



- Scotland -

GUIDANCE NOTE FOR APPLICANTS

Background

Viridor Credits Scotland is administered by Forward Scotland, a company limited by guarantee with charitable status and an enrolled Environmental Body with ENTRUST, the regulator of the Landfill Communities Fund.

Eligible Applicants

Any organisation or group which is not for profit and is properly constituted can apply.

The organisation may be registered as an environmental body with ENTRUST, but this is not a requirement.

Eligible Projects

- ❑ The provision, maintenance or improvement of public amenities and parks, which are open and accessible to the public and/or which are for the purposes of biodiversity.
- ❑ The maintenance, repair or restoration of a building which is of historic or architectural interest, and is open and accessible to the public

Funding

- ❑ The grants are for capital and certain revenue expenditure
- ❑ Grants will not normally exceed £30,000
- ❑ Improvements to the fabric of historical or church buildings will be limited to a maximum of £6,000
- ❑ Grants will normally provide up to a maximum of 75% of total project costs
- ❑ Applicants are required to secure a funding contribution from a Third Party over and above the costs of the project and equivalent to 10% of the value of any award from Viridor Credits Scotland, which the Third Party will contribute to Viridor Waste Management

Ineligible Elements

- ❑ Revenue funding will not normally be for more than one year
- ❑ Core funding e.g. rent, utility bills, office supplies
- ❑ Spending which has already started on a project
- ❑ Multiple applications from organisations as usually only one per organisation per year will be funded

Requirements for project applications

- ❑ Projects must benefit communities in East Lothian, Berwickshire and the City of Edinburgh or in either North or South Lanarkshire
- ❑ Projects must be within 10 radial miles of a landfill site; priority may be given to projects within 10 radial miles of Viridor Waste Management's sites
- ❑ Projects must normally begin within 6 months and be completed within 12 months of receipt of grant
- ❑ Grants are only awarded for projects which have been registered with ENTRUST (projects may be registered by Forward Scotland following application)
- ❑ Projects must demonstrate value for money including:
 - a need for the project and local support
 - clear outputs
 - long term management and maintenance arrangements
- ❑ For larger projects where Viridor Credits Scotland will not be the major funder applicants should identify in their application the elements of the project for which support is requested
- ❑ Improvements to locally important listed buildings will be for an essential repair to the fabric of the building to ensure it is weatherproof etc.

Project Priorities

- ❑ promote social inclusion
- ❑ provide opportunities for volunteering, training and employment
- ❑ promote community participation and partnership approaches

Assessment Panel

The Assessment Panel for Viridor Credits Scotland will meet quarterly to make decisions on grant allocations. Panel meetings are usually held within eight weeks of application deadlines, which are set for the last working day in March, June, September and December each year.

Assessment of applications

The applications will be assessed on the basis of whether they meet the eligibility and general criteria outlined above. The contribution of the project to the scheme's priorities will also be taken into consideration. Site visits and/or telephone interviews may be required.

Payment Schedules

Letters will be sent to all applicants to inform them of the panel's decision. If your project is successful, you will be sent a letter of offer, which details the conditions of grant. The offer must be signed and returned by two office bearers within 14 days, failing which the offer of grant may be withdrawn.

Most grants will normally be paid on completion of works, or in line with an agreed payment schedule as informed by the financial and timetable information in the application form, and determined by the assessment panel.

Monitoring and evaluation

As part of the standard conditions, all organisations will agree to a programme of monitoring and evaluation. This will include:

- ❑ Progress reports
- ❑ End of project reports
- ❑ A statement and evidence of all expenditure
- ❑ Site visits as arranged

Publicity and Acknowledgement

All organisations will be required to recognise the contributions received from Viridor Credits Scotland, or any other contributing partners, in material and publicity associated with the project.

Dissemination of Information

All organisations will be required to make freely available any information and all research findings from projects through Viridor Credits Scotland.

FILLING OUT THE APPLICATION FORM

Section 1: Organisation details

You **must** enclose a copy of:

- your constitution, trust deed, or memorandum and articles of association
- a formal agreement by the organisation to apply for funding, e.g. the relevant minute of a meeting
- your letter of registration as an environment body from ENTRUST (if registered)

Section 2: Project details

You **must** enclose:

- a copy of your letter of project registration from ENTRUST (if registered)
- evidence of local community and/or agency support to identify a need and support for the project, e.g. letters, surveys, consultation activities
- an indication of which areas or communities will benefit from the project

Section 3: Site based/buildings projects

You **must** provide:

- any formal written evidence you have of permission or consent for the project
- site plans, photographs in support of your application
- arrangements for an independent assessor to carry out an evaluation of land which will be enhanced through project funding. (In the event of land being sold following completion of the project, the value of the enhancement will be re-paid Viridor Credits Scotland.)

Section 4: Finance

You **must** provide:

- A copy of your most recent annual audited accounts
- Quotes, estimates and suppliers costs for all expenditure
- For applications of more than £5,000, you must also include a budget and monthly cashflow, capital work specifications, job descriptions for salaried posts, and any other relevant information
- For projects valued at more than £20,000 you must also include a business or management plan
- Confirmation of other funding or funding applications contributing to the same project, and confirmation of other forms of partnership support and resources contributing to the project. Letters of award/support are appropriate

Insurance

It is a condition of grant that your project has appropriate and necessary insurance cover. You can include this in your project costs for funding (SCVO will supply further information on project insurance for voluntary organisations, in association with Keegan and Pennykid (Insurance Brokers) Ltd., telephone 0131 225 6005).

Further information

If you would like further information or support with your application form, please contact:

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