



## Orkney Local Action Group

## Community Led Local Development Fund 2023-24

## Project Application Form

Before completing this application form, you must read the Community Led Local Development (CLLD) Guidance which you can obtain from your local CLLD team.

Please also contact the local CLLD team if you have any queries: [CLLD@orkney.gov.uk](mailto:CLLD@orkney.gov.uk)

As part of your application, your group/organisation will be required to provide:

- a detailed budget indicating what your grant will be spent on and that you have capacity to deliver it by mid March 2024;
- the date you expect to complete the project;
- a copy of your Constitution;
- a copy of your last 3 years of annual accounts and bank statements for the last 3 months. If you are unable to provide either of these, please urgently contact the CLLD Team at your local Council.
- Quotes for all elements or benchmarking (where appropriate)
- Other relevant documents are described in the CLLD Guidance document.

### Eligibility Criteria Check

To be eligible to apply for this fund, your project must deliver on one of the following outcomes:

**Creating sustainable public services** - grants from £2,000 up to £7,000 for projects which support sustainable public services, such as enabling mainland based third sector groups to provide outreach services and to deliver their services or activities to rural areas and the isles. Applications may also be considered from isles based groups wishing to participate in existing collaborative projects on a trial basis. Grants can cover up to 100% of eligible revenue costs. Capital costs can be covered up to a maximum of £5,000.

**Transforming the economy to deliver net zero** - grants from £2,000 up to £7,000 for projects designed to support net zero, such as increased recycling, upcycling, waste reduction and community growing projects. Feasibility studies and pre-project activity may also be eligible. Grants can cover up to 100% of eligible revenue costs. Capital costs can be covered up to a maximum of £5,000.



## Section 1 – Tell us about your group/organisation

<b>Legal name of group / organisation</b>		
<b>Trading name or known name, if different from above</b>		
<b>Legal Form</b>	<input type="checkbox"/> Community benefit society	<input type="checkbox"/> Scottish charitable incorporated organisation
	<input type="checkbox"/> Company limited by guarantee	<input type="checkbox"/> Trust
	<input type="checkbox"/> Co-operative benefit society	<input type="checkbox"/> Other (provide status):
	<input type="checkbox"/> Constituted community group	_____
<b>Scottish Charity Registration Number (if registered)</b>		
<b>VAT Registered Number (if applicable)</b>		
<b>Registered Address Details</b>		
Address line 1		
Address line 2		
Address line 3		
Town / City		
Postcode		
Local authority		
Website		
Twitter		
Facebook		



Instagram	
<b>Is this a partnership application?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide the name of Partner/s	
Partner/s contact details:	
<b>What is your group or organisation's annual income and net profit?</b> Enter 2 different figures: numbers only – no need for £ symbols or commas	
<b>What is the name of the village/s or community your activity will support?</b>	



## Section 2 – Contact details

<b>Main contact person for the group/organisation</b>	
<b>First Name</b>	
<b>Last name</b>	
<b>Position</b>	
<b>Phone Number</b>	
<b>Email address</b>	

<b>Authorised signatory/ies and role/s including for bank accounts. See section 4</b>	
<b>1. Name</b>	
Position	
<b>Phone Number</b>	
<b>Email address</b>	
<b>2. Name</b>	
Position	
<b>Phone Number</b>	
<b>Email address</b>	



## Section 3 – Tell us about the activities you would like funding for

Applicants should tell us how the work they will deliver responds to local needs and will help strengthen their community.

<b>Project start date</b>	
<b>Project End date</b>	
<b>Other Key Project dates</b>	
<b>Who will this project benefit?</b>	
<b>How many people will this project benefit?</b>	

<p><b>Please tell us which of the Fund outcomes your work will contribute to. (select as many as appropriate).</b></p> <p><input type="checkbox"/> Our group / organisation will build connections that will help us in the future;</p> <p><input type="checkbox"/> Our group/organisation will work collectively and collaboratively to make positive changes in our community;</p> <p><input type="checkbox"/> We will monitor our progress and provide information and learning that will help inform future rural policy and programmes;</p> <p><input type="checkbox"/> Our group / organisation will have the opportunity to try out different approaches to local community development.</p>
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<p><b>If another funder is also making a financial contribution to your project, please state their name, amount involved and if this money is for a specific item or element of the project, if funding is confirmed or a decision pending. (50 words maximum)</b></p>	
<input type="checkbox"/>	100% CLLD funded



<input type="checkbox"/>	<b>Match funded</b>
	<b>If match funded, please give details of award and the percentage of CLLD funding you are requesting (name of funder, amount involved and what element of the project the money is for) and attach the award letter:</b>

**What specifically will you use the funding for? Describe the proposed activity. (250 words maximum)**

**Describe how this activity will develop and support your community? (250 words maximum)**

**Describe how the community has been involved in developing the proposed activity and what evidence there is of community need and support for it. Please make reference to inclusion, equality and diversity, and attach any letters of support or questionnaire results etc which support this section. (250 words maximum)**

**Describe how your organisation has the capacity to deliver the project in terms of staff/volunteers and finances (cashflow) in the timescale.**



<b>Project Milestones Description</b>	<b>Date</b>	<b>Claim amount</b>
<p><b>Describe how the project will help to deliver a legacy and sustainability. What do you hope to learn from it? What will you put in place to identify learnings and to track and record the outcomes?</b> (250 words maximum)</p>		
<p><b>An end of project report will be required. How will you measure the impact of the project, eg impact on those involved including volunteers and service users?</b></p>		
<p><b>Which of the following outputs/outcomes will your project support? Please tick all that apply.</b></p>		
<p><b>Key Outputs:</b></p>		
<p><input type="checkbox"/> New and existing community facilities/services developed and improved.</p>		
<p><input type="checkbox"/> Improve issues of inequality, reduce poverty and disadvantage in community terms.</p>		



- Improve the transformational delivery of net zero for community facilities/services.
- Improve community resilience

**Key Outcomes:**

- Increased community skills and capacity, groups become more sustainable.
- Breadth of communities supported across Orkney.
- More intergenerational and inclusive activity supported across Orkney.
- Net zero measure for community facilities is more widely adopted.
- Additional funding leverage for Orkney.
- Partnerships are strengthened, benefitting communities.

**Will your activity specifically support any of the following groups?**

- Equality and marginalised groups
- People living in poverty, including fuel and food
- Unemployed young people aged 16-21

**Select the 3 most relevant Scottish Government policy areas that your planned activity will contribute to. (Select 3 from the list below)**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Rural poverty – especially child and fuel poverty    |
| <input type="checkbox"/> | Net zero and climate emergency                       |
| <input type="checkbox"/> | COVID recovery                                       |
| <input type="checkbox"/> | Young person’s guarantee, green skills and fair work |





<input type="checkbox"/>	Community wealth building
<input type="checkbox"/>	Local democracy and governance, community empowerment
<input type="checkbox"/>	Wellbeing economy
<input type="checkbox"/>	Inclusive growth (includes community-led tourism)
<input type="checkbox"/>	The national islands plan
<input type="checkbox"/>	Rural entrepreneurial activity
<input type="checkbox"/>	Testing how the reach of the LAG network can advance the National Strategy for Economic Transformation and Regional Use Partnerships
<p><b>Please confirm that you will deliver your work in line with Scottish Government Fair Work First principles.</b> <b>(<a href="http://www.gov.scot/publications/fair-work-first-guidance/">www.gov.scot/publications/fair-work-first-guidance/</a>)</b></p>	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<p><b>If awarded a grant, are you happy to be part of a group of funded organisations that meets on occasion with Inspiring Scotland to share your learning and insights so they can evaluate how the funding is being used?</b></p>	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<p><b>Projects awarded funding must agree to cooperate in use of their project in possible promotional and learning material including the use of photography and video filming.</b></p>	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No





<p><b>Please confirm the total award amount you are applying for.</b> Enter numbers only - you should not use £ symbols or commas</p>	
Total revenue	
Total capital	
<p><b>Please confirm that you will be able to spend all of this funding by mid March 2024.</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Will you be able to provide evidence of spending this money?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Has your organisation or group been awarded grant funding from 2022/23 Scottish Government's CLLD or Inspiring Scotland?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Please confirm that your group/organisation has a bank account?</b> If No, please ensure that a bank account is being applied for in the name of your group/organisation.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Does your group require more than one signatory to make withdrawals from your bank account?</b> See Section 2</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Please submit a copy of your last 3 years audited accounts and the 3 most recent bank statements.</b></p> <p><b>Please detail any other public 'de minimus aid' or 'small amounts of financial assistance' your organisation has received this financial year or the previous two financial years.</b></p> <p><b>Please submit a copy of your group or organisation's Constitution or set of rules. Other items as applicable are listed in the CLLD Guidance document.</b></p>	



## Section 5 – authorisation

On behalf of the group / organisation named in Section 1, I/we hereby apply for a grant as outlined in this application in respect of expenditure to be incurred over the proposed funding period on the activities described above.

I/we certify that, to the best of my/our knowledge and belief, the statements made in this application are true and the information provided is correct.

I/we accept that failure to provide a correct declaration and other accurate information may lead to funding being refused, withdrawn or recovered.

<b>Name of authorised person/s</b>	
<b>Position of authorised person/s</b>	
<b>Name of authorised person/s</b>	
<b>Position of authorised person/s</b>	
<b>Date</b>	

**Applicants to the Community Led Local Development Fund should be aware that all information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers.**

**Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty’s Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement.**