



Community Grants Scheme Application Guidance Notes

Please read these guidance notes carefully while filling in the application form. We have not provided notes for every question in the form since some are self-explanatory.

Please also refer to the map provided alongside the application form and guidance notes, to confirm that your project takes place within the specified geographic area.

All information about Destination Tweed's Community Grants Scheme, including application deadlines, is available at: destinationtweed.org/project/community-grants

If you require any assistance during the application process, please contact info@destinationtweed.org for help. We advise you to discuss your project ideas or proposal with the team in advance of applying, to ensure that your project is eligible.

Please keep answers to within the word limit where specified.

You must not start your project before our grant is confirmed.



Thanks to National Lottery players

1 ABOUT YOU AND YOUR ORGANISATION

1a-i) Please ensure you provide details for the **main contact** for the project – someone who can talk about the project in detail and who will be available in the six weeks following the submission deadline. You must let us know if they are away for any time during this period.

1l) Your organisation does not need to be a charity, but please provide your charity number if it is. If your organisation is constituted, please include a copy of your constitution in your supporting documents (see Section 5).

School-based projects led by e.g. parent-teacher councils, pupil councils may be eligible for support, but projects must clearly demonstrate that the benefits they provide are additional to schools' statutory responsibilities and requirements. Projects which will benefit members of the wider community beyond the school's students and staff will be looked upon more favourably. We urge you to get in touch with us before applying if you are unsure whether your project will be eligible for support via Destination Tweed's Community Grants Scheme.

1m) This question is for our records only. Your project may still be eligible for support even if your organisation is based outwith the project area, provided your project activities will take place and benefit those within and close to the project area. Please indicate this at 2b.

1n) Bear in mind that the individuals reading your application may have little or no prior knowledge of your organisation or the work that you do. Please tell us about your main activities, focus areas and aims.

1p) We will use these organisational bank details to pay your grant if your application is successful.

1q) In addition to providing information at 1q, we ask that a signed copy of your latest annual accounts is included with your application, preferably electronically (see Supporting Documents, Section 5).

If your group has not yet completed one full year, please provide a projection of income and expenditure for your first year of operation.

Unrestricted reserves are general funds held by your organisation, unlike restricted reserves, which have been provided only for a particular purpose or project.

1r) Applications from organisations with unrestricted cash reserves well in excess of the proposed project costs are unlikely to be prioritised for support.

2 ABOUT YOUR PROJECT

2b) Projects/activities based entirely or predominantly within 2km of the River Tweed (or within 2km of links to Biggar and Moffat) will be prioritised. **Please see the map provided alongside these documents if you are unsure whether your project is within the relevant area.** Online tools such as <https://www.freemaptools.com/measure-distance.htm> can be used to check distances.

2c) We highly recommend that you discuss your project with a member of the team before applying; please get in touch via info@destinationweed.org.

2e) Please tell us about your project in 300 words or less: its aims, intended activities etc. Bear in mind that your project must contribute to the grant scheme's specified Outcomes (see 2g). Remember that the person reading your application may have no prior knowledge of your proposed project or of the needs and circumstances surrounding your proposed project.

2g) Please let us know how your project will contribute to our grant Outcomes. You must demonstrate that our support will lead to delivery of activities that align with at least one of our grant Outcomes. Projects are not expected to meet all Outcomes and applications for projects with a strong, clear focus on one or two Outcomes are more likely to be assessed favourably than projects that meet all four Outcomes only loosely.

2h) Please tell us how you know that there is a need for your project. You should be able demonstrate a clear demand for the project, and where relevant, include evidence to back this up: visitor surveys, expert reports, community questionnaires, social media content, alignment with local/regional/national strategies, for example.

2i) Let us know how many people will benefit from your project (estimates are fine), which demographic groups/target audience(s) you anticipate being involved (if applicable), whether these are new or existing audiences, and how they will benefit from being involved in your project.

2j) Let us know how you will advertise and recruit volunteers/participants and/or how will you publicise your project/activities. How will you make sure that your project reaches the widest audience possible?

2k) Please provide a start date and end date for your project, with key milestones in between. Bear in mind that you must allow sufficient time for us to consider your application and award your grant (if successful) before your project is scheduled to start. You may like to attach this separately as an Excel spreadsheet or similar, particularly if your project is longer/more complex. If so, please just note this within the application form and include your timetable among your supporting documents.

2l) Key outputs include the activities that will be delivered as part of your project: events and activities delivered, resources produced, capital works undertaken etc. Try to provide numbers where you can e.g. how many activities will be delivered, how many people will participate, how many historic sites will be recorded, how many metres of footpath will be improved, as appropriate for your project.

2m) Please set out how you will measure your project's success. This might include monitoring and reporting on key outcomes such as the number of people trained, number of attendees at events, number of raised beds planted with pollinator-friendly species etc. You might ask participants to complete questionnaires to understand the quality of their experience, or measure repeat participants, for example.

2n) Please specify who will manage delivery of your project to ensure that it runs on schedule and within budget. Please name key individuals where possible and demonstrate how they are suitably experienced to undertake the task. We will expect to see a larger and/or more experienced team for more complex projects.

2o) Volunteer time includes unpaid activities undertaken as part of planning, delivery, management and reporting for your project. Those participating in activities delivered as part of your project are not considered volunteers e.g. if you were to design a community archaeology project, any individuals taking part in survey/excavations etc would be considered participants rather than volunteers, so their time should not be included here.

2p) Your project's assets are any items of value owned and controlled by your organisation that have a useful life longer than a single accounting period. Please let us know how you will ensure that they remain in use and maintained beyond the timespan of your project.

2q) Capital works may be defined as works to build, alter or improve an aspect of the physical environment, such as buildings, archaeological sites, the natural environment etc.

2r) There are various websites that will help you identify the grid reference of your project, if necessary, such as <https://gridreferencefinder.com/>. What3words creates a unique three-word reference to provide location information: <https://what3words.com/>

2t-u) We are very unlikely to support projects which have not yet secured, or are not in the process of securing, landowner permissions to undertake work at a site that the applicant organisation does not own. Please provide an update on the status of any necessary permissions, and likelihood of these being secured if they haven't already.

2v-w) Please provide an update on the status of any applications for permissions that will need to be secured for your project to go ahead, and likelihood of these being secured if they haven't already. We are unlikely to support projects which have not yet secured, or are not in the process of securing, planning permissions or other regulatory compliance/consents if these are required for the successful completion of the project.

2x) Please outline why support from Destination Tweed's Community Grants Scheme is important to your project. Will your project go ahead without our support?

3 PROJECT COSTS

3a) Please note that project costs must not include goods or services purchased prior to the date of the grant award. We can only pay against VAT if you are not able to claim it back. If you can reclaim VAT, please enter your net costs, otherwise please include VAT as appropriate. You may include up to 10% contingency, to be drawn down in the event of any unexpected alterations to your project programme or costs. If you do not use your contingency, your grant from us will be reduced as appropriate.

3b) Please let us know about any advice you have sought or any costs/quotes you have received while putting together your project budget. You should include these in your supporting documents (see Section 5) as appropriate.

3c) Please state the amount that you are requesting from us. Destination Tweed's Community Grants range from £1000 to £10,000 and must represent at least 10% of your project's total costs.

3d) Please tell us about any other funding sources or grants you have applied for or intend to apply for, and let us know the status of those: 'pending' if you are still waiting for a response, or

‘confirmed’ if your application was successful. If you have any grant decisions pending, please include information on when you expect to hear back.

3e) You can apply to us for 100% of your project’s costs, or you can use our grant as match funding for a larger project, so long as our grant represents at least 10% of your project’s costs, i.e. if you are applying to us for the maximum grant available of £10,000, your total project costs should be no more than £100,000.

Please note that grants awarded are offered at a percentage of the total project cost. If your total project costs end up being less than the figure stated in your application, your grant will be reduced proportionately.

Please note that grant payments are usually made in arrears, though in some circumstances we may be able to adjust this to aid with cash flow. Please get in touch to discuss this in advance of submitting your application, if you anticipate that receiving grant payments in arrears might lead to cash flow issues.

3e-f) We will not usually support commercial projects that aim to make a profit. However, we may consider applications where, on balance, the project delivers exceptional value against the grant scheme’s intended Outcomes.

4 DECLARATION

4c) You can use the content box to drag and drop in a digital version (jpg/png) of your signature, if you have one. If not, please enter your name using the text field.

5 SUPPORTING DOCUMENTS

All applications must include a copy of your organisation’s most recent accounts. If your group has not yet completed one full year, please provide a projection of income and expenditure for your first year of operation.

Please send us any further evidence that you feel will support your application, including reports, quotes, images etc. The list is not exhaustive, but please bear in mind that you should only send information that relates directly to your project and/or organisation and, most importantly, will help us make a decision about whether to fund your project. We do not expect all applications to provide all items on the list.