

Braes of Doune Community Fund

1. Overview of the Fund

The Braes of Doune Community Fund is a grant system provided by Greencoat, the owners of the Braes of Doune wind farm. The fund is managed by Callander Community Council and the agents to the wind farm, Foundation Scotland. It is open for anyone to apply to for charitable projects which will be of community benefit purposes within the boundaries of the Community Council.

There are two types of funds available, the full grant system which is usually for larger projects and microgrants for small projects being undertaken by individuals (up to £400) or groups (up to £1000).

Funding applications can be for capital or revenue items for charitable purposes and should promote the following causes:

- Educational
- Community Development
- Environmental
- Renewable Energy
- Energy efficiency
- Sustainable development
- General community amenity schemes

2. Eligibility Criteria

Foundation Scotland carries out due diligence on all applications to check eligibility for the funds, assess risk and prevent fraud.

As a minimum, they carry out checks on your supporting documents as described below to ensure they meet the eligibility criteria. They may ask for further information about how your organisation meets these criteria during our assessment process.

If you are a registered company, they will download your governing documents and accounts (if independently examined or audited) from the Companies House website; you do not need to provide these with your application.

The following sub-sections contain details of applicants' eligibility.

2.1 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 your management committee or Board members must be unrelated.

2.2 Governing Documents

- Your organisation must have charitable purposes, and these should be described in your governing document.

- Your governing document must include suitable restrictions on the disposal of assets under the organisation's control (a charitable 'asset lock') and its management committee or board members' remuneration.
- If your governing document allows for the remuneration of any Board or management committee members (for example, if the lead member of staff is also a Board Member), then your organisation must comply with OSCR's guidance on this.

2.3 Accounts and Financial Procedures

- You must be able to supply your latest set of approved accounts, unless your organisation is less than 18 months old, in which case no accounts are required.
- For all constituted groups these will need to have been approved by your management committee or Board.
- For registered charities, accounts must be prepared and scrutinised in accordance with the requirements of Office Scottish Charity Regulator (OSCR).
- Please note we do not accept abbreviated or micro-entity accounts as these do not provide enough information for us to assess the financial health of your group.
- You must have your own bank account
- The organisation name on your accounts must match the name on the governing document and bank account.
- Your financial transactions are required to be either authorised (before payment) or checked (after payment) by another person independent of the person initiating the payment. We often refer to this as having two account signatories.
- None of your 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.

2.4 Safeguarding

If your organisation's core work, or the project you are applying to us for, includes work with children and/or vulnerable adults, it must have an appropriate Safeguarding Policy and Procedures setting out how the policy is implemented in place before application.

2.5 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.

3. Types of groups we support

The groups we support include:

- Registered charities (may be SCIOs, trusts, or some other forms)
- Companies Limited by Guarantee
- Unincorporated (voluntary) Associations – a lot of community groups, and some sports groups like golf and bowling clubs are in this form. We look particularly closely at

whether the members are aware of the personal liabilities if the group has staff, contracts, owns property etc. For sports clubs, we also look at membership fees to make sure they are not preclusive to widespread community use/access.

- Community Councils – although as unincorporated groups we check liabilities and insurances quite closely
- Community Benefit Societies (and other forms of cooperative society) – but we check that returns to members/shareholders should be limited to interest only and at a level that is no more than necessary to attract and maintain their investment
- Community Interest Companies (CICs) – but we look very closely at numbers of directors, that only a minority of Directors are remunerated, and that the projects have genuine community buy-in rather than just the Directors' mission.
- Local Branches of National Organisations (like local Brownie or Scout groups that operate fully under the Scottish or regional Brownie/Scout group constitutions and rules)
- Religious Organisations or similar bodies with restricted membership like Masons/Lodges - Although Foundation Scotland does not fund projects that promote religious belief ('the advancement of religion'), including the core activities of religious organisations, we can support religious organisations for projects that benefit the wider community without excluding anyone on religious grounds, such as church halls used by a range of community groups especially if there are no other similar facilities locally.
- Schools and Parent Bodies – usually expect grants to be via Parent Councils to better ensure (a) school projects had parent support, not just teacher-driven priorities, and (b) to give clear water from statutory educational provision (which we couldn't fund), and (c) are charitable in nature. We have now relaxed that, and allow schools to apply if no parent council exists, and of course still check that projects were additional to statutory educational provision.
- For microgrants, we would also allow grants to individuals and informal/unconstituted groups.

4. Applications not funded

Funding applications should not contain any proposals for funds to be used:

- To benefit individuals
- For the promotion of any specific political or religious purpose
- Replace funding for projects already funded through the public sector
- Against the interests of energy conservation or energy efficiency.
- Funding will not be provided for projects which have been completed.

5. Process for applying

The process for applying is:

- The funding application form with budget spreadsheet should be submitted to the community council.

- Applications up to £300 do not need to submit quotes from suppliers, applications £300-£3000 should submit one quote and application greater than £3000 should submit three quotes.
- CCC will review the applications and will request additional details if required.
- All applications will be reviewed by the CCC to validate each application and to recommend whether the application should be funded, part funded or rejected.
- The recommendations for the funding awards will be sent to Foundation Scotland for approval, rejection or whether conditions are attached to the approval.
- Foundation Scotland will respond within two weeks and CCC will inform the applicant of the decision.
- For the successful applicants, funds will be made available shortly after hearing from the funder.

For the microgrant, applicants should complete the application form and return it to the Community Council who will aim to decide on funding within two weeks of the application.

Following completion of the project we require a report to be submitted on the outcome of the project, the benefits to the community plus all receipts for capital items.

For further details, pre-application discussions and for submission of application forms please email to the Secretary at: Secretary@CallanderCC.com or post to Secretary, Callander Community Council, 31 Lagrannoch Drive, Callander FK17 8DW.