



## Orkney Local Action Group

# Community Led Local Development Fund 2022-23

## 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

[Alison.Barclay@orkney.gov.uk](mailto:Alison.Barclay@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 2023;
- 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.
- 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:**

- Community Child, Food and Fuel Poverty Alleviation. Grant funding up to £10,000, to enable community groups to help alleviate child, food and fuel poverty in the community with projects such as food growing, food larders, community fridges, minimising food waste, recycling, upcycling, reuse and others.
- Community Project Feasibility. A Grant of up to £7,000 to enable community groups to commission a feasibility study where there is potential to secure capital funding which will improve the sustainability of a community building, enable resilience, energy efficiency, reductions in carbon emissions and address challenges within communities recovering from the impacts of the COVID-19 pandemic.

## 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"/> Constituted Community Group <input type="checkbox"/> Company Limited by Guarantee <input type="checkbox"/> Co-operative Benefit Society	<input type="checkbox"/> Scottish Charitable Incorporated Organisation <input type="checkbox"/> Trust <input type="checkbox"/> Community Benefit Society <input type="checkbox"/> Other. Provide status <input type="text"/>
<b>Scottish Charity Registration Number (if registered)</b>		
<b>VAT Registered No (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>	
<b>Position</b>	
<b>Phone Number</b>	
<b>Email address</b>	
<b>2. Name</b>	
<b>Position</b>	
<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.</b> <b>(select as many as appropriate).</b></p> <p><input type="checkbox"/> Our group / organisation will have the opportunity to try out different approaches to local community development;</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>
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**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)**

**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 support for it.**

**(250 words maximum)**

**What is new or innovative about your proposed activity?**

**What do you hope to learn from it?**

**What will you put in place to identify learnings and to track and record the outcomes? (250 words maximum)**

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

Please tick all that apply.

- Equality and marginalised groups (definition in guidance notes)
- 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 too. (Select 3 from the list below)**

- Rural Poverty – especially child and fuel poverty
- Net Zero and Climate Emergency
- COVID recovery
- Young Person’s Guarantee, Green Skills and Fair Work
- [Community wealth building](#)
- Local democracy and governance, community empowerment
- Wellbeing Economy
- Inclusive growth (includes Community-Led Tourism)
- The [National Islands Plan](#)
- Rural Entrepreneurial activity
- Testing how the reach of the LAG network can advance the National Strategy for Economic Transformation and Regional Use Partnerships.

**Please confirm that you will deliver your work in line with Scottish Government Fair Work First principles ( [Fair Work First: guidance - gov.scot \(www.gov.scot\)](#) )**

- Yes
- No

**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?**

- Yes
- No

**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.**

- Yes
- No

## Section 4 – Finance

**What value of grant funding are you applying for ?**  
**Enter numbers only - you should not use £ symbols or commas**

**Please provide an indicative budget indicating what your grant will be spent on.**

**Describe the main elements of cost and how you determined them . This is to support your budget proposal. (250 words maximum)**

Alternatively, provide this by way of a separate attachment, but record here that you have done this.

<p><b>Please indicate how much of the award would be for Capital expenditure and how much would be Revenue.</b> Enter numbers only - you should not use £ symbols or commas</p>	
Capital	
Revenue	
<p><b>Please confirm that you will be able to spend all of this funding by mid March 2023.</b></p>	<input type="checkbox"/> Yes
<p><b>Will you be able to provide evidence of spending this money?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Has your organisation or group been awarded grant funding from Tranche 1 of the Scottish Rural Communities Testing Change Fund?</b></p>	<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
<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
<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 submit a copy of your group or organisation's Constitution or set of rules.</b></p> <p><b>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>	

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.