

## **Community Capacity Grants Programme**

### Guidelines

#### **IMPORTANT: PLEASE READ**

- You will need to consider the following eligibility criteria and programme priorities carefully **before** completing the online application form to ensure your organisation and project are eligible to apply.
- To ensure your application is processed without delay, you must ensure all the required supporting documents are uploaded.

#### **ELIGIBILITY CRITERIA:**

- Only **constituted** groups, with a governing document, can apply
- A bank account must be set up in the name of the group
- There must be **at least 3 unrelated members** on your management committee
- Majority of members cannot be family/related
- Committee meetings must have a **quorum of at least 3 unrelated** members present
- There must be **no related** cheque signatories and there needs to be a minimum of 2 signatories required to authorise payments

#### **PROGRAMME PRIORITIES:**

Crown Estate Scotland is looking to support the **first Step** investment for local projects that will then help achieve the following objectives:

- Contribute to the regeneration of places through improvements to buildings or community spaces, making these places more attractive, accessible, and beneficial to the community

- Create self-sustaining community enterprises that will provide local economic, social, and/or environmental benefits

Grants are between £10,000 and £50,000

**PLEASE NOTE THIS PROGRAMME DOES NOT SUPPORT CAPITAL COSTS**

The fund will focus on communities situated either on or directly adjacent to the Scottish Crown Estate up to an approximate 5-mile radius. The estate comprises of four rural estates (Glenlivet, Fochabers, Whitehills and Applegirth), just under 50% of Scotland's coastline and most of Scotland's seabed. This approach allows the fund to be open to all coastal communities, and not just those with a coastline under Crown Estate Scotland management. We consider coastal communities to be settlements adjacent to coastal and estuarine foreshore.

Examples of what the fund is looking to support

- Feasibility studies
- Business plan development
- Legal/consultancy costs
- Training/coaching costs
- Community consultation
- Community plans
- Community engagement activities
- Salary costs of new posts

**EXCLUSIONS:**

- **capital or equipment costs**
- Applications from individuals or private businesses
- The repayment of loans or payment of debts
- Retrospective funding i.e. costs already incurred/activities already taken place
- Trips abroad
- Applications to advance a campaign or a religious or political cause<sup>1</sup>.

---

<sup>1</sup> Projects or groups which are advancing religion or politics as part of their ethos. However, faith-based groups who organise or run community activity that is secular and non-political may be eligible to apply for support. In these instances, the group will need to demonstrate how the project or activity is separate from its faith-based work.

- The promotion of religious beliefs
- Activities that are understood to be a statutory responsibility and/or seek to replace statutory sources of funding
- Pre-existing costs<sup>2</sup> that your organisation already incurred as a result of its day to day activities
- Upgrades to existing buildings
- Groups who will then distribute the funds as grants or bursaries
- General fundraising appeals or activities
- Applications that are for the sole benefit to flora and fauna. Applicants are invited to demonstrate the direct benefit to the local community and/or service users in cases where the grant application is concerned with flora and fauna.
- Projects which do not benefit people in Scotland

### SUPPORTING DOCUMENTS:

- A copy of your constitution / governing document
- A copy of your most recent annual accounts which must be **signed** by the independent examiner
- **New groups**, which haven't completed their first year's accounts yet, must provide a **projection** of income and expenditure for the first year of operation.
- A copy of your most recent bank statement.
- Management Committee details – template on registration e-mail
- Children / Vulnerable Adults Policy (if applicable)
- For any capital items (e.g. equipment, construction services) you will need to provide at least two quotations from a supplier. For items exceeding £500 in value, three quotes should be provided. If this is not possible, we will ask you to explain why.

### WHAT HAPPENS NEXT:

In the first instance, we will check your application is in order and has been submitted with the necessary information.

**IMPORTANT NOTE:** We will **NOT** contact you if you do not submit all the required information and supporting documents we have requested in order to process your application, so please consider the checklist above carefully to ensure everything is in order **BEFORE** submitting your application/posting documents.

---

<sup>2</sup> The Fund cannot support any costs that your organisation incurs in the general day to day running of your organisation

**The deadline for submission of the enquiry form is 12 noon on 8th October 2020. Decisions on those application that will progress to stage 2 will be made by the 30<sup>th</sup> of November 2020**