

Ballantrae Community Fund Fund Framework

1. Purpose of this Fund Framework

The purpose of the Ballantrae Fund Framework is to set out the Fund's priorities and the processes by which funding will be made available. This Framework is written in response to changes in the Fund, which have been agreed since the September 2023 Fund Review, and to capture these in a single document.

The Fund Framework will:

- Provide clear messages about what the Fund supports and how it operates;
- Outline different ways the Fund can be accessed by the community;
- Show how the Fund fits priorities outlined in the Ballantrae Community Action Plan 2024-2029.

The Framework has been developed by the Ballantrae Fund Panel in conjunction with Foundation Scotland and will be reviewed at regular intervals to ensure it continues to meet the evolving needs of the community.

2. Background

Ballantrae Community Fund is funded by ScottishPower Renewables community benefit fund from its Glen App Windfarm in South Ayrshire. The Fund supports projects located within or directly benefiting the Ballantrae Community Council area.

The overall value of the fund is currently around £65,000 per annum. This amount is RPI linked so fluctuates each year.

The Fund is administered by Foundation Scotland, an independent grant-making charity, under a services agreement with Ballantrae Community Council.

The Fund makes four rounds of awards per year (see 4.2.2). The amount awarded in each round depends on the nature of the applications received.

The decision-making body for the Fund is Ballantrae Community Fund Panel, which comprises people who live in the area, including at least two members of the Community Council and up to ten other community members.

3. Making a Difference

Fund Purpose

The fund supports projects located within or directly benefiting the community of Ballantrae, geographically defined by the community council boundaries. Grants

from the Fund can support a wide range of costs and activities including equipment costs, running costs for local groups, staff or sessional worker costs, consultations, maintenance or refurbishment of community facilities.

Fund Priorities

The Fund priorities reflect the Panel's input into the 2023 Fund Review process, along with the priorities identified in the Ballantrae Community Action Plan 2024 – 2029. These following themes are outlined as priorities:

- 1) Working and Learning - to develop a local economy, including developing a visitor economy, underpinned by upskilling the workforce.
- 2) Good Local Infrastructure- to prioritise protecting and enhancing local facilities and spaces.
- 3) Affordable Housing for All Ages - to ensure there is accessible and affordable housing for people at all stages of their lives.
- 4) Getting About Easily - traffic and road safety will be a focus to create a safer place. To invest in walks and cycle paths and better transport to enhance connectivity within the community and across the region.
- 5) Care and Wellbeing - to work towards being a place that looks after its own and has good health and care for older people.
- 6) Things to Do - to create events and leisure activities to make Ballantrae a vibrant place to live.

While the Panel will give priority to projects linked to the above themes, they will also consider applications for other projects which will benefit Ballantrae and the surrounding area. If applicants are unsure about their fit with the Fund, they will be encouraged to seek advice from Foundation Scotland.

4. Fund Distribution

Following feedback from community representatives and applicants, as well as input from the Fund Review, new ways of distributing the fund have been introduced. The Fund is currently distributed as follows: microgrants of up to £1,000 available from the Community Council to individuals and groups; the Community Fund, which makes small grants of £1,001 to £5,000 and standard grants of £5,001 to £25,000; and the Education & Training Fund which awards bursaries for individuals of up to £2,250 over three years.

Funds are 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 is carried forward for future rounds of funding.

4.1 Direct Grant Making by the Community Council

Ballantrae Community Council operates a 'microgrants' scheme where it funds local activities that provide community benefit. These activities must be charitable.

Individuals, informal non-constituted groups and constituted groups are all eligible for microgrants. Individuals may be supported up to the level of £250 and groups to the level of £1,000. Where an informal non constituted group is seeking funds, an individual or a host organisation can apply on their behalf.

Constituted groups should not use the micro-grants scheme to circumvent applying for grants through the main fund, for example through submission of multiple micro-grant applications for the same activity within one year.

Written guidance for applicants is available from the Community Council directly.

Microgrant applications are decided during Community Council meetings, which are open to the public. During these discussions, anyone connected to the application is asked to leave the room. Award decisions are included in the meeting minutes that are posted on the Ballantrae Community Council Facebook page, Ballantrae website and in the Doctors surgery.

The Community Council ask for the small grant to be recognised in adverts etc by anyone who receives funds. Distribution by the Community Council is reported to the fund donor as part of the annual reporting process.

4.2 Community Fund

The Fund Administrator, Foundation Scotland, will receive and assess all applications and supporting materials, based on eligibility and fit with Community Fund criteria. This will involve a follow-up telephone call, or occasionally an email, from a Foundation Scotland representative. The call enables Ballantrae Community Fund to be provided with information about 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 and subsequent phone call with the applicant, Foundation Scotland will compile a detailed written report which will be considered by Ballantrae Community Fund to inform its funding decisions. Ballantrae Community Fund is advised of all applications received, including those not eligible for funding.

Groups can submit more than one application in any round.

4.2.1 Small Grants

It was agreed at the Fund Review in September 2023 that lower value awards will use a different application form to the standard grants programme. Small grants are now applied for on a 'light touch' application form. Small Grants have the same set funding rounds as main grants. Decisions are made in Panel meetings.

The minimum grant that can be applied for is £1,000 and the maximum £5,000.

4.2.2 Main Grants Programme

Main grants are applied for on a standard application form, with set funding rounds widely promoted across the Fund area.

The minimum grant that can be applied for is £5,001 and the maximum £25,000.

The small and main grants programmes operate on four rounds per year. Application deadlines are usually in January, April, July and October, with decisions made in March, June, September, and December. Funding rounds are advertised in advance, so groups can plan. Grants may be awarded covering more than one year (eg for annual activities or on-going costs). This is called a 'multi-year' grant. Multi-year grants will usually be provided for up to three years.

Applicants can get information and support by phone or online from Foundation Scotland, which will provide opportunities for groups to learn more about applying to the Fund and to support applicants in completing the forms.

4.2.3 Out-of-Cycle Funding

There may be cases where an emergency situation arises that affects the Ballantrae community, which Ballantrae Community Fund wishes to respond to, for example the response to extreme storm damage or the Covid response.

Ballantrae Community Fund 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 quarterly Fund application deadlines have been set in advance there is an expectation that local organisations will have taken these deadlines into account when planning their funding strategies.

However, the Panel have agreed that if a project is time-sensitive and cannot wait until the next panel meeting, they may decide on out-of-cycle applications by email. This will only be allowed in some circumstances and will not be considered for applications from groups which simply missed a deadline. If a decision cannot be made by email, a meeting may be called.

4.3 Education and Training Fund

The Ballantrae Education and Training Fund is funded through the Ballantrae Community Fund with funds from SPR. The Education and Training Fund has been established to support Ballantrae residents to access education and training.

The Education and Training Fund was established in December 2022, with the Panel's approval. The Panel agreed initially to provide £10,000 to the Education and Training Fund, and has since provided an additional £10,000. The first applications to the Fund were received in January 2023. £12,849 has been awarded to date.

This fund provides bursaries of up to £2,250 over a three-year period to residents of the Ballantrae Community Council area to help them access training and education opportunities that better equip them with the range of skills needed to enter or retain employment.

Fund Priorities

Individuals over the age of 18 may apply to the Fund. Priority will be given to people between the age of 18 years – 25 years.

Priority will be given to courses that lead to formal/recognised qualifications (and with SVQ ratings), however other courses will also be considered where the applicant can demonstrate how the skills and knowledge gained will realistically support them in securing or retaining a job, or in setting up their own business.

Industries which will benefit job retention in the area, including hospitality, construction, transport/logistics and motor maintenance, tourism, forestry and timber technologies, rural development, agriculture (including crofting), environmental conservation, health and social care benefiting the local community will also be prioritised.

Supporting activities

Bursaries can assist individuals to undertake a further education or training course or apprenticeship. Awards can cover costs that are directly related to attending a course or apprenticeship, including:

- Course fees, where costs cannot be waived or funded through other means
- Study aids and equipment e.g. laptops, software, stationery - up to £500
- Technical aids/equipment e.g. specialist clothing relating to the course, tools, other specialist equipment - up to £500
- Travel e.g. bus, train or petrol
- Accommodation costs
- Support towards costs relating to sitting a driving test - up to £300
- Support towards advanced driving course for rural driving only - up to £300

Maximum grant levels are as follows:

First time applicants / Year 1 of award or short course: up to £1,000 per year

Second time applicants / Year 2 of award: up to £750 per year

Any further applications / Year 3 of award: up to £500 per year

An applicant needs to apply every year. There should be no expectation that receipt of a grant award for Year 1 of a course will result in successful grant awards for future years. Each year funding will be ringfenced from the Ballantrae Fund for the Education and Training Fund and priority will be given to first time applicants. Applicants can hold only one grant at any time and will be restricted to receiving up to a total maximum sum of £2,250 over three years from this Fund.

Participation in a wide range of courses can be funded (full or part-time), including Modern Apprenticeships, HGV Licence Training, Foundation Apprenticeships, HNC, HND, undergraduate degrees and post-graduate qualifications (though not PhDs).

Private tuition to support the school curriculum cannot be funded.

Offer letters from employers/colleges should be submitted as part of the application. Bursary payments will generally be paid directly into the individual's bank account in instalments, with payments released once they have submitted a form confirming sufficient attendance or achievement of agreed milestones over the previous year / semester. Where awards relate to course fees, payment may be made direct to the course provider if appropriate.

Those receiving bursaries will be expected to provide a written summary of the skills and knowledge they have gained as a result.

Grant making Process

Applications are submitted to Foundation Scotland on a rolling basis. Applications are assessed by Foundation Scotland, which will include confirmation about the applicant's residency, course, and eligibility of costs. The applicant may be contacted for additional information. Foundation Scotland will make a decision about the application, within eight weeks of submission, and will advise the applicant. The applicant can view the grant and fulfil conditions through the grant portal.

Information on grants, presented to the Panel, will be anonymised to ensure that there is no breach of data under GDPR's.

Eligibility

Applicants for bursaries must be individuals:

- Taking an education or training course to improve or gain new skills linked to employability (including re-training for a new role or retaining their current role) or thinking about applying for one.
- Living within the Ballantrae Community Council area.
- Who could benefit from financial support to help them attend and/or study (although applications won't be means tested and personal circumstances will only be taken into account in the event of high demand once applications had been assessed).

Exclusions

Awards can only support activity that is charitable in nature. The Education and Training Fund cannot support the types of activity that are excluded as 'Common Exclusions', as stated in 'Section 5. Eligibility' below.

The Fund will not support training or equipment that an employer should be providing, or that is necessary for an individual to carry out their current job.

The Fund cannot fund the provision of activities deemed to be the sole responsibility of statutory bodies. This includes delivery of core curricular work in schools.

Students attending secondary school but also college for part of their week are eligible to apply for a bursary. However, the Panel will only be able to consider costs that are not covered by statutory provision, i.e. through the school, the college or the local authority.

Monitoring, Evaluation and Fund Review

Foundation Scotland will use a monitoring procedure to ensure grantees provide feedback about the difference their grant has made / is making.

The Panel, with support from Foundation Scotland, will review the performance of the Fund annually. A more extensive review will take place every five years.

5. Eligibility

Awards from the **Community Fund** 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, core costs 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 Scotland¹.

While the Panel will give priority to projects linked to the Ballantrae Community Action Plan 2024 - 2029 Priorities, listed in section 3 above, they will also consider applications for other projects which will benefit Ballantrae and the surrounding area. Ballantrae Community Fund will allow organisations providing wider area services or activities to apply to the Fund where they can demonstrate that the service or activity in question does (or will) benefit people living in Ballantrae. 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.

To be eligible to apply to the Small and Main Grants programme, applicants must be able to comply with the standard eligibility criteria. Applicants should ensure they have read these before starting an application.

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.

¹ See <https://www.oscr.org.uk/guidance-and-forms/meeting-the-charity-test-guidance>

- 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 Education and Training Fund and Community Council scheme) or grants to private for-profit businesses.
- Projects primarily benefiting residents outwith the area of benefit.
- Activities contrary to the interests of Ballantrae Community Fund, ScottishPower Renewables 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

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.

As outlined in the application form, for item costs between £301 and £3,000 at least one quote or reference to a catalogue cost is expected. For item costs over £3,000 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

In rural settings such as the Ballantrae Community Fund area of benefit, it is recognised that procurement can be challenging. It is acknowledged that there may be fewer suppliers for some types of services and goods. This is considered as part of the assessment and, when less than the required quotes have been received, it is made clear to the Panel in the assessment, that this is the case.

Full information is set out [here](#).

7. Evaluation and Review

Evaluation of funded activity is important to show how the Fund is making a difference. All applicants will, as part of their application, be asked to select an outcome that they think best describes what their funded activity will achieve. 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.

Foundation Scotland will produce a annual report, submitted to SPR, showing projects funded. During the course of the year, case studies which capture impact and lessons learned will also be published.

The Fund was reviewed in 2023. The next Fund review will be delivered by 2028, in line with the Scottish Government's Good Practice Principles for Community Benefit from Onshore Renewables.

8. 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.

Ballantrae Community Fund 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. This will include using the local newsletter and social media, alongside creating an annual report to summarise the work of the Fund.

The Fund has a dedicated page on Foundation Scotland's website. The Main Fund can be found at: <https://www.foundationscotland.org.uk/apply-for-funding/funding-available/ballantrae>. The Education and Training Fund can be found at: <https://www.foundationscotland.org.uk/apply-for-funding/funding-available/ballantrae-education-and-training-fund>

This Fund Framework will be available to download from the Fund pages.

All applications are made through an online application portal. Applicants are required to have an email address and Foundation Scotland will send written material by email. A Word version of the application form is available on request.

9. Terms & Conditions, Payments, and Grant Acknowledgement

Terms and Conditions

All recipients of awards are required to accept terms and conditions for their grant. These are managed by the fund administrator, Foundation Scotland. The Panel may also set additional conditions on a grant, which provides them with additional assurances in relation to the provision of an award. These will always be communicated clearly to the applicant at the point of award.

- Standard organisational terms and conditions can be read [here](#)
- Individual terms and conditions can be read [here](#)

Each year, the fund donor ScottishPower Renewables selects grant awards at random for audit. All grantholding organisations are required to retain evidence of expenditure (invoices and receipts) for the grant they received, for six years.

Payments

Payments will be issued on Ballantrae Community Fund's behalf by fund administrator Foundation Scotland. Grantholding organisations, and individuals, will receive an email from Foundation Scotland with a remittance notice attached to it.

Applicants should ensure they read the email carefully, as it will provide details of the payment and which grant it is for, along with links to terms and conditions and requirements.

Acknowledging Your Grant

Grant applicants should always acknowledge the support of Ballantrae Community Fund in any publicity for, or promotion of, their funded activities.

While the payment remittance for a grant will come from Foundation Scotland, applicants should ensure that grants awarded are ringfenced and acknowledged as being from Ballantrae Community Fund in their annual accounts. This is a condition of grant.

The Ballantrae Community Fund logo is available for download through a link provided in the award notification email.