



Greater Renfrewshire &
Inverclyde Local
Action Group

Greater Renfrewshire and Inverclyde Community Led Local Development Fund 2024-25

Guidance for Applicants



Contents

Page

Overview of Project Requirements	2
Eligibility Criteria	3
Application Process	3
Decision Making Process	4
GRI LAG - Scoring Criteria for Applications	5
Delivery and Monitoring	5
Publicity and Marketing	6
Capital and Revenue Expenditure	6
Professional Fees	8
Volunteer Costs	8
Demonstrating Project costs	8
Ineligible Activity	9
Claims Process and Grant Payments	10
Fair Work First	11

Overview of Project Requirements

GRI LAG has funding to support Community Led Local Development projects. Applicants should note the overview below and ensure their project aims to deliver against the priorities outlined.

- A) Overarching funding outcomes remain aligned to previous LEADER and CLLD delivery, current EU LEADER outcomes and our own national priorities. Rural Communities should be supported to deliver against these priorities within the context of their own local opportunities and challenges, and should include actions to:
- Support rural groups and organisations to build connections with the LAG network and the business sector to make positive changes within their communities.
 - Establish an approach to learning and evaluating delivery to inform future activity and provide evidence and input as requested to Scottish Government evaluations.
- B) Demonstrate that they advance **inclusion, equality and diversity**.
- C) Align with the **United Nations Sustainable Development Goals**, the **Scottish National Performance Framework** and Scottish Government's current spending priorities which include;
- Eradicating Child Poverty.
 - Growing the Economy.
 - Tackling the Climate Emergency.
 - Improving Public Services.
- D) Focus on delivery of at least one GRI LAG priority. They are as follows:
- To encourage and support rural communities and villages.
 - Address Climate Change, assisting in the net zero challenge.
 - Increase and sustain local rural businesses, micro businesses, and social enterprise.
 - Address inclusion, diversity, and equality issues – this includes rural poverty including child, elderly, and fuel.
 - Create specific opportunities for young people.
 - Foster partnership working.

Projects must agree to potential site visits and the publication of delivery details and case studies to provide opportunities to communicate benefits and share learning.

Applications will be accepted from community groups and enterprises that have a bank account. We are particularly keen to hear from those lesser heard groups and those who have not previously applied for funding through LEADER or the Scottish Government's Rural Community Led Local Development (CLLD) Fund.

All events, payments and actions must be completed, and claims submitted, within the timeline set out for the relevant fund unless written permission for an extension is obtained prior to the deadline passing.

Although there will be no minimum or maximum intervention rate, it may be helpful for projects to already have match funding in place, to support greater outcomes.

Eligibility Criteria

To be deemed eligible, applicants must have an organisation bank account and be proposing a project located in the GRI LAG area or delivering direct benefit to GRI LAG area.

Projects must:

- Be community led.
- Meet all conditions A-D of the CLLD funding project requirements.
- Be completed and claims submitted within the deadlines set.

Application Process

GRI LAG Coordinator can be contacted for guidance prior to and throughout all stages of the application process by emailing keren.ferguson@renfrewshire.gov.uk

When applicants have assured themselves that their proposed project meets the criteria, they should complete an **expression of interest form** and submit to keren.ferguson@renfrewshire.gov.uk

Only when this has been approved should applicants complete the funds application form and submit along with any supporting documentation by the deadline.

As part of the application process, organisations will be asked to provide:

- Their constitution (if applicable).
- Bank account details
- Last 3 months bank statements or evidence of a new bank account being set up.
- Confirmation that any match funding is in place and will be received by project completion date.
- Any permissions in place required for capital projects i.e., planning and building warrants.
***Your application will not be processed if these permissions are required and not evidenced as being in place.**

Applicants may also be asked to provide:

- Their Scottish Charity Registration Number and evidence of their status
- Their VAT registration number and evidence of this status

Other relevant supporting documents, e.g., a detailed budget, quotes, evidence of need and demand and community support.

Applicants are advised to receive **3 quotes for all costs** being claimed to ensure value for money.

Decision Making Process

All eligible applications received by the deadline will initially be assessed and scored individually by the GRI LAG members before being discussed at a LAG meeting or electronically where required. Applications can be approved, approved in principle, rejected or returned for further work.

If LAG members feel they require further information about a project before reaching a decision, the applicant will be informed of this and expected to submit the required information by a set time.

Projects will be scored against eligibility and technical criteria including:

- Strategic Fit.
- Project Aims and Objectives.
- Return on Investment or expectation.
- Equality.
- Partnership and Collaborative working.
- Engagement, Demonstration of Need, Support and Additional.

If the fund is over-subscribed, decisions will be based on score values, risk, geographical spread, and ability to complete on time.

Once a decision has been made, the CLLD Co-ordinator will inform the applicant whether their application was successful or not, or whether the LAG has concluded to offer a reduced amount. If successful, this will be followed up with a formal letter of approval containing a contract offer which must be signed, dated, and returned by the applicant. **Projects must not start before the signed contract has been received by the CLLD Co-ordinator**

Applicants may appeal against decisions made by the LAG. This includes rejection of applications, decisions regarding claims, including refusal of payment, reduction, or recovery of payment. Any appeal requests will be dealt with by the CLLD Co-ordinator in the first instance. If the client is not satisfied with the response, the LAG, with the support from Renfrewshire Council (if required), will then take a decision on the issue. If a conclusion can still not be reached, it will be escalated to the Scottish Government.

GRI LAG - Scoring Criteria for Applications

Please consider the following requirements when detailing your funding application.

Project applications will be scored against meeting the following criteria and given a high (3), medium (2) or low (1) score depending on how well these are met.

1. This project supports one or more Rural Communities and/or Villages
2. Extent to which the project aligns and delivers against the CLLD other National and local strategies
3. The extent to which the project has shown that the aims and objectives of its actions or activities will provide a benefit or satisfy an existing or new need in the community
4. Extent to which the project will deliver positive economic/expectation benefits – including leverage of funding, economic growth, job creation/retention and rural development
5. Extent to which the project has considered and can demonstrate a positive impact for groups identified as vulnerable to exclusion or hard to reach - e.g. young people, elderly and disabled, business community, carers often women, communities which have had little engagement with CLLD, people on low wages, ethnic minority groups
6. Extent to which project has identified, engaged and involved appropriate delivery partners to maximise impact and ensure broad based buy in and support to avoid duplication of effort
7. Extent to which project has comprehensive stakeholder buy in and evidence of demand, participation or ownership
8. Extent to which the right level of resources with the necessary skills and organisational capability are in place and effective with a robust delivery plan
9. Degree of certainty that the projected outputs for the project are deliverable, measurable, achievable and justifiable to the amount of grant aid sought.
10. Extent to which the project provides additional benefits and positive spin offs to the GRI LAG communities
11. Has the project effectively assessed all known or potential risk factors?

Delivery and Monitoring

Once the CLLD Co-ordinator acknowledges receipt of the signed and dated contract, the project can commence and is expected to be delivered in line with the aims and objectives set out in the application form.

Progress should be monitored regularly, and applicants will report their achievements against their outcomes as agreed in accordance with their CLLD grant offer. Photographic, promotional, or other evidence of achievement of outputs is to be provided when available, or with the final claim.

Guidance should be sought at the earliest stage if it appears likely that a project may not go ahead as intended or be completed within the agreed timeframe.

Applicants will normally be expected to pay for costs up front and submit grant claims in arrears or on completion of the project. However, it may be agreed to pay a portion of the grant funding upfront.

All claims must be submitted by the deadline and be accompanied by evidence of expenditure, e.g., relevant invoices and bank statements showing defrayment.

***All project expenditure must be directly paid from the bank account provided to Renfrewshire Council.**

***All grant claims will be paid into the bank account provided to Renfrewshire Council.**

Failure to meet any condition of the grant or the provision of false or misleading statements in a claim will result in the LAG or Scottish ministers revoking approval and recovering any financial assistance paid. Interest may be payable at such a rate and on such a basis as may be determined from time to time in accordance with the law.

Publicity and Marketing

The successful applicant shall, where reasonably practicable, acknowledge the CLLD funding and GRI LAG in all publicity material relating to the programme.

All marketing will require to have the following logos (as per this document):

- Scottish Government and Scottish Rural Network.
- GRI LAG Logo (TBC)

All marketing materials and promotion should be approved by the Local Action Group in the first instance.

All projects awarded funding will be detailed on the GRI LAG website. Any project awarded funding may be selected for use in promotional and learning material including the use of photography and video filming, The group/organisation in receipt of funding is expected to fully cooperate in this.

Capital and Revenue Expenditure

CLLD Funding is eligible for both capital and revenue costs during 2024-25. Revenue expenses are typically operating costs such as wages and Capital expenses are typically fixed assets such as equipment.

Capitalisation Thresholds

There is scope for some capital items to be included in revenue projects due to the Scottish Government setting a minimum limit on asset capitalisation. This avoids items of immaterial value being classified as capital expenditure. Any items costing less than these values should not be treated as capital expenditure.

The table below shows the individual capitalisation thresholds for most common assets:

Item	Limit per Item in Entirety inc. VAT
Land and Buildings	
Enhancements to land, building structures and car parks e.g.: energy efficiency improvements, small renewables (within the threshold) and Electric Vehicle charging points.	£10,000
Enhancement to fixed plant & machinery	£5,000
Replacement of an existing sub asset in its entirety, e.g.: replacement of faulty solar panel in solar panel array.	No limit*
Furniture, Fixtures and Fittings	No limit*

Artwork	£5,000
Vehicles e.g.: bikes/electric bikes/accessories.	£5,000
ICT, Hardware & Software and Telecommunications	
ICT projects	£100,000*
Single purchase/transaction	£25,000

Capital Spend

Eligible Capital Expenditure is capital items out with the capitalisation thresholds. Categories of capital spend include:

- Improvement to/expansion of existing buildings/facilities such as:
 - Purchase of equipment, fixtures and fittings linked to eligible project activity.
 - Improving land, e.g., landscaping works, playgrounds etc.
 - Altering, refurbishing, or extending a building already owned /leased.
 - Small scale building works

Or

- Part of existing build project

Capital spend will be permitted only where statutory regulatory requirements **is already in place** e.g., planning permission/building warrant/listed building consent/lease of tenure and/or proof of ownership or where no requirement of this **can be demonstrated/evidenced**.

Applicants will require **3 'like for like' quotes for all capital costs** priced within the last 6 months unless justification can be given that these cannot be received e.g., bespoke requirements.

NB: Building repairs are not eligible for CLLD funding.

NB: CLLD funding cannot be used towards existing assets owned by local authorities/public bodies or to fund statutory regulations or services.

Professional Fees

Where a project does not include any capital costs then support for any professional fees may be funded to a maximum of 100%. Professional fees include architects, engineers, consultants, planning permission, building warrants etc.

Funding for professional fees will be restricted to 20% of the overall project costs if capital costs are included.

Volunteer Costs

A volunteer is someone directly involved in the delivery of the project who gives their time and skills freely and not for personal gain. CLLD funding can be used to support volunteer expenses appropriate to the delivery of the project outcomes. Volunteer time (in kind costs) cannot be claimed or paid.

Eligible costs could include:

- Travel and subsistence as per staff members.
- Personal protective equipment required for the safe conduct of activities.

Volunteer expenses must be detailed in the funding application form and will be considered on a case-by-case basis by the Local Action Group. Where appropriate, equipment should be retained by the organisation and not provided to individuals.

Demonstrating Project Costs

Your application should set out detailed costings and must be accompanied by supporting documentation.

To check if your organisation is subject to public procurement rules contact Scottish Government procurement - SPOEprocurement@scotland.gsi.gov.uk

Organisations will be required to establish how they consider the costs set out in their application to be reasonable. You may wish to consider the following approaches:

- tendering/multiple quotes e.g., for consultancy work or capital investments.
- benchmarking – comparing costs e.g., for staff recruitment against other organisations or within the organisation.
- single quotes – where an alternative is not an option or impractical – e.g., use of a local hall for an event.
- price comparisons e.g., for items with a particular specification.

For tenders, the selection criteria should also be included in your application demonstrating:

- the weighting of tenders to show reasonableness of costs selected.
- the successful tender has the relevant experience and expertise to carry out the work.
- the financial security of the contractor appointed to carry out the work.
- demonstrate genuine and effective competition for the tender.

Whatever approach or approaches you adopt you will be required to include all documentation and evidence that demonstrates how you have arrived at the costs and in doing so consider them to be reasonable. For multiple quotes or tendering exercises, you will be expected to provide full justification to the Local Action Group if you have not chosen the cheapest quotes or tenders.

Below sets down the types of evidence that should be provided:

Price comparisons

- the date when printed or copied.
- the item description and the price.
- the name of the company or catalogue; and
- the page number or webpage.

Multiple Quotes or tenders must come from:

- different suppliers that trade as standalone businesses and are not linked through shared ownership; and
- a business that's independent from the applicant or their business.

Multiple Quotes or tenders must include:

- a detailed and itemised breakdown of costs.
- the supplier's address, telephone number and a contact name.
- the VAT number (if the supplier is VAT registered and VAT is itemised on the quote).
- the supplier's company registration number if they are a limited company).

Multiple Quotes or tenders must be:

- comparable to each other in terms of quality, size, quantity, units, and specification.
- from the last six months and still valid; and made out to the same business address on the application form - online quotes should also be addressed to the business.

Ineligible Activity

Examples include:

- Expenditure committed prior to grant award being approved.
- Statutory duties.
- Delivery of courses which form part of primary/secondary/tertiary (e.g., colleges or universities) education programmes.
- Staff not directly associated with the project.
- Staffing maternity/paternity/adoption pay or statutory sick pay.
- Payments for unfunded pensions.
- Bonus or commission payments.
- Gifts and hospitality.
- Alcohol.

- Primary production of food.
- Purchase of land/buildings.
- Retention on capitalisation items – part-payment withheld for assurance of quality/performance until after project end date.
- Reclaimable VAT.
- Financial charges – bank/credit card/loan charges/foreign exchange commission/loses etc.
- Costs involved in winding up a company/organisation.
- Hire purchase, extended credit agreements and finance leases for capital purchases.

Claims Process and Grant Payments

Projects awarded grant **must be completed and claimed by 1st March 2025**

Applicants must provide the details of the bank account **from which all expenditure will be defrayed**. This will be the account that grant funding will be paid into. **Project costs being paid from any other bank account will not be eligible.**

Applicants should contact LAG staff where they think the grant payment process detailed below will cause issues with cash flow.

Revenue Grant scheme (up to £10,000)

On approval of grant and confirmation of start: If required, project costs will be paid in advance of expenditure being defrayed from the applicant's bank account.

On completion: Applicants must submit a final claim accompanied by evidence of all expenditure and a final project report detailing progress and outcomes accordingly as outlined in the approved grant application and offer of grant award.

NB: Applicants will be required to return any funds where the total grant paid out exceeds the total eligible expenditure defrayed and evidenced from the applicants bank account.

Capital Grants scheme (£10,000 - £25,000)

On approval of grant and confirmation of start: Up to 50% of grant award may be paid.

Applicants must provide a detailed breakdown of the intended costs backed up by 3 quotes where appropriate i.e., costs over £1000.

At mid stage: Up to 40% of grant award may be paid.

Applicants must provide evidence of expenditure to date i.e., invoices and bank statements showing defrayal. Submission of a project progress report will also be required.

On completion: Remainder of grant will be paid. Applicants must submit a final claim accompanied by evidence of all expenditure and a final project report detailing outcomes accordingly as outlined in the approved grant application.

NB: Total grant paid out will not exceed the total eligible expenditure defrayed and evidenced from the applicant's bank account. Applicants will be required to return any funds where the total grant

paid out exceeds the total eligible expenditure defrayed and evidenced from the applicant's bank account.

Fair Work First

Fair Work First guidance for organisations seeking and awarding public sector grants, contracts and other funding.

[Fair Work First Guidance: Supporting the implementation of Fair Work First in workplaces across Scotland \(www.gov.scot\)](http://www.gov.scot)

Key considerations to take into account are:

Evidence of appropriate channels for effective workers' voice

Although it is to be encouraged in all organisations, the collective element of voice does not have to be evidenced by organisations with fewer than 21 workers. This aligns with conditions for application for statutory union recognition and is therefore considered as a benchmark in terms of the size of workforce where collective representation would be expected. In all other cases, evidence must be provided to show that voice exists at both an individual and collective level in the organisation. The table below explains how the different channels of voice can be evidenced, the expectation being that at least one channel at both levels (individual and collective) is evidenced.

Evidence of payment of the real Living Wage

Grant value	Evidence			
	Directly employed staff	Apprentices	16-17 year old workers	Contracted and agency staff
Below £100k (cumulative)	<ul style="list-style-type: none"> Living Wage Accreditation; <u>or</u> Self-declaration 	<ul style="list-style-type: none"> Self-declaration 	<ul style="list-style-type: none"> Self-declaration 	<ul style="list-style-type: none"> Self-declaration
Equal to or above £100k (cumulative)	<ul style="list-style-type: none"> Living Wage Accreditation; <u>or</u> Anonymised payroll; <u>or</u> Accountant certificate 	<ul style="list-style-type: none"> Anonymised payroll; <u>or</u> Accountant certificate 	<ul style="list-style-type: none"> Anonymised payroll; <u>or</u> Accountant certificate 	<ul style="list-style-type: none"> Anonymised copy of contract for relevant contractors/ agency workers

Living Wage Employer Accreditation

Living Wage Employer Accreditation applies to only:

- directly employed staff aged 18 years of age and over
- those who are not apprentices

[Further supporting documents can be found here: Supporting documents - Fair Work First guidance - gov.scot \(www.gov.scot\)](http://www.gov.scot)

