

# Crown Estate Scotland Community Capacity Programme

## Frequently Asked Questions

### Do we need to be a charity to apply?

No, if you are a constituted not-for-profit group with charitable aims, you can apply.

### Can religious organisations apply?

Yes, provided that the project for which funding is requested does not involve the advancement of religion and would not exclude anyone on the grounds of religion. We will consider this carefully when assessing your application.

### Can you help me fill out my application form or give advice about my project?

Unfortunately, due to the high volume of applications, we do not have the available resources. If you are having difficulties with elements of the form, or some of the questions, then please call the office on 0141 341 4960 and we will help you as best we can. If you require assistance in completing the entire application form, then please contact your Local Council for Voluntary Services who will be more than happy to help you.

### What is a financial projection?

If you are a newly established group and do not have a full set of accounts yet, we require you to provide us with a financial projection of your income and expenditure for the first year of operation. This relates to the organisation as a whole and not just a breakdown of the costs related to the grant you are applying to us for.

The purpose of the projection is to demonstrate that you have planned for the year and have an understanding of the income sources you will need to cover the predicted expenditure you will incur during your first year of operation. Please [click here](#) to see an example of a financial projection (you can change the headings accordingly, these are for information and guidance purposes only and not an exact or exhaustive list of what we require).

## What does independent inspection of my accounts mean?

We require groups to demonstrate that their annual accounts have been subjected to some form of independent inspection. We believe that the requirement to have someone independent look over your accounts promotes good practice amongst community groups – promoting transparency and confidence in local organisations and thereby building stronger communities.

By inspection, we mean that your accounts and financial records have been looked at by a suitably competent person. The purpose of the inspection is to check that your accounts are consistent with the financial records of your organisation. The person carrying out the inspection should provide your organisation with a brief statement confirming that this is the case.

By independent, we mean that the accounts of your organisation have been inspected by someone with no connection to the management committee of the organisation that would inhibit their ability to undertake an objective and impartial inspection. This means that the person undertaking the inspection should not be:

- a member of the management committee or anyone else closely involved in the administration of the organisation,
- a major donor or beneficiary of the organisation,
- a close relative, spouse, partner, business partner or employee of any of the above.

We will ask you to provide details of the independent person who has inspected your most recent accounts on the application form that you complete when applying for a grant. By competent, we mean that the person conducting the inspection should be sufficiently familiar with financial record keeping of a similar level of complexity. We envisage that, for smaller organisations, a competent individual may be someone such as:

- the treasurer of another group
- a bank manager or accountant, or someone retired from those professions
- a community support worker
- an individual with appropriate experience of financial record keeping

Please note that for larger unincorporated organisations without charitable status and with an annual income of £100,000 or more, we would expect a higher degree of external scrutiny to be applied to the accounts e.g. at least an independent examination by a suitably qualified professional person, such as an accountant.

## Can I apply for less than £10,000

No, the minimum application amount is £10,000

### Do I need to have match funding?

No, we can fully fund applications to 100% however if the cost of the overall project are higher than the maximum grant size you will of course require additional funding and we will look to see if this has been secured or where else you have applied as part of our assessment process.

### When will I know if I have been shortlisted for stage 2?

We aim to have all of the applications reviewed and check for eligibility by the 30<sup>th</sup> of November. Applicants will be informed on or around this date.

### If I get to stage 2 when is the final application due to be submitted?

We are allowing 7 weeks for the full applications to be prepared and submitted and so you will have until the 15<sup>th</sup> of January to have the second stage application completed.

### How is the grant paid?

You must confirm you agree to the terms and conditions of offer within 14 days of receiving the offer letter. Once we have received confirmation, we will arrange for the grant to be paid by BACS. However, in a few cases, we may ask you to satisfy certain special conditions before the grant is paid.

### How long do I have to spend the money?

This programme is providing one-year grants.

### Do I need to send you a report once the project has finished?

Yes. We will send you a link to an online completion report. You must complete this and send it to us when your project is over. We must receive this before you can apply to us again. Where possible can you please send quality, high resolution photographs with the completion report.

### What if the project we needed the money for doesn't start?

You will need to return the money to us. Contact us on 0141 341 4960 to discuss further.

### What if we don't spend the whole amount?

Contact us, letting us know why there has been an underspend, how much remains unspent and what, if anything, you propose to do with the remaining money. We can discuss whether or not we require the unspent money to be repaid.

### Can I apply again for the same thing which you have given us a grant for before next year?

Yes, but please be aware that applications from organisations that have previously received grants from this programme may be treated as a lower priority if there is high competition for the available funds. We will consider long term sustainability and future

funding during the assessment of the applications and would expect you to be planning beyond year one for future fundraising and sustainability.

### **My application was rejected. Can I reapply?**

Yes, if your application was eligible, but was unsuccessful, you can reapply when the programme reopens.