



CRANSHAWS, 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 to be 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 Cranshaws, Ellemford and Longformacus Community Council (CELCC) area. All residents of the community council area over the age of 16 are automatically members of the association, can attend all of their meetings, 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 of the serving community councillors and up to eight others elected from a membership at a General Meeting. The Management Group can make decisions on funding decisions up to a maximum value of £10,000. Projects over £10,000 will be referred to a Special General Meeting.

The Management group meets four times a year, applications have to be submitted, at the latest, two weeks before the meeting, whose dates can be found on the notice boards and the Lammermuir Life website - <http://www.lammermuirlife.co.uk>. Applications can be submitted through email and by letter to the Secretary. If emailed, a signed hard copy will also have to be sent.

Who can apply?

Organisations providing services within the Cranshaws, Ellemford and Longformacus Community Council area.

Organisations undertaking projects that will benefit the Cranshaws, Ellemford and Longformacus Community Council area.

How do we apply?

To apply for funding you should submit an application to us. There are no overall deadlines for receipt of applications, but applications will be considered at meetings held at 3 monthly intervals. You can download an application form and these guidelines from our website <http://www.lammermuirlife.co.uk>

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

Alternatively contact us at I.wood66@btinternet.com to request an application form and we can email one to you, or write to:

Laura Wood, Secretary, C.E.L.C.A., 52 Hillview, Coldstream, Berwickshire, TD12 4ED

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. Please also provide a contact name for any correspondence; this must also be the person who signs the form on behalf of the group. 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 – About your Organisation

Your group can apply if you:

- Are a local group from CELCC 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.

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 Cranshaws, Ellemford and Longformacus 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 Windfarm.
- Any purpose that adversely affects any form of renewable energy development.
- Any project which the financing of which is the legal responsibility of any third party.
- Any sectarian or political project which may create divisiveness within the community

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Section 4 – Details of Funding Requested

It is important that you provide a detailed, where 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, that you have planning and other statutory consents and landowner agreements in place where necessary.

If your group wants funding from the Community 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 for 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
- 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, USUALLY THE CHAIRPERSON OR CHIEF EXECUTIVE.

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What happens next

As soon as we have received a completed application form with all the necessary documentation, you will receive an acknowledgement letter, **this letter will contain a reference number and it is important that you quote this if you contact us again;**

When a decision has been made about your application you will receive a letter telling you what the Fund panel has decided. The panel's decision is final.

This letter may contain conditions of grant: A standard condition is the requirement to provide feedback on completion of the project in the form of a written report.

Grant payment will normally take place within 30 days of receipt of invoices.

Applications can be submitted throughout the year and each application will be considered on its merits. If your application is refused, feedback will be provided.

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.

Completed Application Form should be submitted electronically to:

I.wood66@btinternet.com

and a signed paper copy sent to:

Laura Wood, Secretary, C.E.L.C.A., 52 Hillview, Coldstream, Berwickshire, TD12 4ED

Appendix 1

EXAMPLES OF FUNDED PROJECTS:

Village Hall Improvements

Allotments

Walking weekend

Cricket Club

Ellemford Show

Lammermuir Life Bags

Northumberland Theatre plays

Film Club

Restoration of John Dippie's well

Lammermuir Life Website development

Skiing trip

College of Knowledge

Sailing

Drystane dyking

Photography Course

Jam and Chutney Class

Pastry Class

Flower arranging

Stick dressing

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