

Policy Document
Dalton & Carrutherstown Community Council
Local Grants Scheme Applications

Version 1.2

Version Date: 30/05/26

Equality Impact Assessment Date: 30/05/26

Table of Contents

1. Intention
2. Core Values
3. Introduction
4. Scheme Eligibility
5. Scheme Administration
6. Glossary

1. Intention:

This policy sets out Dalton & Carrutherstown Community Council's approach to grant funding applications under the Annandale & Nithsdale Community Benefit Company (ANCBC) Local Grants Scheme and the Minsca Windfarm Community Fund . The policy describes how the funding scheme will be publicised and documents the foundation upon which applications will be invited, considered, awarded and administrated.

This policy does not change or replace the Community Council's constitution or the underlying criteria for scheme operation set out by the contributing windfarms.

The aim and objective of this policy is to provide clarity and assistance to applicants and members of the community council when making or considering applications for grant funding. While the policy delivers clear guidance and consistency, no policy can cover every eventuality and it is acknowledged that where specific circumstances arise that justify departure from the policy to ensure community benefit is best delivered, those circumstances may be considered, recorded and agreed by majority vote by the community council in keeping with their core values.

2. Core Values

The approach set out in this policy reflects Dalton & Carruthertown Community Council's values of -

- Integrity: We will demonstrate high moral and ethical standards across all Community Council business
- Transparency: We will promote trust by making actions and decisions visible to the public
- Fairness & Respect: We will be open, available and approachable to all
- Collaborative Working: We will positively engage, consult and communicate within our community

The Community Council is committed to distributing available funding fairly, efficiently and effectively in line with its core values and the guidelines provided by the ACBNC and the Minsca Windfarm Community Fund.

3. Introduction:

The Annandale and Nithsdale Community Benefit Company Ltd (ANCBC) and the Minsca Windfarm Community Fund manages funds that are provided by Scottish Power Renewables (SPR) and Nadara respectively and are linked to Harestanes and Minsca windfarms. Under agreement with SPR and Nadara, funds can be used to support a wide range of activities that benefit local communities.

The Local Grants Scheme enables participating Community Councils to support locally identified projects or initiatives that will clearly demonstrate a community benefit. This provides an opportunity for the ANCBC and Minsca funds to reach deeper into the community and have a positive impact on a wider number of people.

The Scheme is coordinated by the Community Council for each geographical area and it decides how applicants apply and how much they can apply for.

Dalton & Carrutherstown Community Council is keen to demonstrate Sound Governance and will seek to ensure that all money awarded under the Scheme is fully auditable from the point of application through to payment of funds and spending by the applicant. Part of the Sound Governance will be the subsequent provision of receipts by the applicant which demonstrate that the money awarded was used in a manner that is consistent with the terms of the initial application.

4. Scheme Eligibility

Who can apply

In order to be eligible to apply for a funding grant, the proposer must operate within the geographical area of the Dalton & Carrutherstown Community Council and the indicated benefit from any funds awarded must be realised within that geographical area.

- Individuals - where an individual is seeking funding for a wider community benefit, not a personal benefit, such as covering costs to repair a community asset, costs for setting up a neighbourhood watch scheme or costs for creating a community garden.
- Non Constituted groups (see section 6 for definitions)
- Constituted groups (see section 6 for definitions)

Who cannot apply

You can not apply under the scheme if you are -

- A private business.
- A for-profit organisation.
- A political party, body or group.
- Where funding could not be shown to benefit the communities and Dalton and Carrutherstown geographical area.
- Where funding would be used for religious purposes, religious buildings, facilities or assets.
- An organisation that exists for unspecified or unclear purposes.
- An individual or organisation that does not hold a UK bank account.

What grants can be used for

Applications that address any of the following issues are particularly welcomed:

- Community facilities, services, transport and enhancing open spaces
- Community or local events
- Sport, recreation and improving the health and well-being of residents
- Promoting care and support of vulnerable people; improving community safety; minimising isolation and maximising well-being.
- Environmental projects – including climate change reduction and progress towards net-zero carbon emissions
- Heritage
- Enterprise to generate skills, employment and tourism, reducing poverty, isolation and disadvantage, improving rural business opportunities, building the capacity of community and voluntary organisations, supporting innovation and social enterprise
- Youth and education, providing training opportunities and support for vulnerable youngsters

What grants should not be used for

For the avoidance of doubt, ANCBC and Minsca request that funds are not spent on:

- Political, religious, entertainment or hospitality purposes.
- Any purpose that is averse to SPR's interest in the windfarm or business interests of SPR or its parent company or group of companies or to other commercial windfarms.
- Investment in windfarm sites unless agreed by SPR, its parent company or group of companies.
- Activities that do not demonstrate a significant benefit to the local community.
- Finance or replace a service that is the legal responsibility of the local authority.
- The repayment of loans or payment of debts.
- Individuals or private businesses, unless wider public benefit can be clearly demonstrated
- Costs already incurred or activities that have taken place before the application was submitted and/or decided upon, i.e. retrospective funding.
- Work that replaces that already undertaken by the public sector.

How Much Can Be Requested

Category 1:

These are applications which are considered and approved directly by the Dalton & Carrutherstown Community Council. It is anticipated that the majority of applications will fall into this category.

- Individuals may apply for funding up to a maximum of £250
- Non Constituted Groups may apply for funding up to a maximum of £500
- Constituted Groups may apply for funding up to a maximum of £1000. The scheme does permit constituted groups to submit more than one application relating to the same event. Each application must be clearly aligned to separate aspects of the

event and approval will be subject to careful assessment of fair and proportionate distribution of funds.

Category 2:

From time to time a more ambitious project, activity or purchase may be considered which would require more than the maximum permissible funding which can be authorised by the Dalton & Carrutherstown Community Council directly. In such cases the Community Council would be happy to discuss the proposal with the applicant and, where the funding scheme criteria are satisfied and sufficient funds are available, assist the applicant in identifying the most appropriate funding stream through which to submit their application to the fund administrator. Each case will be considered on its own merits and would be subject to final approval by the relevant fund administrator.

5. Scheme Administration

Disclaimer

Through the process of administering the Local Grants Scheme and any award of funds, the Dalton & Carrutherstown Community Council does not accept any responsibility for any product or equipment, the use of any product or equipment, or for the organisation, management or operation of the service, event, activity or project stipulated by the applicant.

Any award of money will be deemed to be an award made in good faith under the auspices of the Local Grant Scheme on the understanding that the applicant accepts full responsibility for the purpose for which the funds will be applied and the applicant will adhere to all legal and health & safety requirements that are deemed necessary or reasonable to ensure the safety of the purpose to which the funds are applied and the safety of the public.

Promoting and Publicising the Local Grants Scheme

Details of the scheme and the opportunities it presents will be published at appropriate intervals on the Dalton & Carrutherstown Community Council public notice boards, Facebook page, newsletters and during public meetings.

The Application Process

The following steps illustrate the process for applying under the scheme -

Step 1

The applicant should request an application form via email to -
daltoncarrutherstowncommunitycouncil@outlook.com.

The email should contain details of -

- Name, address and contact telephone number of the applicant
- Name of the applicant's organisation where relevant
- A brief description of the intended purpose of the funding, e.g. an event, activity or intended purchase

- Any relevant dates, timelines or deadlines relating to the intended purpose
- The amount of funding being requested

Upon receipt of that email the applicant will be sent the most appropriate Local Grants Scheme application form via email for completion.

Completed application forms must clearly state how much money is being applied for, the intended purpose of the funding and how this would benefit the community.

Applications may be considered and a decision reached more quickly where the applicant is able to submit a quote or estimate for the desired event, activity or purchase along with their completed application form.

When money is awarded by the Community Council under the scheme, the applicant / recipient of the funds is responsible for the legitimate spending of that money in a manner which is consistent with the information provided in the application.

Step 2

The application will be formally considered at the next public meeting of the Community Council. The applicant will be informed of the level of support and any decision as soon as possible.

Where the Community Council deems it necessary, the applicant may be invited to furnish more information to enable a decision to be reached.

Step 3

If the application is successful or approved in principle, unless already provided, the applicant will be asked to submit an appropriate quote or quotes for the product, service or activity they are requesting money for.

In the vast majority of cases a quote for the product or service will be available and should be provided to demonstrate transparency.

Where a 'contribution' to a product, service or activity is sought, there will be many occasions where a quote will still be available to account for the contribution, such as a quote for the purchase of equipment which is more expensive than the amount awarded or a quote for the hire of a marquee, a generator or an inflatable which will be used as part of a wider event.

While submission of a quote will be the default requirement, where the Community Council is satisfied that the applicant cannot reasonably acquire or provide a quote, an alternative means of demonstrating legitimate spending may be considered. Examples may include indicative costs from a website, comparable costs from another similar project or event, or a letter of intent etc.

The Community Council will consider each case on its own merits and where it supports a particular cause in principle, the Community Council will assist applicants in understanding what evidence to provide to best enable their application to be successful.

Step 4

If the applicant is successful, the approved funds will be released to an appropriate UK bank account at the most appropriate time.

Step 5

After funds have been issued, the applicant / recipient of the funds must obtain and furnish to the Dalton & Carrutherstown Community Council a receipt which covers the specific allocation of money.

Receipts should be provided -

- as soon as possible
- within 30 days of a product or service being purchased
- in any case within 90 days of the fund being awarded.

(see also the explanation under 'Decision Making' which describes the process that will be adopted where funds have been made available but the applicant is unable to complete the spend within a 90 day period)

Decision Making

The Local Grant Fund Scheme is coordinated by the Dalton & Carrutherstown Community Council and it determines how applicants should apply and how much they can apply for.

Applications will be considered on a case by case basis and decisions will be made at public meetings of the Dalton & Carrutherstown Community Council.

Applications which cannot be shown to be from an eligible source, which do not appear to benefit the local community or do not otherwise uphold the values of Dalton & Carrutherstown Community Council, will not be successful.

For the purpose of ensuring that allocated funds are released to applicants at a time which is appropriate for the intended purpose, Dalton & Carrutherstown Community Council may agree at a public meeting for funds to be released quickly or alternatively agree an indicative future date on which the funds would be made available.

Where it appears to the Community Council that the allocation of funds is intended for a purpose which may be cancelled, postponed or deemed undeliverable due to circumstances out-with the applicant's control, for example a service or an outdoor event that may be disrupted by severe weather or an indoor event for which the intended venue becomes unexpectedly unavailable, the Community Council may require-

1. In the case of higher-value monetary awards, evidence of relevant insurance which would allow the allocated funds to be recovered in the event of cancellation, and/or
2. Evidence of a back-up plan which would allow the event to be quickly moved to a different location, such as an indoor venue in the case of severe weather, and which demonstrates how the funds would still be used to deliver the benefit described in the application, and/or

3. Evidence that the event can be easily postponed to a different date and the event will be delivered within a period of 3 months from the intended date.

Where funds have been allocated for the purchase of a specific product or service that is no longer available following completion of the application process, the Community Council may approve the purchase of an identical or similar product or service which is consistent with the terms of the initial application. In such circumstances the applicant must communicate with the Community Council to reach agreement that the alternative product or service is consistent with the terms of the initial application before it is acquired.

In general terms where funds have been awarded for the completion of a project, the Dalton & Carrutherstown Community Council will expect completion of the project to a degree which demonstrates effective use of funds within a period of 90 days. Where completion cannot be achieved within 90 days, the applicant should provide written intimation to the Community Council for accounting and audit purposes and to allow a decision to be made about any extension to the 90 day period.

Where funds have been allocated for the purchase of a specific product, service or project that is no longer available or achievable following completion of the application process and an alternative product or service cannot be ascertained or the project completed within reasonable timescales, the Community Council and/or the Local Grants Scheme provider may seek the funds to be returned in full.

Receipts & Auditing

The Dalton & Carrutherstown Community Council will maintain records of applications received, those that were supported and unsupported, how funds have been spent, receipts and documents relating to the project for a period of seven years. Those records will be made available to the ANCBC and Minsca Windfarm Community Fund upon request.

Consequently applicants must provide receipts which demonstrate that the allocated funding was spent in a manner consistent with the application.

6. Glossary

An individual - under this policy will be deemed to be a member of the community who wishes to deliver a project that will realise community benefit. Examples may include funds that are put towards the cost of setting up a keep-fit class for local residents, repairing a community asset or developing a community garden.

A non-constituted group - often termed an unincorporated association or informal group is a collection of individuals united by a common, non-profit purpose without formal legal registration. These groups have no separate legal identity, meaning members are personally liable for debts and contracts, making them best suited for small, low-risk community projects.

Common examples

- Local walking groups or hobby clubs.
- Small community volunteer groups.
- Unregistered community garden groups.

A constituted group is an informal, voluntary, or community organization with a written set of rules (known as a constitution) that govern its aims and operation. It acts as an unincorporated association, providing structure for activities, fundraising, and accountability without full incorporation, allowing it to open bank accounts and apply for funding.

Common key characteristics

- **Structure:** It is more formal than a mere group of friends but not a separate legal entity.
- **Purpose:** Usually set up for community improvement, volunteer projects, or special interests.
- **Operations:** Creates a written constitution outlining goals, management structure (e.g., chairperson, secretary, treasurer) and procedures.
- **Common Activities:** Holding an Annual General Meeting (AGM) to report to members and using a bank account that requires at least two signatories.