



**THE GLENGARRY TRUST
APPLICATION GUIDANCE**

Who are we?

The Glengarry Trust is the organisation responsible for distributing community benefit funds from the Millennium Wind Farm (operated by Falck Renewables) and the Stronelairg Community Fund (operated by SSE). The Glengarry Trust has a Board of Trustees who are nominated and elected from within the Glengarry community. The Trustees are responsible for assessing all of the grant applications we receive.

The current Trustees are: Maria MacRae (Chair), Catherine MacLennan, Colin Grant, Christine MacLennan, Robert MacCallum and Jane Sutherland. The current Secretary is Anna Cooper who you can contact if you have any queries or need any support to apply at glengarrytrust@gmail.com.

Who can apply?

Funding is available for projects, which are of direct benefit to individuals and groups of people within the Glengarry community council area.

Grants are available to other charities, not-for-profit groups or individuals who **must** have their main activity in or reside in the Glengarry area.

There is funding available for:

- Groups and organisations
- People needing social care support (e.g. those with disabilities or the elderly) to live in the community and who have been assessed as needing specific adaptations to their home by social work services
- Students furthering their education

Grants are available for a wide range of activities including: education, community development projects, arts, heritage, health, sport, the environment and recreation.

The project or activity you are seeking funding for **must not start** until after the grant has been awarded and you have accepted the terms and conditions of the grant. This means that you will need to plan ahead if you wish to make an application for funding. We will make an exception for students who have already started their academic course, given that we only meet four times each year, as long as the appropriate supporting information is attached to the application.

Groups or organisations applying for funding for a project involving children, young people or vulnerable adults must have a policy that explains how you will make sure they will be safe.

What we can fund

Who is applying?	Funding information
A student (further and higher education and post graduate study)	<ul style="list-style-type: none"> • Transport costs (travel to and from place of study) • Books related to course of study • Items of equipment related to course of study • Contribution to student accommodation • Contribution to course fees
An individual who requires social care in the community support	<ul style="list-style-type: none"> • Adaptations to the home e.g. wet room
A non-constituted community group	<ul style="list-style-type: none"> • Applications which have direct and tangible benefit for people living in the Glengarry area
A constituted group or organisation	<ul style="list-style-type: none"> • Capital costs (e.g. resurfacing of road, upgrading buildings) • Revenue costs (e.g. salary costs, volunteer expenses, transport)

For organisations and groups making an application including capital costs, we will require you to explain the rationale for applying to the Trust if we see from your accounts that you already have sufficient funds to cover the project (e.g. that those funds are restricted for use on other activity).

We welcome applications which demonstrate an element of match funding, in particular for larger projects which involve capital funding. However, we are also able to offer full funding for projects and act as a match funder ourselves for applicants applying to other grants if required. Please contact us for advice and support if you have any queries about this.

What we are not able to fund

Please note that we are **unable** to consider applications from the following:

- Individual applicants who do not reside in the Glengarry community council area
- Projects which have already started or have taken place
- Projects which do not demonstrate a benefit to the individual or wider community within the Glengarry community council area
- Projects which promote particular religious or political beliefs
- Projects which do not comply with equal opportunities
- Projects which would replace statutory funding

Funding limits

Who is applying?	Funding limitations
A student (further and higher education and post graduate study)	Maximum of four applications (one per academic year) per person to a limit of £600 per academic year
An individual who requires social care in the community support	Up to a maximum of 20% of the total project cost
A non-constituted community group	A limit of £300 per application for non-constituted groups
A constituted group or organisation	A £5,000 limit per application

Organisations or groups already in receipt of revenue funding can apply for a new project for capital funding within the same year. However, applications for capital projects are limited to one application per year.

Please contact us if you are a charity or organisation who have a larger project in mind to determine if it might be eligible.

What is the application process?

The Glengarry Trust hold meetings to discuss grant applications **four times a year** with the meetings held on the second Monday of June, September, December and March. Closing dates for applications are always three weeks before each meeting on the Monday and the cut-off point is 5pm on that day. Please see the website and posters in the community for the closing dates for 2018/19.

Step 1

Check you meet the application criteria and you understand when the next deadline for applying is.

Step 2

Decide which application form you need to use:

Who is applying?	Form to use
A student (further and higher education and post graduate study)	Individual or Student application form
An individual who requires social care in the community support	Individual or Student application form
A non-constituted community group	Organisations and Groups application form
A constituted group or organisation	Organisations and Groups application form

Step 3

Complete the application form and upload or attach the relevant supporting documentation:

Who is applying?	Supporting documentation
A student (further and higher education and post graduate study)	<ul style="list-style-type: none"> • Evidence of your course of study • Evidence of costs incurred relevant to the application and to the total of the grant awarded
An individual who requires social care in the community support	<ul style="list-style-type: none"> • Evidence of the cost of the project • A rationale for the financial contribution required
A non-constituted community group	<ul style="list-style-type: none"> • Any estimates for the project • If appropriate to the project, a statement or policy on the protection of vulnerable children and/or adults
A constituted group or organisation	<ul style="list-style-type: none"> • A copy of your constitution or governing document • A copy of the most recent audited accounts • A recent bank statement • A minimum of two recent estimates for capital projects • If appropriate to the project, a statement or policy on the protection of vulnerable children and/or adults

If you are not able to use our online portal then please post your application and supporting documents to: Anna Cooper (Secretary), The Glengarry Trust, Tangusdale Cottage, INVERGARRY, PH35 4HP. Paper copies of our forms are available at the Invergarry Post Office (open Monday 9am-12pm and 1pm-4pm and Tuesday to Friday from 9am -12pm).

What you can expect once you have applied

You will receive an email acknowledging receipt of your application. The Secretary may come back to you with further questions or to ask for additional information. Any delays in receiving this may impact the timescale as your application could be deferred until the next quarterly meeting.

How we assess your application

The Trust uses a number of different criteria when assessing your application,, these include, but are not limited to: evidence of need, evidence of good governance (for organisations and groups), if we have all the relevant paperwork from any previous times you have applied and if you have provided the correct supporting paperwork and information within the form. Full details of the assessment criteria can be found on our website (glengarrytrust@org.uk)

What happens if we award funding

Once the meeting is held and a decision is made the Secretary will get in contact with you to explain whether:

- You have been awarded funding,
- Your application has been deferred to the next quarterly meeting, or
- You have been unsuccessful

You can usually expect to hear the outcome of the decision made at the meeting within four working days of the meeting having taken place. You will receive an email explaining the outcome and if the funding has been awarded, you will be asked to confirm by return that you **accept the grant**.

We will then send out **terms and conditions** of the award, which you must sign and return within 14 days. If the grant or part of the grant is being paid upfront then this will be paid by cheque at this point.

It is expected that each applicant will provide **evidence of expenditure** up to the total amount of grant awarded, and we will outline in your individual terms and conditions how we expect to receive this evidence (e.g. in advance of us releasing funding, on an ongoing basis, or at the conclusion of your project). We may provide an expenses claim form, which we will expect to be completed and returned.

All successful applicants will be required to submit a short **completion report** either at the end of the project or the academic year. This will be sent out to the applicant once they have returned their acceptance of the terms and conditions.

We welcome seeing copies of any other supporting information relevant to the completion of your project or academic course alongside our completion paperwork (examples have included photographs, degree certificates and letters from individual applicants).

We would ask that you **publicise the award and the work of The Glengarry Trust where appropriate** and share this publicity with us, and if we wish to use your project or story for our own publicity, we will approach you to ask your permission.

More information about the work of the Glengarry Trust, how we collect and store your data (our Privacy Policy) and the application process can be found online at www.glengarrytrust.org.uk.

