

KINROSS-SHIRE FUND 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. If you do not have electronic versions of your supporting documents you can post them instead but you must do so within **5 days** of completing your online application. However, if you apply less than 5 days, or on the day, of the published deadline, please note that if we **do not** receive all your supporting documents by the deadline, your application **cannot** be processed and will be automatically **withdrawn**.

ELIGIBILITY CRITERIA:

- Only **constituted** groups, with a governing document, can apply
- Annual income in the most recent financial year must be **less than** £250,000
- 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
- Committee meetings must have a **quorum of at least 3 unrelated** members present
- There must be **at least 2 unrelated** cheque signatories
- Applications must address at least one of the following priorities:
 - Community Events
 - Community Information
 - Community Transport
 - Community Welfare (healthcare support)
 - Physical Amenities

- Recreational Facilities
- Support for Care of the Elderly
- Support for Existing Voluntary Organisations

PROGRAMME PRIORITIES:

- Strengthening existing local organisations by helping them to purchase equipment and resources
- Improving or developing local community facilities
- Encouraging community activity and promoting community spirit
- Supporting services for the elderly and persons with a disability
- Improving information about local community issues
- Organisations based or working in the Community Council areas of Cleish & Blairadam; Fossoway; Kinross; Milnathort and Portmoak
- Applicants should explore other possible funding sources where possible. This might require undertaking local fundraising if other grants are not available.
- 100% funding will only be considered in exceptional circumstances.
- Local suppliers should be used for the provision of goods and services, where possible (local' means within the Kinross-shire area).
- Higher priority will be given to capital projects which make a lasting difference.
- Grants must be spent within one year of award.

Deadlines	Decisions communicated by	Project start date
1 st Monday in February	20 th March	On or after 1 st April
1 st Monday in May	20 th June	On or after 1 st July
1 st Monday in August	20 th September	On or after 1 st October
1 st Monday in November	20 th December	On or after 1 st January

EXCLUSIONS:

- Individuals
- Advancement of religion or politics (including requests to support the core activities of religious or political groups)
- The repayment of loans or payment of debts

- Retrospective funding i.e. costs already incurred/activities already taken place
- Trips abroad
- Purchase of second hand vehicles
- Payments towards areas generally understood to be the responsibility of statutory authorities including schools i.e. projects that take place in school, during school hours and/or only for the benefit of the pupils will not be considered. PTAs/Parent Councils can apply if appropriately constituted but must evidence the project has genuine wider community benefit.
- 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 Kinross-shire
- Repeat applications are discouraged, particularly for events and activity costs.
- Revenue projects will be considered but only where the project offers significant community benefits.

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 available
- 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.

**If you are a registered Company Limited by Guarantee you do not need to submit either of these documents as we can access them from Companies House.

If you are posting the required supporting documents please send to: **Foundation Scotland, Empire House, 131 West Nile Street, Glasgow, G1 2RX.**

You will need to ensure you pay the correct postage for the size and weight of your envelope. We do not take any responsibility for the return or non-delivery of letters sent with insufficient postage.

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.

An assessor may contact you to arrange a short telephone conversation to learn more about your project and request for funding. If you will be unavailable for any significant period, please include a note to that effect in Section 7 of the application form; your request may not be considered if an assessor cannot contact you.

You will be informed of the outcome of your application by letter.

Please do not contact us to find out whether your application has been successful or not as we wish to use this valuable time to process applications. However, if you have not heard from us within 2 weeks of the published decision date, then please contact the Grant Programmes Administrator on 0141 341 4960 or email grants@foundationscotland.org.uk