

Infinis Glenkerie Community Fund Micro-Grants Scheme Application Form Guidance - June 2017

What is a micro-grants scheme?

This scheme provides your Community Council with an award of £1,000, for distribution in the form of micro-grants of up to £250 for *'charitable purposes to the general benefit of local residents, including individuals and non-constituted groups'*.

How does such a scheme benefit communities?

The scheme is intended to benefit small un-constituted groups and individuals who are not eligible for the Infinis Glenkerie Community Fund, or seeking an award of £250 or less.

Communities often contain small un-constituted groups who nonetheless provide valuable services or activities (for example lunch clubs or friendship groups) but who are ineligible to apply to the Fund. Also there may be a wish to support:

- Individuals undertaking specialist training e.g. music or athletics fostering local ability or talent.
- Individuals or small groups with an idea they wish to 'test' or try out.
- Travel costs for individuals to participate in events out with the area.
- Participation of community members in activities not available in the local community.

Operating a micro-grants scheme provides an opportunity for the Community Fund to reach deeper into the community and have impact on a wider number of people. Awards need not be restricted to un-constituted groups or individuals, however where it is open to all groups, consideration needs to be given to ensure that larger or more formal groups do not monopolise the funds at the expense of others.

Some examples of awards include:

- An award of £250 to an individual to support the start-up of a keep fit class.
- An award of £150 toward the costs of an annual bus trip for a horticultural society.
- An informal art group receiving £230 start-up costs.
- A local football club receiving £200 for goal nets.

Distribution by the Community Council

The micro-grants scheme is coordinated by the Community Council and it decides how applicants apply. Tweedsmuir Community Council has asked Foundation Scotland to supply a short application form which groups and individuals should complete and then send to the Community Council. The award will then be discussed, agreed and minuted at a Community Council meeting.

The grant is issued directly from the Community Council to the awardee. Foundation Scotland does not play a role in administering the scheme locally.

Awards made by Community Councils under the scheme must be no more than £250. Tweedsmuir Community Council typically has £1,000 per year to distribute through its micro-grant scheme.

What can / can't micro-grants be spent on?

Micro-grants are subject to the same criteria as the main Fund, whose purpose is to support activity which will sustain and develop the life of the community and ensure that the area is an attractive and vibrant place to live, work and visit.

Applications that address one or more of the following are particularly welcome:

- Adequate access to services for all community members
- Improved local transport
- Opportunities to grow the local economy
- Developed or maintained community assets.

The following activities should not be funded:

- Projects which do not benefit people living within the areas represented by the community council administering the micro-grant
- The advancement of religion or party politics.
- Activities that are the statutory responsibility of statutory authorities.
- Activities contrary to the interests of Glenkerie Wind Farm Limited or any companies in its group
- Activities likely to bring Foundation Scotland, Glenkerie Wind Farm Limited or its subsidiaries into disrepute.
- Anti-renewable energy/wind farm activities.

- Retrospective funding (i.e. paying for costs incurred before a decision on an application for support from the Fund can be made).

Who can apply to the Community Council for a micro-grant?

The following may apply for a micro-grant:

- Individuals.
- Informal, non-constituted groups.
- Constituted groups.

The purpose of the grant needs to be charitable, as with those under the main Fund. If the Community Council can't discern the charitable purpose of the application it can set a condition to ensure it is charitable. For example, a child may apply for help to fund a trip to a music camp. The charitable purpose could be viewed as supporting the promotion of the arts but if it is not clear how the award will enable this then the Community Council could set a condition that the child uses what he/she has learned for the benefit of the community by e.g. by showing their class or entertaining at a senior citizens club.

The Community Council can apply for a micro-grant itself, should it require an amount of £250 or less for a community project. The award should be discussed, agreed and minuted at a Community Council meeting. Should the Community Council apply for more than one micro-grant per year it should advise Foundation Scotland of the application before progressing.

Where appropriate, Community Councils are encouraged to link small projects together and apply for a larger amount from the main Fund to cover these, rather than making several micro-grant applications to the possible detriment of other local applicants.

Monitoring and reporting

Foundation Scotland requires the Community Council to complete a short monitoring report outlining the micro-grants it has distributed, including their value and purpose, plus reasons for any rejections. The Community Council must ensure that the amount reported is reflected in their accounts and therefore may ask the applicant to provide receipts or just acknowledge the grant in writing by way of a receipt.