



## Advice for Applicants

### About Kinlochleven Community Benefit Fund

Kinlochleven Community Benefit Fund (KCBF) is a registered charity, formed to receive regular funds from [Green Highland Renewables](#) for investment into the community of Kinlochleven, as defined by the Kinlochleven Community Council boundary. Annual investment averages around £40,000, for which there is a 25-year agreement in place. We report annually to Green Highland Renewables and OSCR (the Scottish Charity Regulator) on how the money is spent.

### Purpose of the Fund

The purpose of KCBF is to support projects with lasting benefit for Kinlochleven and its residents. This will tend to be projects unlikely to attract significant support from public finance.

### Who can apply?

Individuals, groups and organisations working to benefit the people, environment, social economy, health and wellbeing of the people of Kinlochleven can apply. You do not need to be a registered charity or a formally constituted group. However, your project must be “not-for-profit” in its intentions. Applicants can be from outside the area providing that the project will benefit the community of Kinlochleven.

### Amount of funding available

Revenue Grants of up to £5,000 and Capital Grants of up to £10,000 are available. In exceptional circumstances we may consider applications for higher amounts.

Revenue expenditure is short term costs that are usually recurring and spent within one year e.g. rent, insurance, salaries, etc.

Capital expenditure is large costs that are usually long-term e.g. equipment, vehicles, building repairs, etc.

### How often will funds be available?

Funding opens three times a year, normally in February, June and October. This is subject to available funds. We advertise when the fund is open for applications, with deadline dates for submission of applications. We cannot process applications outside of the published dates.

### What can be funded?

**Kinlochleven Community Plan:** We strongly support applications with outcomes that align with the [Kinlochleven Community Plan](#), or are otherwise able to demonstrate strong community support and benefit to Kinlochleven and its residents.

**Capital Projects:** Applications must include at least TWO estimates for the capital element of the proposal. A staged payment method may be applied to approved capital applications at the trustees' discretion.

**Match funding:** Although applicants are not required to source any specific proportion of match funds towards their project, priority is likely to be given to applications where funds are being raised from another source, including local fundraising.

**Capital Projects:** applications must include at least TWO estimates for the capital element of the proposal. If the application is granted, funding will be paid at the trustees discretion.

**Staffing Costs:** These may be considered, particularly where there is a match funding commitment from another source. This includes costs for external sessional workers or professionals delivering projects or programmes to the village population. Conditions on such awards such as progress reports, outcome reports or staged payments may be applied at the trustees' discretion.

**Match funding:** Applicants are not required to source match funding towards their project, though priority is likely to be given to applications where match funds have been, or are in the process of being, raised from another source, including local fundraising. This helps strengthen the reach of KCBF funds.

## What cannot be funded?

- Costs already incurred or activities which will take place before we've decided on an application, i.e. retrospective funding.
- The repayment of loans or payment of debts.
- The advancement of religion or politics, including requests to support religious or political groups' core activities. However, religious groups may apply for funding for non-religious activity that will benefit the wider community beyond their own specific congregation and is open to all on a non-denominational basis. For example, a church may apply for funding to upgrade a church hall that is regularly used by other community groups.
- Payments towards activities understood to be the exclusive responsibility of statutory authorities. However, we can provide grants to Parent Teacher Associations/Parent Councils if they are appropriately constituted and occasionally to schools where the activity being delivered is additional to the core curriculum/statutory activity.
- Activities that are likely to bring the fund, KCBF or the donor into disrepute. For example, we are unable to fund groups or organisations using hate speech or inciting violence, or those linked to such groups or organisations.
- Activities that conflict with the interests of the funder. For example, we are unable to fund any projects or organisations that are anti-renewable energy as such activities are likely to be contrary to the interests of the funder or its subsidiaries.
- We are unable to support projects which do not benefit the people who live within the defined fund area. Projects that benefit people in the fund area plus others outside that area can be supported on a proportionate basis. Applicants to these funds do not need to be based in the fund area.

## Are there any Conditions on receiving a Grant?

Yes. There will be standard conditions, such as staged or end of project reports, or staged payments. On some occasions there may be more specific conditions to reflect potential risks or to strengthen accountability. The Grant Notification will set out the decision and any conditions.

## How many applications can be submitted?

We can accept more than 1 application from the same applicant in each round, and there is no limit to the number of applications that can be submitted per year.

## **How are decisions made and by whom?**

The decision-making panel is a partnership of KCBF Trustees, representatives of Kinlochleven Community Council and Kinlochleven 3-18 Campus. This provides a wide range of knowledge and life experiences. Applications are assessed and scored using consistent assessment criteria to ensure and demonstrate objectivity. The decision-making panel will consider how well each application fits with the criteria. As funds are limited, not all applications are successful.

## **Conflicts of Interest**

In a small community there are likely to be occasions when there is a conflict of interest between a decision panel member and a grant applicant. In these circumstances the decision panel member will not be involved in the final decision. We aim to ensure and demonstrate fairness and consistency in our process. We value and respect the resources from our donors, who trust us to allocate grants accountably.

## **How to Apply?**

Applications can be submitted using our online form: <https://form.jotform.com/250223807706352>  
Paper applications are available at and can be submitted via the Kinlochleven Library.

## **Supporting Documents**

Where applicable, completed applications MUST be returned with the following supporting documentation. We are unable to process incomplete applications.

- Constitution
- Copy of most recent accounts
- Two quotes for capital items
- Any relevant policies to the project (e.g. safeguarding, Fair Work Policy, etc)

## **Grant Assessment and Notification**

You may be contacted by our Trustees during the assessment process for further information or to learn more about your organisation, project, or grant purpose.

We aim to issue a Grant Notification within 14 days of the deadline. This will set out:

- Whether your application has been unsuccessful or not
- Any conditions being applied
- The payment arrangements
- The Grant Agreement and declaration for your acceptance, signature and return.

## **Data Protection**

The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 2018 and the Environmental Information (Scotland) Regulations 2004.

## **Further Information**

If you have any questions, or require advice about grant applications please contact [kinlochleven.fund@gmail.com](mailto:kinlochleven.fund@gmail.com) or 07522358058.