



## **APPLICANT GUIDANCE: Large Project Fund**

From late 2023 Tarbert & Skipness Community Trust, in addition to the annual dispersal of funds, will be able to fund 1 or 2 projects a year to a much higher level, if the Trust has sufficient funds. The Trust welcomes a direct approach to discuss projects that are over £100k, that require a grant of 10-20% to complete a funding package. In exceptional circumstances this might be adjusted.

## **CONTACT DETAILS**

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## **1. INTRODUCTION**

- 1.1 The Large Project Fund (LPF) Fund is provided by the Tarbert & Skipness Community Trust (the Trust) to facilitate the delivery of the core purpose of the Trust through investment in projects and initiatives. The core purpose of the Trust being to:
  - help the Tarbert and Skipness area secure a healthy and sustainable future
  - contribute to community development
  - conserve and enhance the special qualities of the local environment.
- 1.2 The principles of bottom up, partnership, integration, innovation, co-operation, networking, and area-based approaches will apply to the Fund.
- 1.3 The Fund will be delivered and administered by the Trust.
- 1.4 This document provides guidance to the application process and should be read carefully before applying.

## **2. WHERE AND WHAT PROJECTS CAN BE FUNDED?**

### **2.1 Eligible Area**

The eligible area is the Tarbert & Skipness Community Trust area, PA29 - 6YF, 6TF, 6TT, 6TW, 6TX, 6UQ, 6TG, 6TL, 6UN, 6SX, 6TN, 6TY, 6UH, 6UR, 6SZ, 6SY, 6TJ, 6XX, 6TR, 6TS, 6SU, 6TA, 6UD, 6UA, 6UB, 6TQ, 6TU, 6UW, 6XH, 6AB, 6YW, 6TD, 6TB, 6UG, 6UF, 6UE, 6YN, 6UJ, 6TE, 6YG, 6YQ, 6YJ, 6YH, 6XT, 6XU, 6UL, 6UP, 6XY, 6YE, 6TH.

## 2.2 Fund Priorities

Projects must demonstrate fit with at least one of the Fund priorities for 2023/26, these being described in the Tarbert and Skipness Community Plan

- A healthier community – example active travel and paths
- A competitive, educated and working community – example set up of rural enterprise, providing commercial space
- A welcoming, vibrant and confident community – example creating a multi-generational activity
- A greener and sustainable community – example local transport schemes
- An inclusive, fair and caring community – example befriending services

Please see full community plan for further details - available on <http://tsct.org.uk>

## 2.3 Eligible Organisations

- Registered charities in Scotland
- Formally constituted community, voluntary and third sector organisations such as Community Councils, Development Trusts, Community Associations, SCIOs (Scottish Charitable Incorporated Organisations) and Heritage Societies.

## 2.4 Ineligible Organisations

- Individuals
- Informal groups
- Sole traders
- Private business
- Organisations outwith the Tarbert & Skipness area (unless the full project delivery and benefits would be achieved in the Tarbert & Skipness area)

## 3. WHAT COSTS CAN BE FUNDED?

3.1 The Fund can consider both capital and revenue costs. Costs for new or continuing projects (where need/demand is demonstrated) will be eligible.

### 3.2 Eligible Revenue Spend

This will normally be for a maximum of 3 years.

- **Technical Studies** - including feasibility studies, options appraisal and business planning or professional fees to facilitate a future project, where the destination of the study is fully determined/specified or to allow a project to proceed.
- **Employment costs** – including earnings and employer’s costs where amounts are fixed each month. Staff costs should be specific to the project described in the application. Eligible costs would recognise the costs of contracting someone on a self-employed basis, or costs relating to employing someone (salary, pension, employers NI) to deliver the project or volunteer expenses.
- **Running costs** – where specific to the project described and are over and above normal running costs. Continuation of ongoing revenue projects in special circumstances showing new, additional, or innovative offer.
- **Training** – specific to the Fund priorities, not forming part of primary/secondary/tertiary education programmes.
- **Costs for events.**
- **Legal/Professional costs** - specific to, and essential for, the project to proceed.
- **Non recoverable VAT.**

### 3.3 Eligible Capital Spend:

- Purchase of buildings and land essential to the project.
- Improvement to/expansion of existing buildings/facilities including:
  - Purchase of equipment, fixtures and fittings linked to eligible project activity.
  - Purchase of equipment essential for the project to operate on an ongoing basis.
  - Improving land, e.g.: landscaping works, playgrounds etc.
  - Altering, refurbishing, or extending a building already owned/leased.

Capital spend will only be permitted where statutory regulatory requirements e.g.: Planning/building warrant/listed buildings consent are already in place or are demonstrated as not needed.

### 3.4 Ineligible Costs:

The Fund will not consider the following:

- Political or religious activities will not be ordinarily eligible unless broad community benefit can be demonstrated.
- Loan repayments, service charges arising on finance leases, hire purchase, credit arrangements, fines, financial penalties, and expenses of litigation.
- Financial charges– bank/credit card/loan charges/foreign exchange commission/loses etc.
- Any Value Added Tax (VAT) reclaimable by the Grantee

- In-kind costs and contributions greater than 10% of the total project
- Statutory maternity and sick pay.
- Services that are the statutory duty of central or local government.
- Costs that are a statutory requirement, and reclaimable by the Grantee.
- Project costs that have already been committed to or spent prior to the project start date.
- More than 20% of total project cost spend on professional fees. (Except for feasibility studies)
- Project costs incurred or invoiced after the project end date.
- Costs involved in winding up a company or organisation.
- Payments not supported by invoices and/or documents proving expenditure.
- Onward distribution of funds.
- Consumables – unless directly related to delivery of the project.
- Repair and maintenance costs
- Items that only benefit an individual e.g. prizes, gifts, awards, and alcohol.
- Expenditure defrayed out with the Fund programme period.
- Delivery of resources which form part of primary/secondary/tertiary (e.g. colleges, university) education programmes.

#### 4. HOW MUCH CAN I APPLY FOR?

- 4.1 The Fund can support revenue and/or capital projects that are over £100k, that require a grant of 10-20% to complete a funding package, in exceptional circumstances this might be adjusted.
- 4.2 Grants will be paid out only on submission of evidence of actual expenditure. In exceptional circumstances there can be the opportunity to receive up front grant payments to ensure a positive cash flow is maintained throughout the project. However, there would need to be a clear justification for this request, and it would need to be identified during the application stage so the request can be considered as part of the overall application.

#### 5. ASSESSMENT

- 5.1 Applications will be considered by the Fund for fit with fund priorities and eligibility criteria to allow delivery within the timescales. Only eligible applications will be considered by the advisory group for assessment using a predefined scoring criterion.
- 5.2 The scoring criteria will focus on the following criteria:
- 5.2.1 **Strategic fit** – This being the core purposes of TSCT.
- 5.2.2 **Alignment with fund priorities** – Projects need to demonstrate that they align with at least one of the core proposed Fund priorities – the more objectives a project delivers, the more attractive it will be to the decision-making body.

5.2.3 Projects must demonstrate fit with at least one of the Fund priorities for 2023/26, these being described in the Tarbert and Skipness Community Plan

- A healthier community – example active travel and paths
- A competitive, educated and working community – example set up of rural enterprise, providing commercial space
- A welcoming, vibrant and confident community – example creating a multi-generational activity
- A greener and sustainable community – example local transport schemes
- An inclusive, fair and caring community – example befriending service

5.2.4 **Assurance and confidence of the organisation** – Proven ability of the applicant to provide the activity/project they are proposing with robust evidence of the competence and capability of the organisational team.

5.2.5 **Legacy and sustainability** – Will the project deliver a legacy beyond its lifetime and be sustainable once grant funding has ended?

5.2.6 **Risk mitigation** – Evidence of identification of potential risks and measures to overcome these.

5.2.7 **Inclusion, equality, and diversity considerations** – Has the project considered the inclusion, equality, and diversity aspects of their proposed activity?

5.3 A good project proposal is likely to include:

- A clear summary of what your project will achieve.
- Clear links with identified needs, and wider policies and strategies.
- Good support from a wide range of people and organisations (evidenced).
- Clear aims, objectives and outcomes.
- Clearly thought through project delivery plan and realistic timescales.
- Clear capital and revenue costs, including professional fees, contingency and VAT.
- Financial tables to show projected income and expenditure.
- Evidence of risk awareness, mitigation and project management.
- Realistic and well thought out funding strategy.

## 6. SUPPORTING DOCUMENTS

### 6.1 Evidence of Community Benefit

Applications should be accompanied by a statement and evidence of

- 1) How the project delivers for the priorities in this grant scheme.
- 2) The community benefits and outcomes that the project delivers.

The following applicable supporting documentation should be supplied with your application, as relevant:

6.1.1 Documents:

- Constitution/governing document.
- Incorporation document.
- Latest year of accounts (audited/examined if thresholds reached).
- Evidence for seeking 3 quotations for eligible costs over £1,000. Local services/ labour should be sought where possible.
- Latest bank statement
- Key policies – equality, fair work.

6.1.2 Capital projects:

- Valid lease/title deeds in place at least 5 years post project completion.
- Evidence Statutory Regulatory Requirements e.g.: planning/building warrant/event licence in place.

## **7. PUBLICITY**

7.1 Successful projects will include the contribution of TSCT in delivering the project/initiative in all communications.