



Coigach Community Development Company (CCDC)

Company No: SC374107 Charity Registration: SC047971

Registered Office: Coigach Community Hall, Achiltibuie, Ullapool IV26 2YG

CCDC Small Grant (Up to £5,000) Fund for Organisations

Application Form

(Please read the Guidance Notes on page 3 before completing the form)

ABOUT YOUR ORGANISATION	
Your Organisation's Name	
Please tell us what type of Organisation you are	<p>Select your organisation type from at least one of these categories. You can select from more than one category if relevant.</p> <p><input type="checkbox"/> Voluntary or community organisation (includes: registered charities, constituted groups/clubs, not for profit companies, CICs and social enterprises)</p> <p><input type="checkbox"/> Statutory organisation (including Community Council)</p> <p><input type="checkbox"/> School</p> <p><input type="checkbox"/> Other (please specify)</p>
Organisation's Contact Details (Address, Telephone Number(s), Email, Name(s) of Main Contact(s))	
ABOUT YOUR PROJECT	
<p>Please give a Brief Description of your Project telling us:</p> <ul style="list-style-type: none"> • Its Name (if different from that of the Organisation) • What it is that you intend to do and how you intend to do it • Why the project is needed • Who will benefit from it • Where it will take place • When it will occur • How you will know whether it is a success or not (please tell us of the ways you will measure the outcomes of your project) 	

Which one (or more) of CCDC's charitable objects (listed in Appendix 1 below) does your project address?	
Please tells us the cost of the project (itemising any items over £100) and how much of the total cost you are requesting from CCDC.	
If your application is successful how will you acknowledge the support of CCDC?	
Please tells us any additional information that you think may assist us in deciding upon your application	
Bank Account	Does your organisation have its own bank account? Yes/No If not , please tells us into which Organisation's bank account do you want any grant awarded to be paid.
YOUR DECLARATION	
Please sign to confirm that: <ul style="list-style-type: none"> Your Organisation is eligible to apply for funds (See Appendix 1) You have read and agreed to the terms and conditions (see Appendix 2) Your application is correct and complete 	Signature Date Print Name Phone Number(s) Email
FOR CCDC USE ONLY: Document Destruction Date:	
V1 9/18	

GUIDANCE NOTES FOR APPLICANTS

The following **information** in the **appendices below** is intended to:

- enable you to understand whether your organisation is eligible for a grant;
- tell you about the terms and conditions of any award made;
- show you the scoring system that will be used to assess each application in this category.

When you have **completed your form**, please send it by email or post to:

Coigach Community Development Company

Email: info@coigachcommunity.org.uk

Address: CCDC, Coigach Community Hall, Achiltibuie, Ullapool IV26 2YG

If you require **any further information or guidance about submitting your application**, please contact one of our Local Development Officers either by using the email address above or by phone:

Julia Campbell (01854) 622 379

Donald Macleod (01854) 622 372

Appendix 1: Eligibility to Apply for Small Grants (Up to £5,000)

1. To be **eligible** an application **must benefit the community of Coigach** (as defined by the postcodes that follow) and it **must meet one or more of the Charitable Objects** below as detailed in this extract from Coigach Community Development Company's constitution:

"The Company has been formed to benefit the community of Coigach as defined by the postcode units IV26 2YT, IV26 2YR, IV26 2YJ, IV26 2YN, IV26 2YS, IV26 2YL, IV26 2YP, IV26 2YG, IV26 2YB, IV26 2YF, IV26 2YH, IV26 2YW (**"the Community"**), with the **Objects** listed in Articles 3.1.1 to 3.1.7 (**"the Objects"**), **to be exercised following the principles of sustainable development** (where sustainable development means development which meets the needs of the present without compromising the ability of future generations to meet their own needs), namely:

- 3.1.1 to advance **community development** by:
 - (a) the **management of community land and associated assets** for the benefit of the Community and the public in general; and
 - (b) **urban or rural regeneration** within the Community;
- 3.1.2 to advance **environmental protection or improvement including preservation, sustainable development and conservation of the natural environment**, the **maintenance, improvement or provision of environmental amenities** for the Community and/ or the **preservation of buildings or sites of architectural, historic** or other importance to the Community;
- 3.1.3 to advance **the education of the Community about its environment, culture, heritage and/or history** and provide assistance for access to **training opportunities to relieve unemployment and improve skills development** within the Community;
- 3.1.4 to provide, or assist in providing, **recreational facilities, and/or organising recreational activities**, which will be available to members of the Community and public at large with the object of improving the conditions of life of the Community;
- 3.1.5 to **relieve those in need by reason of age, disability, financial hardship or other disadvantage** by the provision and support of sustainable transport within the Community to provide access to healthcare;
- 3.1.6 to advance **citizenship and civic responsibility** by providing assistance to individuals and voluntary sector organisations in order to deliver and train volunteers and support youth projects;
- 3.1.7 to advance the **arts, heritage, culture** and **science** by supporting artistic performance and development within the Community and programmes relating to its cultural and natural heritage; and

3.1.8 to carry out any other business which may be advantageously carried out in connection with this Article.”

2. **Other Eligibility criteria** which you are required to meet include:

- Your organisation has at least two unconnected people on the board or committee
- You are applying for an amount between £100 and £5,000, for a project that will finish within about 12 months from the date of any award made
- Your project starts at least 6 weeks from the date you submit your application
- You have a UK bank account in your organisation’s name OR you have an association with an organisation that has such an account and can have funds paid into that account

Appendix 2: Terms and Conditions of the Grant Awards

For our successful applicants we have the following **Terms and Conditions**:

1. We may require evidence of expenditure and you agree to obtain and retain invoices and receipts for our inspection.
2. Donations must only be spent on the agreed activities or equipment and any unspent funds must be returned to us.
3. You agree to acknowledge that CCDC are supporting your project.
4. You agree to arrange with us (as appropriate) publicity regarding your award.
5. You agree to notify us immediately if your plans change and the agreed activity cannot be delivered.
6. After your project has been completed, you agree to provide us with a brief report of the activity undertaken and the outcomes achieved.

Appendix 3: Scoring Matrix

On the next page you will find the scoring matrix that will be used to assess your application. This is intended to ensure a fair and transparent assessment process.

As long as there is sufficient money available to disburse, a score of 60% will be sufficient for an award to be made. Your application does not need to score highly in each and every category to be given an award.

N.B. CCDC has 3 other Funds each with their own Application forms:

(1) **Education and Training Bursaries Funds for adults** including those aged 16+ who have left secondary education (this fund is for individuals only);

(2) **Wellbeing Fund** which is open to support **adults (aged 16+)** living in Coigach to participate (including to perform) in a range of **arts, cultural and natural heritage, leisure and recreational, and scientific events, non-certificated/informal lifelong learning courses and activities** (this fund is for individuals only);

(3) **Supporting Children and Young People Fund** - from birth to the end of secondary education (this fund is for individual children and young people)

Please **contact CCDC** for further information about these funds.

Email: info@coigachcommunity.org.uk

Address: CCDC, Coigach Community Hall, Achiltibuie, Ullapool IV26 2YG

Phone: Julia Campbell (01854) 622 379/ Donald Macleod (01854) 622 372 (Local Dev Officers)

COIGACH COMMUNITY DEVELOPMENT COMPANY: SMALL GRANT FUNDING APPLICATION SCORING MATRIX

PROJECT TITLE:					Decision	Accept	
						Refer	
						Reject	
Assessment Criteria	Weighted Decision Making				Score		
	Low (0-3)	Middle (4-6)	High (7-10)				
1. Does the application meet the charitable objectives of CCDC?	No alignment with objectives (see Appendix 1)	Aligns to some extent with one or more objectives	Aligns fully with one or more objectives				
2. Is the project aligned with the Development Plan's priorities?	No alignment with any of the priorities	Aligns to some extent with one or more of the priorities	Aligns fully with one or more of the priorities				
3. Are the project outcomes/objectives clearly defined?	No clear outcomes or objectives	Some clarity in outcomes or objectives	Fully clear in outcomes or objectives				
4. Is there evidence of research and/or background information?	Little or no evidence of research/ background info.	Some evidence of research/ background information	Clear evidence of research/ background information				
5. What is the likely impact of the project?	Will be of very little or no benefit to an individual, group or community	Of some benefit to an individual, group or community	Has clear benefit to an individual, group and/or the community				
6. Is the project achievable within the period proposed?	Little or no chance of being achieved within the period proposed	Some chance of being achieved within the period proposed	Every chance of being achieved within the period proposed				
7. Is the project sustainable?	No evidence provided for sustainability	Application is for a short term or a one-off project	Clear evidence of sustainability provided				
8. Are the project costs reasonable?	Little or no evidence of reasonableness of costs provided	Some evidence of reasonableness of costs provided	Clear evidence of reasonableness of costs provided				
9. Has funding for the project been obtained/ sought from elsewhere?	Project should be funded from other sources	Funding is wholly reliant on CCDC	Other sources of funding (part or whole) secured or actively sought				
10. Will the impact of the project be monitored and evaluated?	Little or no evidence that monitoring and evaluation will occur	Some evidence that monitoring and evaluation will occur	Clear evidence that monitoring and evaluation will occur				
					TOTAL SCORE	/100	

