**Carr-Bridge Ahead** is a charitable community company set up in 2004 with Directors and Trustees who are volunteers from the local community.

The Objects of the company are:-

1. To promote for the benefit of the public and in particular for the residents of Carr-Bridge and environs the improvement, enhancement, preservation or protection of the environment including lands and buildings of beauty or historic interests and lands of ecological, scientific or community importance.
2. To provide or assist in providing facilities in the interests of social welfare for recreation or leisure time occupation for the benefit of the public for the benefit of those who by reason of age, infirmity, disablement, poverty, social or economic circumstances have a need of such facilities with the object of improving their conditions of life.
3. To promote the welfare of the aged or infirm by the provision or assistance with the provision of sheltered or other accommodation, facilities or care for the benefit of those who by reason of age or infirmity are unable to support themselves and are in necessitous circumstances.
4. To advance education and relieve poverty among the residents of the area of benefit and to promote industry and commerce for the benefit of the general public in the area of benefit.

**Carr-Bridge Ahead** has established a **Community Benefit Fund** to support the local community, in line with the objectives of Carr-Bridge Ahead, as stated above and in the company Memorandum of Association.

The Community Benefits Fund is able to draw on monies from two sources:

1. Tom Nan Clach Windfarm
2. Fundraising events organised by Directors and local volunteers. These being Carve Carrbridge and The Porridge which have raised and invested over £185k in the village over the years, although profits have varied year on year.
3. **Tom Nan Clach Windfarm** has established a community benefit fund as part of their ongoing commitments to communities in the vicinity of the wind farm. The purpose of the fund is to enable communities to carry out improvements to their local area. Each year, the wind farm allocates an amount of money to the Community Company Carr-Bridge Ahead, who then administer its disbursement to the community according to legal obligations reporting procedures and auditing requirements.

The initial amount available to Carr-Bridge Ahead was £23,206 in 2020 and the agreement if managed properly over 25years could be a substantial sum as it is index linked to the Retail Price Index.

1. **Carve Carrbridge** is a community run event in late August / early September each year which allows competitors from around the world to compete in the Scottish Open Chainsaw Carving Championships, as well as offering a fun day out and raising the profile of the village, also raises funds for use by the community. The event is run entirely by local volunteers and is supported by local businesses.
2. **Golden Spurtle World Porridge Championships** is a community run event in October each year, which allows competitors from around the world to compete for the Golden Spurtle and in doing so raises funds for the community. The event is run by volunteers and is supported by local and national businesses.

# Project proposals

Consideration will be given to any type of project which is of benefit to the local community, in line with the Objects stated above.

**How to apply**

Complete this form, with as much information as possible and return to:

Email: grants@carrbridgeahead.com

However please ensure that you include / attach the relevant quotes or permissions to avoid any delay in processing.

Applications will be progressed on receipt and will generally be considered at the next Directors meeting of Carr-Bridge Ahead, which are being held monthly in the short term. In exceptional circumstances an extra Board meeting may be arranged subject to availability of a quorum..

Note to applicants: In order to process the application in the minimum time, please include/attach as much information about the proposal as possible, including quotes and estimates from relevant trades persons where available.

**Please read and make sure you understand the Carr-Bridge Ahead Community Benefit Fund Guidelines before completing the application.
Answer all questions giving as much information as possible.
The guidelines below will help you to do this.**

Section 1 Contact Information

|  |  |
| --- | --- |
| **Name of organisation making the application** |  |
| **Address of organisation including postcode** |  |
| **Address of website** **(if applicable)** |  |
|  | **First Contact** | **Second Contact** |
| **Contact names & position** |  |  |
| **Contact emails** |  |  |
| **Contact Address**  |  |  |
| **Contact phone number** |  |  |

Section 2 Tell Us About Your Group

|  |  |
| --- | --- |
| **Please can you provide a description of your group, including details of its make up?** |  |
| **Please can you give examples of how your group has benefited the community?** |  |
| **What activities or events have you planned for the next 12 months?** |  |
| **What year was the group set up in?** |  |
| **Are you a registered charity?** | Yes | No |
| **If Yes, please provide the registered number.** |  |
| **Does your group have a constitution or set of rules?*** If yes, please attach copies
 | Yes | No |

Section 3 Tell Us About Your Project

|  |  |
| --- | --- |
| **What is the aim of the Project / Activity**  |  |
| **Please provide a short description of the project** |  |
| **What are the expected start and finish dates for the project?** | Start: Finish: |
| **What is the expected duration of the impact of this project?** |  |
| **Who will be responsible for managing & running the project?** |  |
| **Who in the community will benefit from the Project and how?** |  |
| **Does your project involve work with children, young people under the age of 18 or vulnerable adults?** |  |
| **If project involves a building or land who owns the building and /or the land?** |  |

Section 4 Financial Details

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please give a full breakdown of the cost of your project*** Please continue on a separate sheet if required
 |

|  |  |  |
| --- | --- | --- |
| Item/activity |  | Cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Project cost |  | £ |

 |
| **What will the CA grant be specifically used for, within the Project?*** Please attach images, drawings, sketches of proposal/equipment if applicable
 |  |
| **What sum are you requesting in this application?*** Please attach three recent quotes where applicable and state expiry dates of quotes.
 | **£** |
| **Please provide a brief summary of your own and other proposed financial contributions.** * Please tell us which other funders you are applying to for this project and what if any contribution your organisation plans to make
* Has funding been confirmed yet?
 |

|  |  |  |
| --- | --- | --- |
| Funder | amount | Status (confirmed or not) |
| Own contribution |  |  |
| Other funders |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Totals |  |  |

 |
| **If you are not applying for any other funding and/or are not contributing please tell us why.** |  |
| **If this is a new project and you want it to carry on in the future, how will you make sure it continues after the funding from this application has been used?**  |  |
| **Please list all grant funding (including from this fund) that your organisation has received in the last 3 years:** | **Funder:** **Amount** **Project Outline**  |

Section 5 Payment Details

|  |  |  |
| --- | --- | --- |
| **Does your group have a bank account?** | Yes | No |

|  |  |  |
| --- | --- | --- |
| **If no, how do you propose for payment of the grant to be made?** | Against receipt for goods or services | Against invoice for goods or services |

|  |
| --- |
| **If yes please provide details below as follows:** |
| **Name of your account (your group's title)** |  |
| **Name of Bank/Building Society** |  |
| **Account Number** |  |
| **Sort Code** |  |
| Please provide a copy of the group’s latest bank statement, clearly showing the name of the group |
| **Does your bank statement show substantial funds?** (Substantial funds is more than the amount you are applying for) | **YES** | **NO** |
| **If yes, please can you give a breakdown of how these funds will be used? This will help us understand why the funding will benefit your group and community.** |
|  |

Section 6 Declaration

|  |
| --- |
| **Data Protection Statement** |
| We need the information we ask for on this form in order to assess your grant application.By submitting this application, you are consenting to us sharing appropriate information on this application with Carr-Bridge Ahead Directors and Carr-Bridge and Vicinity Community Council members. This information may be used for publicity purposes if the grant is awarded.Any personal information will not be shared as per GDPR (Data Protection Act 2018) |
| **Signatures authorising this application from your group (two people must sign this form)** |
| * We have read and understood the terms and criteria of the Carr-Bridge Ahead CommunityGrant Scheme.
* We declare that all the information given by us is true and accurate to the best of our knowledge.
* We understand that if any funds are not used for the purpose outlined in this application then they are liable to be recovered by Carr-Bridge Ahead.
* If the application is approved then we agree to any publicity that Carr-Bridge Ahead might arrange and to participate in this if requested.
* We will keep full records of all receipts relating to expenditure and will provide to the Grants Director of Carr-Bridge Ahead as requested.
* Any unspent funding will be returned to Carr-Bridge Ahead if not used for the purpose of this application.
* If the group is dissolved and equipment has been purchased with this funding, any such equipment will be retained by Carr-Bridge Ahead.
 |

|  |  |
| --- | --- |
| **Signature 1.** *(Must be the name of the person whose email address, or whose organisation’s email address, is used to send this application*) | **Date** |
| **Signature 2.** | **Date** |

**PLEASE ENSURE YOU HAVE ALSO INCLUDED /ATTACHED ALL RELEVANT DOCUMENTATION**

* Your most recent annual accounts
* Your constitution
* Three contractors / suppliers’ quotations for this project
* Latest 3 bank statements
* Detail all valid insurance cover for event / project and provide copies

|  |
| --- |
| **Additional / Supporting Information** |

**APPLICATION CHECKLIST**

**Please ensure that all boxes are ticked (by marking with an X) before your application is submitted otherwise the Fund may not be able to consider your application**

|  |  |
| --- | --- |
| **Grant Application Funding Requirements** | **Please confirm with an X** |
| This application is from an organisation / business operating within the current boundary of Carr-Bridge & Vicinity Community Council. |  |
| We accept that, for capital projects, not all funds may be immediately released and that proof of completion will be required before a final payment is made. |  |
| This application is not for retrospective funding. |  |
| This application does not campaign for specific religious or political beliefs. |  |
| This application does not oppose renewable energy and sustainability. |  |
| Where applicable, accounts, constitution, bank statements and three financial quotes are attached. |  |
| If successful in this application and if requested by Carr-Bridge Ahead, we will fully acknowledge the Nanclach Community Fund and / or Carr-Bridge Ahead in our publicity. We agree to and will if asked participate in any publicity organised by the Fund. |  |

|  |  |
| --- | --- |
| **Name** *(Must be the name of the person whose email address, or whose organisation’s email address, is used to send this application*) | **Date** |

email to grants@carrbridgeahead.com

**Carr-Bridge Ahead Community Fund Guidelines**

1. **Funding Guidelines**

Funding from Carr-Bridge Ahead Community Fund is available to organisations within the Carr-Bridge & Vicinity Community Council area for the benefit of its community.

1. **Geographical boundary**

You can verify whether you live within the qualifying area by checking on the Highland Council website.

1. **What projects are eligible to apply to the fund?**

You do not need to be a registered charity to apply for a grant but you must be a not-for-profit entity and able to demonstrate community benefit.

The fund welcomes applications from organisations that make a difference across a range of areas:

* **Children and young people** – projects focused on improving access to facilities, activities and services for younger members of the community
* **Community buildings and amenity sites** – projects, which maintain and develop buildings and amenity sites being used and run by the community, especially projects that help ensure their sustainability for the future
* **Community transport and communication initiatives** – schemes that promote mobility of people and information in the community
* **Conservation, wildlife and animal sanctuary projects** – in particular those which improve the use of and access to communal land as defined by access legislation and other land as agreed with the Landowner
* **Culture and Heritage** – projects that celebrate, protect and promote culture, history and heritage
* **Education and skills development** – group and community-based programmes, particularly for those who have had no previous access to training opportunities
* **The elderly** – projects focused on improving access to facilities, activities and services for more senior citizens in the community
* **Energy efficiency and environmental sustainability** – projects to minimize energy loss, promote the use of green energy or sustain the natural and built environment
* **Health** - projects focused on improving access to facilities, activities and services that aim to improve the health and wellbeing of the local community, including through sports
* **Regeneration** – community projects that help to reduce crime levels, increase employment, housing or improve the physical environment
* **Self-help groups** – community groups that deliver services to specific sectors of the community that are in need
* **Vulnerable people** – projects focused on improving access to facilities, activities and services for people with disabilities, the homeless and those who are disadvantaged
* Any other project your group feels will bring benefit to the community in the area
1. **What cannot be funded?**

The aim of the fund is to ensure that there is a real benefit to the community it serves, so the following will not be funded:

* Projects outside the defined CVCC boundaries
* Fundraising for national or regional charities unless the funds are going directly to a group or project operating in the area of benefit
* Any project the financing of which is the legal responsibility of any third party, unless explicitly agreed in writing prior to submitting your application
* Sponsorship
* Projects or activities promoting political or religious objectives
* Deficit or retrospective funding i.e. activities that have already taken place
* Any purpose that adversely affects or works, whether directly or indirectly, against any form of renewable energy development
* Projects or activities which support an individual or individuals who are not acting on behalf of a group or organisation with the capacity to benefit the wider community
* Applications for projects made by individuals or agencies where commission or other payment is made to that individual or agency
* Applications for projects made by individuals or agencies for redistribution to other separate individuals or agencies
* Applications to support “commercial gain”
* Any purpose that adversely affects or works against the interests of the Tom Nan Clach wind farm or the owner of the land on which the wind farm is constructed or the Company or any of its subsidiary or related companies
* Making speculative investments
* Projects with the sole purpose of promotion or speculative feasibility studies
* Paying fines or other penalties imposed on groups, organisations or individuals
* Fund opposition to any development that may be promoted by Tom Nan Clach windfarm or their shareholders
* Projects that may endanger the natural or built environment
1. **What information do you need to provide?**

It will help your cause if you can demonstrate any or all of the following:

**Need:** Demonstrate a clear need for the project and what support you have from the local community. It will help if you can provide evidence of research or consultation with those who will directly benefit – tell us about it!

**Community Use:** Show the true extent of the proposed project or funding in terms of duration and numbers of beneficiaries and display how funding will affect this.

**Community Involvement:** The fund would like to support projects where the community is already helping itself and where there is enthusiastic input from committed and resourceful people.

**Value:** You need to demonstrate value for money as well as careful and realistic budgeting; show sensible costings and provide estimates from more than one source. It will help if projects already include revenue from other sources (are already part-funded or match funded).

**Legacy:** We need to know if your project has a legacy or if it requires on-going maintenance. If that is the case, tell us about how you plan to sustain this.

1. **How long is funding for?**

Our grants are for one year and should be spent within 12 months of receipt. Applicants can apply for funding in consecutive years but should not assume that these will be successful as applications from groups that have not previously received funding may be given higher priority.

Funds not used within 12 months of award may be recalled back into the fund and redistributed, through an audit of receipts.

1. **The application process**
* Applications should be submitted to the named contact at the front of the application form.
* Applications will be considered by the Carr-Bridge Ahead Board.
* The Board will assess applications against the Community Benefit Fund criteria and make and record their recommendations to grant or refuse project applications.
* Carr-Bridge Ahead Board meetings are held typically every 2 months. The date of the next meeting is published on the Carr-Bridge Ahead webpage.
* The acceptance or rejection of the Board and recommendations will be recorded in the meeting minutes.
* If necessary and agreed by Carr-Bridge Ahead, conditions of funding may be put in place. These must be agreed and signed by the applicant.
This will be recorded in the minutes of the Carr-Bridge Ahead.
1. **What happens once a decision has been made?**

Offer or refusal notifications will be sent out following the next Carr-Bridge Ahead meeting. The offer will include any conditions imposed by Carr-Bridge Ahead. A copy of the letter must be signed and returned before payment can be made.

You should not commit any money before you have received your offer letter and conditions.

You should not use an award for any other purpose than that applied for. Should you need to request a change of use for any award made, you must submit your request in writing before committing or redirecting any funds.

Decisions made by Carr-Bridge Ahead will be final and no negotiations or appeals will be entered into with the applicant.

1. **What are my responsibilities?**
* Successful applicants must provide a written report including copy invoices to Carr-Bridge Ahead upon completion of the project or within twelve months, whichever is sooner.
* If applicable, suitable photographs should be provided. Carr-Bridge Ahead will be permitted to use such photographs to demonstrate projects assisted by the funds.
* It is important that projects are completed within the required timescale and that this is demonstrated using the criteria presented in your application. If this is not done, it may jeopardise future funding availability for your own and other organisations.
* Any press references with regards to the project should refer to the funding source as defined by Carr-Bridge Ahead in the grant offer letter.
1. **Payments**
* Funds will be finalised by Carr-Bridge Ahead and will then be subsequently issued to the awarded party. On capital projects or when funding is greater than £5000 payment shall be made directly to the contractor / supplier from Carr-Bridge Ahead.