the community	Projects aimed at supporting community progress and sustaining communities in a democratic way. Activities should foster engagement, with a focus on youth leadership.	Projects should look at innovative ways of engaging communities, activities might include support for social entrepreneurship, access and adoption of technologies.
F: Promoting and protecting the rich heritage and culture of the area	Projects that aim to promote and protect the culture and language; raising awareness of and encouraging community participation in protecting cultural resources.	Projects might include publication of a book in the Gaelic language, live performances of indigenous arts, traditional methods; among many other possible forms.
G: Developing, revitalising and growing industry sectors	Projects aimed to revitalise or revive industry sectors, which will further spur development, attract talent and increase investment in the area.	Projects may focus on key sectors such as tourism, crofting, renewables, health and wellbeing etc and activities should seek to provide solutions to current issues as well as creating an appetite for growth.

Is my organisation eligible to apply?

Organisations applying for grants must:

- be situated/the beneficiaries situated in the Galson area. This includes the crofting townships of: *Upper Barvas, Ballantrushal and Upper Shader, Lower Shader, Borve, High Borve, Melbost, North Galson, South Galson South Dell, North Dell, Cross, Swainbost, Habost, Lionel, Eoropie, Fivepenny, Knockaird, Port of Ness, Eorodale, Adabrock, and Skigersta in the Isle of Lewis**.
- have a constitution or set of rules setting out the organisation's aims and objectives
- have a management committee/Trustee Board or equivalent of at least three members
- hold a Bank or building society account in the name of the organisation (with at least two signatories)
- have an accounting system such as annual accounts to record income and expenditure which covers all the organisation's activities
- be able to spend the grant within the specified timescale i.e. 12 months from letter of offer.

*Applications can also be considered from organisations based outwith these townships if they can demonstrate clear benefits for Galson Estate residents.

What grants are available?

SMALL GRANT: Typically £2,000 and under

This Grant is aimed at support of £2,000 and under. The money should be spent within a 12 month period from the letter of offer. This Grant can be applied for twice in any year by an organisation. If applying for a second time, there must be at least 6 months between awards. Please note that this fund can be up to 100%, but this would only be granted in exceptional circumstances.

DEVELOPMENT GRANT: Over £2,000

It is expected this fund to be used to make some real impacts against the priorities set out. The money must be spent within a 12 month period from the letter of offer and there must be at least 12 months between awards. For this Grant, a set of up to date accounts or recent financial statement must be submitted with the application.

Submitting an application for the Small Grant would not have an impact on an organisation from being able to submit a Development Grant application. The time restriction is 6 months between Small Grant applications and 12 months between the Development Grant, but no restriction exists between the Small Grant and the Development Grant. It should be noted though that we wouldn't expect an organisation to submit a Small Grant and Development Grant together. It would be expected that any application made would be for a different project or something not directly associated.

How will our application be assessed?

Projects must have clear and measurable outcomes that meet the objectives of the Community Investment Fund and the charitable organisation (Urras Oighreachd Ghabhsainn). Organisations should ensure they can answer yes to at least two of the statements below.

The project/activities will have clear outcomes and will seek to:

- ❖ develop skills
- ❖ improve health
- ❖ relieve poverty
- ❖ protect or conserve the environment
- ❖ engage citizens to become more active in their community
- ❖ promote and protect the rich heritage and culture of the area
- ❖ develop, revitalise or grow industry sectors

Assessment of Small Grant applications will be based on the following five key criteria as well as the ability to deliver outcomes that will meet the priorities listed above.

Clear outcomes showing strategic relevance	Look to the table and link your application to the priorities you believe your project will contribute towards these strategic priorities.
Provides value for money	If you can, provide costings or quotes that will help us to assess value for money. We would expect that you obtain three quotes if possible.
Shows strong evidence of need	You should have carried out some market research to show there is a need for your project or activity.
Avoids duplication of services	It is advisable to not duplicate services, so ensure your application says what makes your project different.
Supports the involvement of the wider community	Provide examples of how you will engage with the community and raise awareness of your project.

Development Grants will be evaluated on the following criteria:

Organisation and capacity to deliver the project to completion	Does the organisation has a wide range of members, experienced personnel/team to take the project through to completion, a previous track-record, good community engagement and a sustainable operating model with income generating potential ?
Evidence of need	Explain the justification for the project, through research demonstrating need, ideally specific market research, clear market and users identified, potential substitution for services/facilities delivered outwith the Estate, etc.
Duplication of services	To avoid duplicating services within the Estate, explain the aspects that makes the project/activity different.
Value for Money	Provide costings or quotes, three quotes if possible, highlight any physical/tangible outputs expected and detail other funding contributions proposed.
Collaboration	Highlight the level of collaboration and partnership with organisations and businesses across the Estate and/or with external organisations and businesses already engaged in beneficial activities across the Estate.
Families and young children	Explain the involvement with and any positive impact on families and young children across the Estate.
Supply-chain	Demonstrate the extent to which locally supplied goods and services are being used for the project and/or ongoing operations.
Climate change	Show potential climate change effects of the project or activity through use of sustainably sourced materials, fuel types, carbon reduction, electric or active travel adopted, recycling/minimising waste, etc.
Support for Gaelic	Review the promotion and use of Gaelic planned through the project or activity, including whether there are any policies or plans in place to facilitate this.
Expected benefit/impact	Consider the potential impacts and community benefit from the activity or project. Indicate the broader or longer-term effects of a project's or organisation's outputs and outcomes towards strategic aims.

The score that an application needs for us to fund it will vary depending on the amount and quality of the applications we receive, expected benefits and the amount of monies available at the time. Each application will be assessed on its own merits and the amount of grant awarded may differ from the amount applied for.

Applications will be assessed by UOG staff and will be forwarded to an evaluation panel for decision. Development Grant applications will be submitted to the UOG Board of Directors at the nearest available opportunity for a final decision. The evaluation panel consists of board members.

If a school/group/club are applying for funding they must complete the appropriate funding application, but also be aware that the same criteria is applied, but some additional information is required.

Is there anything that will not be funded?

UOG will not fund:

- projects or activities that do not meet any of the objectives outlined
- VAT that can be recovered by an applicant
- day to day running costs
- the purchase of alcohol
- projects that cannot be completed within the period of the grant allocation
- projects or activities that the state has a legal obligation to provide
- activities that will have already taken place by the time the decision is made
- items that are purchased on behalf of another organisation.

What are the deadlines for applications?

Applications will be accepted at any time throughout the year. Processing and decision-making timescales may be longer during school holiday periods. For Development Grant applications, there are generally monthly board meetings except during January and July each year.

It should be noted that an annual budget will be set for the Fund but can be varied if demand exists and monies are available.

How do we apply?

Contact the office either by email or telephone for an application or download an application form from the website www.galsontrust.com

UOG Business Centre, Tom na Ba, South Galson, Isle of Lewis, HS2 0SH

cif@uogltd.com 01851 850393

Please continue to the next page to see what happens to the application once submitted.

What happens to an application?

We will acknowledge receipt of your application by email if you provided an email address, or in writing if not.

All applications are assessed by an officer who will contact you if there are any queries about your application. If you have applied for a development grant, you should expect to meet with an officer to discuss your project in more detail.

Evaluations are undertaken for each application and a recommendation provided to an assessment panel which makes the final decision for Small Grant application. Development Grant applications are also considered by the UOG Board of Directors.

Decisions are expected within 4 weeks of all required information being submitted and we will write to you as soon as possible to let you know of the outcome.

Successful application

If a grant has been approved, you will be sent a letter of offer which will highlight any special conditions of grant you need to comply with.

Small Grant amounts will be paid directly into the organisation's bank account via bank transfer, or, you will need to claim for Development Grant amounts in line with your letter of offer.

A project completion form requires to be completed once the works have been finished. All receipts/invoices should be retained as evidence, these will need to be submitted after the project completion date.

Deferred application

If your grant is deferred, it means that, either, further information is required to enable a final decision, or, the application has been successful but there are no monies available to pay the grant until the Fund is replenished.

Please note that a deferred application does not mean it will ultimately be successful.

Unsuccessful application

If a grant has not been awarded, you will be able to request feedback and re-apply after 6 months, if you applied for the Small Grant or within 12 months if you applied for the Development Grant.

How does the claims process work?

Small Grant amounts will generally be paid out in one lump sum if you are awarded funding, unless special conditions are applied to your application and we would discuss this with you in advance. You will have accepted our terms and conditions and completed a bank details form at the time of applying for funding and, if the funding is approved, you will then receive a letter of offer which you will require to sign. Once this has been completed, we will then pay out the grant via bank transfer. At the end of your project, we will prepare a project completion form and you should have the original receipts/invoices available to evidence expenditure. We will accept receipts, etc. in digital format.

Development Grant amounts will generally need to be claimed using the relevant claim form and arrangements on the timing of grant release will be discussed when your application is being processed. You will have accepted our terms and conditions and completed a bank details form at the time of applying for funding and, if the funding is approved, you will then receive a letter of offer which you will require to sign. Once this has been completed, you may then proceed with claiming grant as set out in the offer. At the end of your project, we will prepare a project completion form and you should have the original receipts/invoices available to evidence expenditure. We will accept receipts, etc. in digital format.

How will the grant be paid out?

We will pay your grant by bank transfer (BACS). We will not make payments into personal bank accounts and the grant can only be paid to the organisation named in the grant letter of offer.

Please note that you must have started your project within 3 months of being awarded the funding. If your timescales have changed you must let us know as soon as possible. If the project is not going to go ahead in the agreed timescales, we may ask you to return any grant amounts paid out. We ask for this as we may be able to use it to support another organisation who is ready at the time. This would not stop you from re-applying when you are ready.

What are the conditions of the grant award?

All organisations awarded a grant must agree to our standard grant conditions. A letter of offer will be sent to organisations if they are awarded a grant, along with a document outlining the conditions of the grant award.

We will ask that you read this document carefully, sign it and return it, keeping one copy for your own records.

If you would like to see a copy of our conditions prior to applying for a grant, please get in touch and we can send them to you.

For more information please visit the website www.galsontrust.com.

Alternatively, you can email: cif@uoqltd.com or call us on 01851 850411