



## ANCBC Community Council Grants Guidance

### What is the Community Council Local Grants Scheme?

As one of the Community Councils located in the ANCBC defined area of benefit in Annandale and Nithsdale, you are eligible for a grant of up to £2,000 each year.

The Local Grant Scheme enables participating Community Councils to respond to quickly to a locally identified need from a constituted community group for an appropriate project that will clearly demonstrate a community benefit. This provides an opportunity for the ANCBC fund to reach deeper into the community and have impact on a wider number of people.

### How can a group apply?

The Scheme is coordinated by the Community Council that decides how applicants apply and how much they can apply for, ANCBC recommends this is set at a maximum of £500 but understands there may be instances where this is not the Community Council's preference. ([see Clarification for 2018-19 at the end of guidelines](#))

Applications generally take the form of a letter to the Community Council. Decisions are then made at its own meetings. Applicants must state how much they would like to apply for, what they plan to spend the grant on, and how this would benefit the community. ANCBC is aware that in general the Scheme Rules governing Community Councils require meetings be held in public. ANCBC considers it appropriate to make decisions on Local Grant awards in public.

### How does such a scheme benefit communities?

Community Councils are encouraged to make these funds available for onward local grant making but are also able to use the funds for their own projects where they benefit the community. If a Community Council selects to use all or part of the award for project/s that the Community Council itself is leading, then this decision must be clearly minuted. The reason for this is to guard against perception or accusation from other groups that funds are not being made available fairly for other groups to apply to. All awards must demonstrate a local community benefit and fit the criteria overleaf.

### How do ANCBC monitor local grants?

ANCBC requires the Community Council to complete a short monitoring report outlining the local grants it has distributed, including their value and purpose plus reasons for any rejections. There is a standard template for this, which is sent to the Community Council with payment for the year. The template includes a question on how the scheme was promoted and any steps the Community Council plans to take in the coming year to improve local promotion. Monitoring reports are due in by 31<sup>st</sup> August each year and any subsequent year's grant will not be released until the report has been submitted to and approved by ANCBC along with the most recent set of accounts.

The Community Council must ensure that the amount disbursed, and the balance reported is reflected in their accounts as funded by ANCBC. The Community Council may therefore wish to consider how it evidences local grant payments in its own records/accounting procedures. It may ask the applicant to provide receipts or to simply acknowledge the grant in writing by way of a receipt.

Community Councils should maintain all records of how funds have been spent, including receipts and documents relating to the project for a period of seven years. ANCBC does not need to see this paperwork, just the monitoring report and accounts mentioned above. In the case of a Community Council being

disestablished then all unspent grant funds allocated through the Local Grant Scheme should be paid back to ANCBC.

### **Who can apply to the Community Council for a local grant?**

Any constituted community group in your Community Council area can apply for a local grant. If a constituted community group in your area is seeking funds for a project up to £500 we would encourage them to apply directly to their Community Council in the first instance either personally or by letter. If they are seeking more than £500, we would encourage them to apply to ANCBC's main fund ([see Clarification for 2018-19](#))

There are likely to be instances where these funds could assist an initiative or project which does not require a full application to the fund. Some examples of awards include:

- £250 to a group to support the start-up of a keep fit class.
- £150 toward the costs of an annual bus trip for a horticultural society.
- £230 to a new art group towards their start-up costs.
- £200 to a football club for goal nets.

Awards are generally allocated on a first come first served basis, but Community Councils are expected to administer local grants thoughtfully and fairly. This does involve at times refusing an award.

### **How do local people know about the Local Grant Scheme?**

We ask that you promote the Local grants scheme to your local community and to let us know how you have done this. Posters, email mailing lists, newsletters and social media are all good ways of promoting the fund to local residents.

### **How often can a Community Council access a Local Grant?**

Community Council grants are distributed annually by cheque autumn.

- If you have spent the full £2000 we will award you another £2000 to enable your organisation to continue offering a local grants scheme to the local community.

If you have spent less than £2000 that year then you will only be eligible to claim the amount that you have spent to bring your total back up to £2000. ([see Clarification for 2018-19](#))

### **How do ANCBC publicise awards?**

We welcome case studies, success stories and photographs of projects that have been funded through the local grants scheme. You can email these to [info@ancbc.co.uk](mailto:info@ancbc.co.uk) or post to Administrator, c/o Foundation Scotland, The Kiosk, Gatehouse of Fleet, Dumfries and Galloway, DG7 2HP

### **What are the terms and conditions of the Local Grant Scheme?**

#### **Terms and Conditions of the Grant Scheme**

ANCBC funds provided by ScottishPower Renewables (SPR) are linked to Harestanes Windfarm and under the agreement with SPR can be used to support a wide range of costs and activities including equipment, running costs for local groups, staff or sessional worker costs, consultations, maintenance or refurbishment of community facilities and capital costs to purchase or develop community assets.

#### [Clarification for 2018-19](#)

[Following the conditions as listed, Community Councils can allocate funds up to the full amount of the annual grant for a single project, but there is a recommendation that grants of up to £500 are made to enable more local groups to have access to funds. This recommendation is also appropriate as three times a year any constituted group can apply to the mail fund for a £501 - £5000 grant. <https://ancbc.co.uk/main-fund/>](#)

Also, if you have **not** spent your full amount of £2000 by August 31<sup>st</sup> then any remainder can be ring fenced for an eligible project to be paid over before 31<sup>st</sup> December, as long as that is made clear on the monitoring form at 31<sup>st</sup> August.

### For further clarification

Two community councils have asked if they can accumulate their annual grant over a period of years for a bigger project, but as above, applications can be made to the main fund three times a year this seems inappropriate.

However, with permission from the Board and a written application detailing the timing and purpose of the project, assessments would still be required, and any funds would not be paid over until the project was ready to receive the funds. This would mean that other local groups would have no access to small grants. It would also require ANCBC to ring fence the CC's yearly amount in our accounts = max 3 years.

Permission from the Board may be a difficult decision as it would be more appropriate to apply to the main fund (as above)

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

- Community facilities, services, rural transport, affordable housing, community development
- Community or local events
- Environmental projects
- Heritage
- Skills, employment, tourism, reducing poverty and disadvantage, improving rural business opportunities, building the capacity of community and voluntary organisations, supporting innovation and social enterprise
- Sport, recreation and improving the health of residents
- Youth and education, tackling out-migration of young people, achieving parity with national educational attainment levels.
- Promoting care and support of vulnerable people; improving community safety

### **For the avoidance of doubt, ANCBC and SPR 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

### **What if I have more questions?**

Contact Martin Brown at: 01683 300451

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