

Community Led Local Development Fund (CLLD) 2024-25

Project Application Form

Before completing this application form, you must read Greater Renfrewshire and Inverclyde (GRI) Local Action Group (LAG) Community Led Vision (CLV) guidance.

If you have any queries, please contact keren.ferguson@renfrewshire.gov.uk in the first instance.

As part of your application, your group/organisation will be required to provide:

- a detailed budget indicating what your grant will be spent on;
- the date you expect to complete the project;
- a copy of your Constitution (if applicable);
- a copy of your bank statements for the last 3 months. If you are unable to provide either of these, please urgently contact Keren Ferguson.
- a copy of all relevant permissions for capital build projects, e.g., planning permission and building warrant

Eligibility Criteria Check

Projects **must** align with at least one of the Scottish Government spending priorities **and you should detail in the application how the project meets this objective:**

Please select the main Scottish Government priority your project aims to assist in the delivery of:

- Eradicating child poverty.
- Growing the economy.
- Tackling the climate emergency.
- Improving public services.

To be eligible to apply for this fund, your project must also deliver on at least one of the following CLLD & GRI LAG priorities (Please tick all those that apply):

- Encourage and support rural communities and villages
- Address climate change
- Increase and sustain local rural businesses, micro businesses and social enterprises
- Address inclusion, diversity and equality and rural poverty issues (inc. child poverty, food security and support for working families)
- Create specific opportunities for young people
- Foster partnership working

Section 1 – Tell us about your group/organisation

Legal name of group / organisation			
Trading name or known name, if different from above			
Legal Form	<input type="checkbox"/> Constituted Community Group <input type="checkbox"/> Community Interest Company <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"/>	
Scottish Charity Registration Number (if registered)			
Is your organisation VAT registered?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If YES, please state the organisations VAT number here:			
<input type="text"/>			

Registered Address Details	
Address line 1	
Address line 2	
Address line 3	
Town / City	
Postcode	
Local Authority	
Website	
Twitter	
Facebook	
Instagram	
Please tell us how many employees and members your organisation has.	
Full-time employees: Volunteers:	Part-time employees: Members:
Is PVG scheme in place for all staff and volunteers?	
Yes: <input type="checkbox"/> No: <input type="checkbox"/> Not applicable: <input type="checkbox"/>	
Is this a partnership application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide the name of Partner/s	
Partner/s contact details:	

<p>What is your group or organisation's annual income and net profit? Please enter 2 different figures:</p>	<p>Annual Income: Net Profit:</p>
<p>Please indicate the community (e.g., village) and/or community of interest (e.g., young people) your activity will support?</p>	
<p>Please Indicate whether your community is either Accessible Rural or Remote Rural.</p>	
<p><input type="checkbox"/> Accessible Rural: less than a 30-minute drive to a settlement with a population of 10,000 or more.</p> <p><input type="checkbox"/> Remote Rural: more than a 30-minute drive to a settlement with a population of 10,000 or more.</p>	

Section 2 – Contact details

<p>2 main contacts for the group/organisation are required. Must be in a senior role and involved in the project.</p>			
First Name		First Name	
Last name		Last name	
Position		Position	
Phone Number		Phone Number	
Email address		Email address	

Authorised signatory/ies and role/s including for bank accounts. See section 4

1. Name	
Position	
Phone Number	
Email address	
2. Name	
Position	
Phone Number	
Email address	

SAMPLE

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. **Refer to applicant guidance and project scoring criteria when answering all questions.**

Project Name		
Are you applying for Capital or Revenue funding?	Capital <input type="checkbox"/>	Revenue <input type="checkbox"/>
If Capital, are all relevant permissions in place where required?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<p>Copies of all relevant permission documents, e.g., planning, building warrants etc will be required to be submitted with your application.</p> <p>YOUR APPLICATION WILL NOT BE PROCESSED IF THESE ARE REQUIRED AND NOT IN PLACE AND EVIDENCED.</p>		
Can you supply 3 quotes for all costs of £5000 or more?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Project start date (cannot be before approval date)		
Project End date (cannot be after 1st March 2025)		
Other Key Project dates (e.g., materials delivered, contractors on site)		
Who will this project benefit?		
How many people will this project benefit?		

Please tell us which of the following fund outcomes your work will contribute to.

(select all that apply).

- Support groups and organisations to build connections with the LAG network and the business sector.
- Encourage rural groups and organisations to work in partnership to make changes in their communities.
- Collect a body of evidence, insights and learning that will help inform ongoing rural Community Led Local Development policy and programmes.

If the group/organisation and /or 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. (50 words maximum)
Refer to Scoring criteria 4 within the applicant guidance

What specifically will you use the funding for? Please describe the proposed activity, how you plan to do it, who will benefit and in what way. How does the project assist in the delivery of the selected priorities and outcomes. We do not need to know what you have done in the past. (250 words maximum) Refer to Scoring criteria 2 & 3 within the applicant guidance



SAMPLE

Describe how this activity will develop and support your community and/or community of interest? (e.g., your village, young people, etc)

(250 words maximum) Refer to Scoring criteria 1, 5 & 10 within the applicant guidance

SAMPLE

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) Scoring criteria 6 & 7 within the applicant guidance

SAMPLE

What do you hope to learn from it?

What outcomes do you expect to achieve?

What will you put in place to identify learnings and track/record the outcomes?

**Outline known or potential risk factors and how these will be mitigated/
minimised.**

(250 words maximum) Scoring criteria 3, 8, 9 & 11 within the applicant guidance

SAMPLE

If applicable, please tell us about anything new or innovative about your proposed activity or any knowledge you can expect to gain that can be shared with other groups? *This is for information only and will not be scored

SAMPLE

Will your activity specifically support any of the following groups?

Please tick all that apply.

- Equality and marginalised groups
- People living in poverty, including fuel and food
- Unemployed Young People aged 16-21

<p>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))</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>If awarded a grant, are you happy to be part of a group of funded organisations that meets on occasion to share your learning and insights so they can evaluate how the funding is being used?</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>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.</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>

Previous Funding

Have you received any funding from Renfrewshire / East Renfrewshire / Inverclyde Council or the Greater Renfrewshire and Inverclyde Local Action Group in the last 3 financial years?

If yes, please confirm details below.

Financial Year	Grant Name	Grant Amount	What was the money used for

Section 4 – Finance

What is the total cost of your project? (Do not include funding in-kind)				
What value of match funding do you have in place? (Do not include funding in-kind)				
What value of CLLD grant funding are you applying for? (Do not include funding in-kind)				
<p>Please provide an indicative budget indicating what your grant will be spent on and indicate whether it is capital or revenue expenditure. Refer to guidance for detail on this.</p>				
ITEM OF SPEND	TOTAL COST OF ITEM	AMOUNT OF CLLD FUNDING REQUESTED	CAPITAL	REVENUE
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
TOTALS				
<p>Please confirm that you will be able to spend and claim all this funding and complete your project by 1st March 2025.</p>			<input type="checkbox"/> YES <input type="checkbox"/> NO	

<p>Will you be able to provide evidence of spending this money directly from the bank account registered to receive grant payment?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Has your organisation or group previously been awarded grant funding from Scottish Rural Community Led Local Development Fund?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Please confirm that your group/organisation has a bank account? *If No, please ensure that a bank account is being applied for in the name of your group/organisation.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Does your group require more than one signatory to make withdrawals from your bank account? See Section 2</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Please submit a copy of your 3 most recent bank statements.</p> <p>Please submit a copy of your group or organisation's Constitution or set of rules.</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.

Name of authorised person/s	
Position of authorised person/s	
Name of authorised person/s	
Position of authorised person/s	

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.