



# **GLENKENS & DISTRICT COMMUNITY FUND**

## **Fund Strategy**

### **1 Purpose of this Fund Strategy**

The purpose of the Glenkens & District Community Fund Strategy is to set out the Fund's early priorities and the processes by which funding will be made available. This strategy has been updated for 2023 in response to activity in areas benefitting from this charitable Fund and its grant-making activity and to new income from the Windy Rig wind farm coming on-stream.

The Fund Strategy will:

- Enable proposals to be prioritised for funding and for decisions to be made in a fair and consistent manner;
- Ensure the Fund achieves measurable impact against agreed Fund priorities;
- Provide clear messages to applicants and the wider community about what the Fund supports;
- Ensure the funding is accessible to those who are well placed to deliver impact in the Fund area.

The Strategy has been developed by Glenkens & District Trust (GDT) in conjunction with Foundation Scotland and will be reviewed at regular intervals to ensure it continues to meet the evolving needs of the communities.

### **2 Background**

Blackcraig Wind Farm is owned and operated by Blackcraig Wind Farm (Scotland) Limited (BWL). Windy Rig wind farm is owned and operated by Schrodgers Greencoat. From the community benefit agreements for these windfarms, a 'pooled' Fund has been established that will benefit the areas served by the following Community Councils:

- Balmaclellan
- Balmaghie
- Carsphairn
- Corsock & Kirkpatrick Durham
- Crossmichael & District
- Dalry
- Dunscore



- Glencairn
- The Royal Burgh of New Galloway and Kells Parish
- Parton

The overall value of the pooled fund is around £318,500 per annum.

The Fund is administered by Foundation Scotland, an independent grant-making charity, under contract to BWL for Blackcraig and GDT and Greencoat for Windy Rig. Some costs of administration will be borne by the Blackcraig element of the fund, capped at 5% of the Fund value.

The Fund makes two rounds of award per year, autumn and spring (see 5.3 for dates). The amount awarded will be allocated on merit which means the sum awarded entirely depends on the nature of the applications. Any balance will be carried forward for future rounds of funding, with dates to be set flexibly in response to awards made and the operating context at the time.

The decision-making body for the Fund is Glenkens & District Trust (GDT), the Board of which comprises representatives drawn from most of the Fund's Community Council's with some independent Trustees including an independent Chair.

Glenkens & District Trust exists to resource and enable community development in the Glenkens. As a fund distribution body, GDT is an enabler of projects rather than a 'doer' of projects. GDT wants to ensure that any community benefit funds can be maximised for the long-term benefit of local communities - as part of this commissioned the development of the Glenkens & District Community Action Plan, which forms the cornerstone of the Fund's priorities (see Making A Difference, below). It has also awarded monies to enable Dunscore Community Council to update its community action planning.

Foundation Scotland (FS) has an agreement with GDT which sets out key roles and operational terms in relation to the governance and administration of the Fund. **GDT is responsible for:**

- Developing and agreeing the Fund Strategy and keep it under review;
- Determining distribution methods, in accordance with the Fund Strategy<sup>1</sup>;
- Deciding, in accordance with the Fund Strategy, on fund spend and advise FS on award decisions;

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<sup>1</sup> Excepting the direct payments to the Community Councils. The Community Councils have discretion on allocating these sums, in line with charitable objects. GDT plays an oversight role in terms of monitoring and reviewing use.



- Monitoring awards and any conditions attached to them;
- Advising FS on other aspects of the management of the Fund such as promotion, awareness-raising and strategic activities designed to maximise benefits to the community.
- Pursuing this range of activity in a context shaped by commitment to ongoing dialogue with the communities about their needs and aspirations.

### 3 Making a Difference

#### Fund Purpose

The overall purpose of the Fund is to support our communities **to be connected, resilient and carbon neutral places, where people will want to live, work and visit, to bring up their families, and to grow old.**

This purpose was updated in 2021 to better align the Fund purpose with the Glenkens & District Community Action Plan. GDT Trustees are mindful that Carsphairn, Dunscore and Glencairn have separately each agreed and documented their own community priorities and are confident that this purpose is broad enough to also give recognition of these and any related community planning. GDT will continue to make contact with relevant bodies across the area to ensure community priorities across the whole area are considered and to encourage groups to work together on themes and projects that are common across the area recognising that there are benefits from sharing ideas and resources.

In September 2020, GDT published the Research Report and Action Plan<sup>2</sup> delivered by independent consultants Community Enterprise, the specialists in community development that GDT commissioned in order to deliver this work.

The Research Report contains key findings about the nature of the Glenkens communities, the assets, opportunities and challenges faced and the key thematic priorities that local people wanted to see the Action Plan tackle. Fund applicants may find this a useful resource when developing their applications.

The Action Plan sets out an overall goal that the Glenkens will be a connected, resilient and carbon neutral place, where people will want to live, work and visit, to bring up their families, and to grow old. It will be somewhere that other places in Scotland will look to for inspiration. The Action Plan outlines proposals that aim to

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<sup>2</sup> The full document can be found here: <http://tinyurl.com/GDTCAP>



make that goal a reality, along with some outline options for implementation across the short, medium and long term.

## **Fund Priorities**

The Fund priorities reflect the thematic priorities in the Community Action Plan (CAP), in order to recognise the Plan's importance as the distillation of community ambition and aspiration across much of the Fund area, and to support its implementation.

Fund distribution in alignment with the CAP will be prioritised by the Fund and GDT is keen to receive applications which seek to deliver against it. This is not a guarantee of an award; every project is considered on merit.

Further, community action planning is an iterative process; the Glenkens & District CAP is intended to be a living document, within which the detail of delivery under each thematic area will change over time. Therefore, it should be noted that the Fund is not (and therefore applicants are not) constrained to only supporting projects which deliver specifically against the current 'outline options for implementation' in the CAP but will support a wide range of activities which move the community towards the goal(s) outlined at thematic level.

It is also recognised that there will be projects which can demonstrate tangible community benefit but do not align closely with the Action Plan content and may possibly in exceptional circumstances find they do not fit with any of the Fund Priorities. In this situation, potential applicants will be encouraged to discuss their project with Foundation Scotland in the first instance.

Further, as highlighted above, GDT is mindful that communities who did not participate in the Glenkens & District action planning process have set and documented their community's priorities in other ways. Trustees are confident that the agreed Fund priorities are sufficiently broad to also support the priorities of Carsphairn, Glencairn and Dunscore and will not disadvantage organisations in those communities when applying to the Fund. On the contrary it would encourage groups across the area to communicate and seek to share expertise and learning from their community action planning processes as the majority of priorities are shared across the whole area.

The Fund's four priorities are to support activities across the area of benefit as follows:



### **Priority 1: A Connected Community**

This will support activity which helps us to become more connected, for example through projects which promote effective communication, collaboration, sharing of information, skills and assets and which bring people together.

### **Priority 2: An Asset Rich Community**

This will support activity which aims to make best use of our assets - people, the natural and built environment – and sustaining them for the future. For example this could include affordable housing or energy efficient community spaces; opportunities for young people which support their development; projects which enable people to share skills, knowledge or heritage; supporting biodiversity or improving access to the landscape.

### **Priority 3: An Economically Flourishing Community**

This will support activity which maximises our ability to flourish economically; for example, ensuring equity of access to services, training and opportunities; and focusing on sustainable best use of local skills and resources such as tourism, food and farming.

### **Priority 4: A Carbon Neutral Community**

This will support activity which supports communities to become carbon neutral. For example, through developing initiatives which seek to reduce carbon footprint such as the production of local energy plans, sustainable transport initiatives, energy efficiency measures, renewable energy initiatives and zero waste projects).

*These examples are not intended to be exhaustive. If applicants are unsure as their fit with the Fund, they will be encouraged to seek advice from Foundation Scotland.*

## **4 Approaches We Encourage**

The Glenkens & District Wind Farm Community Fund is an exciting opportunity for our communities. As well as using it to improve our communities through specific projects or activities linked to the priorities noted above, we also want to use it as a springboard to improve how community groups plan and deliver projects and how we can work together more effectively across the area as a whole.

We encourage applicants to show that they have considered some of these approaches in an appropriate and proportionate way relative to their project. Some examples are detailed. Not all of these will be relevant to every application and they



are not mandatory. Certainly we don't want applicants to force them into their application. But where one or more can be reflected or integrated into project plans and delivery, it will help GDT prioritise proposals if there is competition for funding.

For the purposes of clarity we are using the term 'criteria' in the Application Form to identify these 'approaches.'

**Partnership working:** Some groups already collaborate and share ideas and resources. We want to encourage groups to explore if delivering their project or services in partnership with other organisations / groups could add value (financial, capability, or other). This could involve collaborating with other local groups or working with voluntary, private or public sector agencies that operate at local, regional or national levels.

**Geographic breadth of impact:** We appreciate and respect that some activity is very place based and delivered to a specific group, perhaps tied to a particular place. However, where possible, we want to encourage people to consider if their project or activity can link with or reach to other parts of the Fund's area of benefit. We do understand that some of the communities are more on the fringe of the area of benefit so appreciate this kind of linking may be less likely. But we do want groups to consider the feasibility of extending the geographic breadth of impact of the project or to explain where this is not a realistic or feasible option

**Building skills, knowledge & understanding:** We want to encourage the applicant to consider opportunities to build the skills and knowledge of group members or other local people, associations or organisations connected with the project. This could be formal or informal or through some form of mentoring activity, peer support or buddying scheme, or any other learning or development opportunity that could be created through the funding applied for.

**Being imaginative:** The Fund can support established activity but if people have ideas to try different things, we want to encourage that. Whether it's trialing a new event, running a service differently or reaching new people in different ways, we don't want our communities to be limited by what they have known until now. We want them to think ambitiously and creatively, especially where people have new ways of solving old problems and we are prepared to take some risks if proposals come forward that challenge us all to think or operate differently. (We also recognise that some things are working well but may need some support. So if it's not broke - don't fix it!)



**In it for the long term:** We want to encourage applicants to take a long-term view of their project. So when an application is for recurring activity (e.g. rental of a space, an annual festival, ongoing running costs for a club), we may encourage the applicant to give some thought to how that the activity might become more sustainable at some point in the future. This might be, for example, through transition to volunteer delivery, charges to beneficiaries (balancing this against issues of affordability), some other form of trading (goods or services), or a service delivery contract (e.g. with the local authority). Nonetheless it is recognised that the population and demographic of the area does mean that some things are not sustainable without external funding and will always be grant dependent. If so, it will be important for an applicant to explain why this is the case. We want to avoid an over dependence on monies from the Fund and therefore actively encourage all groups to look at other potential funding sources to ensure we get the best long-term benefit from the funding.

**Respecting and caring for our local environment – for ourselves and future generations:** We recognise the importance of protecting our environment and that our actions as citizens and participants in community life can contribute to the growing climate emergency we all now face. We encourage groups to consider where and how their own activity or project can contribute, even in a very small way, to combatting this emergency. This may for example mean, encouraging car sharing if volunteer travel is involved, looking to transition to low carbon heating or encouraging discussion within the group’s management committee about carbon reduction measures relevant to them as a group or the wider service or project they oversee.

**Leverage/ match funding:** We want the Fund to help bring in additional income into our communities. So where groups can, we encourage them to try and use grants from the Glenkens & District Wind Farm Community Fund to lever in further funding to help them deliver projects. This might be through local fundraising activity, other grants, loans or crowdfunding. Match funding is not mandatory, but we would hope that those applying for higher value grants will be able to demonstrate that other funders are contributing to the total project cost or bids are in progress.

**Procuring smartly:** Where possible we encourage applicants to work with suppliers of goods and services local to their area. The definition of ‘local’ will vary depending on the goods/services in question. In some cases it could be taken to mean suppliers located within the Fund Area of Benefit (the ten communities) but in others a more regional reach may be more appropriate.



## 5. Fund Distribution

Distribution plans for the following year/s will be informed by experience, learning and the output of the Community Action Plan.

The Fund is currently distributed as follows:

### 5.1 Direct grant-making by Community Councils

This is a **'small grants' allocation** to each Community Council for localised distribution. The arrangement currently provides:

- £2,000 each to the Community Councils of Balmaghie; Carsphairn; Corsock & Kirkpatrick Durham; Crossmichael & District; Dunscore; Glencairn; and Parton;
- £3,000 each to New Galloway and Dalry, as the signatories to the original Windy Rig agreement (£2,000 allocated from Blackcraig and £1,000 allocated to Windy Rig)
- £4,000 to Balmaclellan Community Council, as the Blackcraig Wind Farm host community

How the funds are used is at the discretion of each Community Council, as long as the purposes are within charitable objects. Each Community Council will report annually on its expenditure to Foundation Scotland. GDT has a role in reviewing the monitoring and reporting will be incorporated into the annual report on Fund activity prepared by Foundation Scotland.

As noted above, the Community Councils will be able to utilise this funding charitably, however each sees fit. Some may have one or two larger 'shovel ready' projects – others may opt to run local grant-making schemes, akin to Foundation Scotland's model 'micro grant' scheme and for which details can be shared with interested CCs.

The Community Council will be asked, if advertising the funds, to name them following this convention: <Parton> Community Council Glenkens & District Small Grant Scheme.

### 5.2 Development Funding

Trustees have the option to designate monies from the Fund for particular priorities and has used this in the past to create a protected budget for community action





planning spending priorities. Before each funding round Trustees will consider whether funds should be designated for any specific purposes and therefore taken out of the balance available for open grant-making. If funds are designated this decision will be recorded and this information made publicly available.

Designated funds can be used to provide grant support or commissioning. Applications for grant support from any protected budget is treated in the same way as any Community Fund application.

Commissioning, in the context of Glenkens & District Community Fund, can be defined as using community benefit monies to acquire services or works in order to meet evidenced community needs or priorities. The services or works can be commissioned in a range of ways:

- by an open tender process (whereby potential contractors set out how they would deliver the service and what the costs would be);
- by inviting proposals from a selected number of potential contractors (closed tendering, such as the 'three quotes' approach frequently used in grant awards); or
- by identifying a single provider in a non-competitive process, which is also legitimate, as long as the process is transparent.

Providers of services can be private sector, community organisations, charities or social enterprises; as long as the commission has charitable purpose, in line with GDT's own objects.

Commissions under the Development Funding mechanism must be clearly based on an evidenced CAP priority and be in alignment with the Fund Strategy. Other criteria for community led commissioning include one or more of the following:

- There is no local body in a position to deliver a sought service or activity, commissioned or otherwise, and so help from outwith the area must be proactively sought
- There is no body (local or otherwise) likely to spontaneously seek a grant funding to deliver a service/activity identified as a CAP priority
- Specialised/expert input is required
- Commissioning work might positively move forward a challenging situation for the community



### 5.3 Main Grants Programme

An **open grant-making process**, with advertised funding rounds widely promoted across the Fund area. This will be called the 'Main Grants Programme'.

The Main Grants Programme will operate on two rounds per year, a spring round and an autumn round.

Proposed dates are as follows:

<b>Fund Year (1<sup>st</sup> June – 31<sup>st</sup> May)</b>	<b>Autumn deadline</b>	<b>Decision</b>	<b>Spring deadline</b>	<b>Decision</b>
2024-2025	30/09/2024	26/11/2024	10/03/2025	27/05/2025
2025-2026	TBC	TBC	TBC	TBC

As already stated, the funds allocated will be allocated on merit and this could result in less than the full annual allocation being awarded, depending on the nature of the applications. Any balance will be carried forward for future rounds of funding, with dates to be set on a discretionary basis.

For a standard award the **minimum grant** that can be applied is £500 and a maximum of £25,000. This **upper limit** will be reviewed annually.

Multi-year grants may be awarded covering more than one year (whereby a repeat activity such as a salary or a rental cost comprises part or all of the grant). This is called a 'multi-year' grant. Multi-year grants will usually be provided for up to three years with a maximum award of £25,000 per year of support sought. Grants made at the upper end of this award level, £75,000, are exceptional.

There is a two-stage application process for large grants of £25,000+. An initial enquiry form must be completed, which is available on the Fund web pages. Enquiries can come in at any time. The Board will review enquiries at the next Board meeting and agree whether to invite a full application to future rounds.

Funding rounds will be advertised in advance, so groups have the opportunity to plan. Potential applicants can seek **one to one information sessions** by phone or on online with Foundation Scotland, which will provide opportunities for groups to learn more about applying to the Fund and to support applicants in completing the forms.



Applicants will apply through **a single, common application form**. The Fund Administrator, Foundation Scotland, will receive and assess all applications and supporting materials, based on eligibility and fit with scheme criteria. This will involve a follow-up telephone call from a Foundation Scotland Fund Adviser. The call is an important due diligence step to enable us to be satisfied on the capabilities and experience of the applicant organisation as well as gathering and clarifying project specific information relevant to the application. Drawing on the application, supporting material, subsequent phone call with the applicant, and potentially referees as well, Foundation Scotland will then compile an objective appraisal of the application, forming a detailed written report which will be considered by GDT to inform its funding decisions. GDT will be advised of all applications received including those not eligible.

Groups are not prohibited from submitting more than one application in any round or including more than one project in a single application. However groups are expected to be aware of the many other groups and organisations in the area, of varying types, scale and capacity, competing for support from the Glenkens & District Wind Farm Community Fund. If more than one application is made, or where more than one project features in an application, the organisation may be asked to confirm the priority order of the applications or projects to facilitate decision making by GDT.

There may be cases where **an emergency situation** arises that affects the community – or parts of it - and which GDT wishes to respond to, for example if there is storm damage to a community facility, or the Covid response funding made available in 2020.

GDT may choose to provide some assistance by way of a grant or donation to a group with immediate and critical needs and/or to intermediaries with the infrastructure to provide the support. Such instances will be dealt with on a case by case basis.

As the twice-yearly Fund application deadlines have been set 18 months in advance since early 2022, there is now an increased expectation from GDT that local organisations will have taken these deadlines into account when planning their funding strategies. Non-emergency applications from groups which simply missed a deadline will not be considered for out of cycle funding. **Applicants should first contact Foundation Scotland to discuss.**

#### **5.4 Targeted/strategic award-making**



Strategic, or targeted grant-making, is designed to develop Fund grant-making from a traditional open reactive grant-making process, without the specificity of commissioning but still ensuring accountability and transparency for the communities the awards are designed to benefit. In the context of a robust Community Action Plan, there is scope for this type of grant-making to be used as Fund arrangements mature.

The Fund criteria outlines the preference for longer-term approaches and GDT's stewardship of the Fund includes an aspiration to try and use the funds in such a way that leverages other and longer-term benefits, particularly in the current context of a relatively limited budget and rising project costs, which creates sharper focus on maximising the impact of the money available.

Related to this, in the medium to long term the Trust plans to develop an approach to providing proactive support for key anchor organisations which leverage in significant other funding, build capacity and provide stability to the local eco-system of smaller grassroots and start up initiatives. This is in recognition that this type of organisation can create broad and deep impact in the delivery of their core functions, and that the stability of these 'anchor' organisation is a foundation on which other community activity relies.

Progress with the identification and selection of these organisations and any related changes to fund arrangements will in due course be reported back to Members and on the GDT website, to ensure transparency and accountability.

## **5.5 Education & Training Fund**

In 2022, GDT introduced an Education and Training Fund to the Fund structure and designated a budget for this purpose. The Glenkens & District Education and Training Fund has a separate Fund framework. The Fund has been successful; GDT will review the sums allocated to the Fund in 2023-2024.



## 6 Eligibility

Awards can support **a wide range of costs and activities** including equipment costs, staff or sessional worker costs, consultations and feasibility studies, maintenance or refurbishment of community facilities, and so on. Activities funded (including capital and running costs) must be consistent with **recognised charitable purposes** as set out in the Charities and Trustee Investments (2005) Act Scotland<sup>3</sup>.

To be eligible to apply to the Main Grants programme, applicants must:

### Management Committee

- There must be a minimum of three unrelated persons on the management committee or Board. This is to ensure that the group has a range of perspectives and experiences and is not dominated by the interests of a single family or similarly connected individuals.
- For the same reasons, the majority of the management committee or Board members must be unrelated.

### Governing Documents

- The organisation has charitable purposes, and these are described in the governing document.
- The governing document includes suitable restrictions on the disposal of assets under the organisation's control (a charitable 'asset lock') and its management committee or board members' remuneration. It should feature:
  - A charitable dissolution clause (or 'asset lock') stating that on winding up the organisation's net assets must be put towards a similar charitable purpose(s) to that of the organisation (which may include a named charitable organisation with a similar charitable purpose).
  - Suitable restraints on the provision of benefit to individuals. Assets should not be distributable to, or otherwise used for, the benefit of members or individuals beyond that which can reasonably be considered charitable.
- The quorum for the management committee or Board meetings is referred to in the governing document and is at least three unrelated members present.
- If the governing document allows for the remuneration of any Board or management committee members (for example, if the lead member of staff is

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<sup>3</sup> See <https://www.oscr.org.uk/guidance-and-forms/meeting-the-charity-test-guidance>



also a Board Member), then the organisation must comply with OSCR's guidance<sup>4</sup> on this. The Fund requires the following:

- The organisation's governing document must allow for only a minority of those on the Board or management committee to be remunerated for their services (as Trustees/Board Members/committee members or under contract).
- None of those who are remunerated as such should be involved in decisions about that remuneration.
- Provision of information on the nature of the services to be provided in relation to the remuneration, level of remuneration and evidence of how this was agreed and by whom.

### **Accounts & Financial Procedures**

- The applicant must be able to supply the latest set of accounts. However, if the organisation is less than 18 months old, accounts are not required. Please note, abbreviated or micro-entity accounts are not accepted.
- The organisation name on the accounts must match the name on the governing document and bank account.
- Financial transactions are required to be either authorised (before payment) or checked (after payment) by another person independent of the person initiating the payment.
- None of the appointed account signatories can be related. This is to act as a safeguard against fraud or misuse of charitable funds under the organisation's control.

### **Safeguarding**

- If the organisation's core work (as stated in the governing document), or the project for which funding is sought includes or is likely to include work with children and/or vulnerable adults, the organisation must have an appropriate Safeguarding Policy and Procedures setting out how the policy is implemented in place. This must, as a minimum, cover the following:
  - Recruitment and selection of employees and volunteers
  - Employee and volunteer induction and training in safeguarding
  - Safe arrangements for all work involving vulnerable adults/children and young people, including procedures for responding to and reporting abuse or suspected abuse

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<sup>4</sup> <https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/remuneration-paying-charity-trustees-and-connected-persons/>



- Contact details, including at least one nominated Safeguarding representative.

## **Policies**

Applicants are expected to have adopted or be developing other policies and procedures appropriate to the organisation's size and nature and in line with any legal requirements. For example, a Volunteering Policy and/or Equal Opportunities Policy.

## **Applications concerning buildings/physical assets**

- The application will be expected to be able to demonstrate there is a lease in place of sufficient period to ensure there is no risk to any investment made, or that they own the building/asset.
- If the application is for a building or renovation the applicant is required to use Zero Waste Scotland's Energy Efficiency Business Support Service. Their support is completely impartial and free to small and medium-sized enterprises in Scotland, including community groups and charities. In most cases, it will be sensible to take advantage of Business Energy Scotland's free energy efficiency assessment during the planning stages for a project. Applications towards minor building repairs or alterations may be exempt, if in doubt please contact the Fund.
- If the application is specifically towards energy saving improvements for a community building, the applicant must also seek advice from Business Energy Scotland. We will require evidence that Business Energy Scotland has been asked to advise on the suitability of the proposed project and the value for money and carbon savings it offers.
- Business Energy Scotland can also provide access to zero interest loans with cashback grants for some energy saving measures. We expect applicants to explore whether they are eligible for this funding before any application to Glenkens & District Wind Farm Community Fund.

## **Funding for overheads:**

*Direct project costs* are all the costs clearly and directly incurred as the result of a project. *Overheads* are costs which are necessary for an organisation to operate, but do not relate specifically to just one project. These are sometimes also referred to as indirect, core, central or support costs.

The Fund will support contributions to overheads on the basis that these are a necessary cost and often form an important part of successful delivery. However,



where these are requested as part of a project-based application the applicant must ensure there is a clear rationale behind how the sum was calculated, and during assessment applicants may also be asked about other funding sources for these costs, to avoid any risk of double funding.

*Full cost recovery* is an approach to securing funding for all an organisation's costs where all overheads are shared proportionately across the organisation's different projects. If an organisation is choosing to use full cost recovery, applicants may be asked to demonstrate their calculation on a full cost recovery spreadsheet supplied by Foundation Scotland, depending on the scale of the award sought.

### **In kind costs:**

Applicants may provide commentary on any 'in kind' contributions their organisation is making towards a project in any application made. However in kind contributions should not be included in any application project budget table with a financial value placed against them. In kind support put in a project budget may be noted, but it will set aside when an assessment is being made of the financial position of any project seeking support.

The Fund **cannot support** the following types of activity:

- The advancement of religion or politics (including requests to support the core activities of religious or political groups).
- Activities understood to be the primary responsibility of statutory authorities (including teaching equipment in schools). Whilst schools cannot be funded, Parent Teacher Associations / Parent Councils can apply if they are appropriately constituted.
- Organisations or groups with unduly restrictive membership criteria and/or where the committee or board is not elected by, or otherwise accountable to, a wider group of people.
- Grants to individuals or unconstituted groups (other than through the discretionary Community Council schemes and where that grant provides community benefit) or grants to private for-profit businesses.
- Projects primarily benefiting residents outwith the area of benefit.
- Activities contrary to the interests of Glenkens & District Wind Farm (Scotland) Ltd, The Glenkens & District Trust or Foundation Scotland, or likely to bring any of them into disrepute.
- Anti-renewable energy/anti-windfarm activities;
- Retrospective funding (i.e. paying for costs incurred before a decision on an application to the Fund is made).





- The repayment of loans or payment of debts.
- General fundraising appeals or activities
- Trips abroad
- Costs directly related to the sale of alcohol, including but not limited to the refurbishment of a bar area

Further detail on some of these points is provided below:

There is sometimes confusion around **support for community activity connected with religious groups**. The Fund will not support activity that promotes the advancement of religion. However, grants can be made to religious organisations for non-religious activity that benefits the wider community without excluding anyone on religious grounds. For example, it can fund improvements to a hall owned by a church and accessed by various groups beyond the organisation's own specific congregation alone, and where religious affiliation or practice does not present a barrier to groups wishing to use the facilities. The service or facility in question should be widely promoted to other groups (non-religious or of other religious affiliation) and/ or already accessed by these.

Funds will not normally make grants towards the construction, alteration or restoration of buildings or associated features whose primary purpose is worship, e.g. replacement of stained-glass windows in churches. An exception may be made where there is significant heritage or other community benefit to doing so, such as improvement to the visual appearance of the village/ town and its tourism potential.

Another area that can be challenging is where and how an existing or proposed project may **overlap with statutory provision**. Determining whether applications are additional to statutory provision can be difficult, whether funding is sought by either statutory authorities (such as local authorities, schools, health or emergency services) or by a community group. As part of the assessment process, Foundation Scotland will consider on a case-by-case basis whether any proposed project is additional to statutory provision and will report on their findings in the assessment report that is provided to GDT.

GDT wants to encourage applicants to **work in an inclusive way, in line with equalities legislation** – and that they can demonstrate how they do this.

This means that:

- Access to activities or services should not exclude beneficiaries on the grounds of age, disability, race, religion or belief, pregnancy and maternity, marriage



and civil partnership, sex, sexual orientation or gender reassignment (known as “protected characteristics” under the Equalities Act 2010) unless this can be justified (see below). It also means that applicant groups should seek to remove any barrier to participation and it should be possible for anyone in the intended beneficiary group to find out about the activity or service. Ideally, the activities/services should be widely promoted within the community or specific interest groups. Potential further barriers may be: physical (e.g. accessibility of the venue); financial (e.g. relating to any charge or transport costs); geographical (relating to transport availability / journey time); psychological (e.g. to do with confidentiality); cultural, language or literacy barriers.

- Similarly, the organisation’s membership criteria should not exclude any individual on the basis of protected characteristics, unless this can be justified (as below). In addition to equalities considerations, organisations that welcome a diverse range of interests and perspectives may bring in a wider set of skills and experience, innovation, and/or engage new sections of the community.
- Where an organisation restricts membership and / or access to its services or activities to people who share one or more of the protected characteristics (e.g. by gender), the GDT may only consider an application for funding if it is clear that excluding other individuals is objectively justified, or is done to prevent or compensate for disadvantage linked to the protected characteristic. For example, it may be justifiable to have membership and/or access to a service restricted to women only if a mixed gender environment would act as a barrier to their participation, or to restrict membership to parents / carers of children accessing a service if unrestricted membership could pose a risk to children.

Supporting **activity that takes place outwith the area of benefit** but which benefits or involves those living within it is another factor that may be an issue for potential applicants. GDT acknowledges that those living in the Fund area do make use of facilities and services outwith the area. GDT wishes to allow those organisations providing services or activities outwith the Fund area of benefit to apply to the Fund where they can demonstrate that the service or activity in question does (or will) primarily benefit people living in the Fund area. Where this is the case, there will be an expectation that the proportion of the project costs funded will not normally exceed the proportion of beneficiaries from the Fund area. Applicants will be expected to have systems in place to allow them to identify and report the number of beneficiaries from the Fund area.



## 6 Value for Money

All applications will be expected to follow the Fund guidance on Evidencing Value for Money. This covers the number of quotes required at differing item/budget line levels and the expectation that applicants will manage any conflicts of interest when procuring services or goods.

In rural settings such as the Glenkens & District area of benefit, it is recognised that procurement can be more challenging. There may be fewer suppliers for some types of services and goods, and this is considered at assessment.

As highlighted on the application form, for item costs of between £301 and £3,000 at least one quote or reference to a catalogue cost is expected. For item costs over £3,000 at least three quotes or references to catalogue costs are expected. For budget lines over £30,000 it is normally expected that an open procurement tender process will have been followed. For single item purchases, three quotations remain acceptable.

Full information is set out at <https://www.foundationscotland.org.uk/apply-for-funding/help-for-applicants/evidencing-value-for-money>

## 7 Future Distribution

Over time other methods described below may be developed and implemented as needs and/or opportunities arise and as agreed by GDT.

- **Participatory Grant-making**

This is a form of competitive grant-making that involves a larger number of local people having a direct say on which proposals receive funds through a voting process (either on-line or at a public event). Proposals must however still meet with the Fund's purposes and with basic eligibility criteria, so will need to be screened beforehand.

Individuals may have experience of other participatory budgeting initiatives. Approaches vary, including presentations by applicant groups to an audience who then vote on the same day at said event or via online voting or again in person at a drop in event where applicants had stalls.



## 8 Evaluation and Review

Evaluation of funded activity is important to show how the Fund is making a difference and so that GDT and other stakeholders learn lessons for the future, informing Fund reviews.

All applicants will as part of their application be asked to select up to four outcomes that they think best describe what their funded activity will achieve. These outcomes are linked to the UK Community Foundation Impact Framework, and have been mapped to align as closely as possible with the Fund priorities. If the applicant is successful they will then be asked to choose some indicators which provide some measurement of the chosen outcomes. These will be reported on, as part of the completion report.

All funded projects are required to submit a completion report to Foundation Scotland identifying the project's impact. The completion report invites the group to share how the project went and what has been achieved. We will be asking for some feedback and the extent to which the project has made a difference in any of the Fund's main change areas. This will be both quantitative and qualitative information.

Foundation Scotland will produce a Fund annual report showing projects funded, as analysed by outcomes etc. The report will also contain a selection of case studies which capture impact and lessons learned.

The wind farm owner, GDT and Foundation Scotland will keep the arrangements for delivering community benefit under review. At a later point an external evaluation may be commissioned to help evidence learning and impact in the Fund's initial phase.

## 9 Promotion and Communications

A successful Fund requires clear and ongoing communication, for example about what will be supported, how to apply, what has been supported, and the success and learning of funded projects.

GDT and Foundation Scotland work together to ensure the Fund is promoted across the area of benefit and information about awards and the difference being achieved through them is widely shared. To this end a Communications sub group meets on a monthly basis to plan communications activity.

This will include using local print newspapers (particularly the Glenkens Gazette and Galloway News) and social media as much as possible, alongside creating an annual



report to summarise and celebrate the work of the Fund. Outreach events will provide an opportunity for prospective applicants to discuss their project ideas with Foundation Scotland and GDT.

In addition GDT, when restrictions allow, will look to run at least one annual event that can bring awardees together to share project progress and potentially identify new opportunities for collaboration. Groups being offered awards will be required to commit to attending that event if invited.

The Fund has a dedicated page on Foundation Scotland's website and its own social media presence on Facebook using the handle **glenkenstrust**. The Glenkens & District Trust now has its own website containing corporate information at [www.glenkenstrust.org.uk](http://www.glenkenstrust.org.uk). This will link directly through to the Fund information so as to ensure information remains current. The Foundation Scotland fund page can be found at: <https://www.foundationscotland.org.uk/apply-for-funding/funding-available/glenkens>

The Fund Strategy will be available to download. Applications are made through an online process. A Word version of the application form is available on request. Hard copy materials are no longer be provided, a change which was catalysed by Covid-19 restrictions but which will be maintained for environmental and practical reasons. Applicants are required to have an email address and Foundation Scotland will send written material by email. In exceptional cases hard copy letters and accompanying documentation will be issued.<sup>i</sup>

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<sup>i</sup> Blackcraig Community Fund Strategy V5 Approved September 2023