Dumfries and Galloway Community Led Local Development Fund (CLLD) 2024/2025

Guidance for Applicants

Community Led Local Development Fund (CLLD)

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Community Led Local Development Fund (CLLD)

1. Fund Aim

1.1 Fund Aim

CLLD aims to address social, environmental, and economic issues and include actions affecting rural and island communities to:
- drive community action on climate change.
- enhance rural services and facilities, including transport initiatives.
- enhance natural/cultural heritage, tourism and leisure.
- support food and drink initiatives (for example, short supply chains, community food).
- build co-operation with similar groups in Scotland, UK and Europe.
- empower communities to exchange learning and knowledge with each other, realise their potential and build opportunities for all.

1.2 National and Local Context

Projects **must** demonstrate that they advance **inclusion, equality and diversity.** They must also 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

Projects will also want to consider the local context provided by Dumfries and Galloway Local Outcome Improvement Plan 2023 to 2033 (dumgal.gov.uk)

2. Fund Priorities

2.1   The priorities for the Dumfries and Galloway CLLD grant funding for 2024-2025 are:

- Supporting community facilities and eligible organisations to contribute to the achievement of net zero.
- Sustaining, improving and adding initiatives in rural communities that are most isolated, most disconnected, most in need of investment or most likely to experience inequalities.
- Helping communities to address the cost-of-living crisis and eradicate poverty for individuals and families.
- Enabling communities to carry out research, community needs assessments and feasibility studies as part of local place plan development.

These priorities relate to the Scottish Government's spending priorities as follows:
Supporting community facilities and eligible organisations to contribute to the achievement of net zero.
Tackling Climate Change: This funding will enable community facilities / assets to make changes in their pursuit of becoming carbon neutral.

Sustaining, improving and adding initiatives in rural communities that are most isolated, most disconnected, most in need of investment or most likely to experience inequalities.
Growing the Economy and Eradicating Child Poverty: This funding will support activities which enable small communities to avoid further loss of amenity such as community transport, meeting places, childcare, leisure and sport facilities so building community strength and cohesion.

Helping communities to address the cost-of-living crisis and eradicate poverty for individuals and families.
Eradicating Child Poverty: This funding will enable service providers to deliver their support to the most vulnerable and in need families across the region. It will provide some financial security for service providers to continue to deliver essential services. It will also enable current service providers to deliver interventions that contribute to the eradication of child poverty or to carry out pilot projects to test change before rolling out a new service.

Enabling communities to carry out research, community needs assessments and feasibility studies as part of local place plan development.
Tackling Climate Change, Growing the Economy and Eradicating Child Poverty: This funding is aimed at activities which will identify and assess community needs in advance of the production of local place plan. Community groups will be funded to conduct or commission consultation and engagement work and to participate in the place planning process with confidence.

3.   Fund Criteria

3.1   Who can apply?

3.1.1   The following organisations which are already based or already working in Dumfries and Galloway are eligible to apply for revenue projects:
- SMEs (limited companies, partnerships, or sole traders).
- Public sector organisations.
- Co-operatives.
- Registered charities.
- Constituted community groups.
- Community interest companies.
- Community benefit societies

3.1.2   Applications are encouraged from rural Dumfries and Galloway, though applications will be considered from organisations based in Dumfries and Stranraer (populations over 10,000). In this case applicants should confirm that the majority of the beneficiaries will be based outside the boundaries of the town(s).

3.1.2   For capital projects applicants will be required to be incorporated as well as constituted and have an Asset Lock or equivalent in their constitution.

3.2   What can we fund?

3.2.1   Revenue Costs

Revenue expenditure are the costs associated with running the project. Examples are:
- Equipment.
- One-off events.
- Hall hire for community spaces.
- Staff costs (current, new and additional hours).
- Consultancy fees.
- Training costs.
- Transport.
- Utilities/running costs.
- Volunteer expenses.
- Project delivery costs.

We cannot fund the following:
- Contingency costs, loans, endowments, or interest.
- Management fees.
- Electricity generation and feed-in tariff payment.
- Political or religious campaigning.
- Profit-making/fundraising activities.
- VAT you can reclaim.
- Statutory activities.
- Overseas travel.
- Alcohol.

3.2.2 Capital Costs

Capital expenditure is the money used to purchase, upgrade, or extend the life of a fixed, physical, or non-consumable asset.

In general, capital expenditure is considered to be:
- Purchase of Capital Assets
- Construction of new buildings/facilities
- Improvement to/expansion of existing buildings/facilities including:
    - Purchasing equipment, fixtures and fittings linked to the eligible project activity.
    - Improving land, for example landscaping works, playgrounds etc.
    - Altering, refurbishing or extending a building you already own or lease.

The Scottish Government has set minimum limits on asset capitalisation. If projects have any expenditure on items costing less than these threshold values, they should be applied for as revenue expenditure.

Core Scottish Government capitalisation thresholds (with effect from 1/4/2024).

Item	Limit per Item in Entirety inc VAT
Land and Buildings	
Enhancements to land, building structures and car parks eg: 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, eg: replacement of faulty solar panel in solar panel array.	No limit*
Furniture, Fixtures and Fittings	No limit*
Artwork	£5,000
Vehicles eg: bikes/electric bikes/accessories.	£5,000
ICT, Hardware & Software and Telecommunications	
ICT projects	£100,000*
Single purchase/transaction	£25,000

Scottish Government have provided some more specific examples below:

1. If a car is being manufactured, all of the parts which are bought to make it e.g. windscreen may be £1k each but it is the final product of the car which is recognised as the asset. Therefore, if the grant is for £10k and they use 5x £2k parts to build it then it is still an asset with a cost of £10k – they can't be individually valued with individual elements being recorded as resource as it needs to be seen as one asset.

2. A community project would like to purchase 30 bikes. The bikes invoice in total comes to around £30k but individually each bike is less than the threshold. In this case the 30 bikes together are one whole project. Therefore, this scenario would need to be classed as capital spend. Although these are individual items and not being used as components to build a larger item, this would still be viewed as one project and therefore we would need to take into account the total value of the individual assets combined. If it was one bike for the whole project, it would be below the threshold.

3. Similar to example 2, if 30 bikes were split between two different suppliers with different invoices these would still need to be treated as a whole, the same reason as above – overall the costs for the total bikes would exceed the threshold.

4. If different assets are purchased by a project that fall within the same category (e.g. transport) but are different types of items (bikes and scooters), these should also be grouped together when reviewed against the thresholds.

NB- Furniture, Fixture & Fittings below the above threshold should be treated as current expenditure.

3.2.3 **Fair Work Framework**
This funding is subject to meeting the principles of the Fair Work Framework. Fair Work is work that offers **effective voice, opportunity, security, fulfilment and respect**, that balances the rights and responsibilities of employers and workers and that can generate benefits for individuals, organisations, and society. You must confirm that you will adopt this framework to receive a public sector grant including CLLD. Further information is available here.

3.3 **How much can organisations apply for?**

3.3.1 This grant funding has been split into two: Small Revenue Grants Programme and Main Revenue and Capital Grants Programme.

3.3.2 Organisations can make one application per project and there is no limit to the number of applications they can make.

3.3.3 Organisations cannot apply to the Small Revenue Grants Programme and the Main Revenue and Capital Grants Programme for the same project.

3.3.4 The Small Grants Programme is open to revenue applications up to £5,000. There is a total of £60,000 in the Small Revenue Grants Programme.

3.3.5 The Main Revenue and Capital Grants Programme is open to revenue and / or capital applications from £5,001 to a maximum of £50,000.

3.3.6 There is a total of £141,677.35 revenue funding and £205,337.86 capital funding in the Main Revenue and Capital Grants Programme. TSDG are expecting a further revenue allocation from Scottish Government which will be in addition to the £141,677.35 stated above. The capital budget will remain the same as stated above.

3.3.6 Applications can be made for 100% of eligible project costs.

3.4 **When can organisations apply and what are the deadlines?**

3.4.1 The local application process will open by **22 July 2024**. The deadline for projects will be **12 noon on 12 August 2024.** The applications will be screened by Third Sector Dumfries and Galloway (TSDG) for eligibility and fit with the CLLD Fund outcomes (Section 2.1). Applications should state when the funded activity is due to start. This should be no earlier than **14 October 2024** and projects must have spent their grant and completed their activity by **31 March 2025**.

3.4.2 Eligible applications will be assessed by a sub-group of the Local Action Group (LAG), and a ranked list of all applications will be submitted to the full LAG for their consideration and decision. The LAG will inform applicants of the outcome of their application by **23 September 2024.**

3.5 **Appeals process**

3.5.1 Unsuccessful applicants have the right to appeal.

3.5.2 Applicants will be informed by email as to the outcome of their application and if they are unsuccessful, they will be advised of their right to appeal.

3.5.3 Appeals must be made in writing, by email, to the Chair of the LAG within three working days of notification being sent, outlining their grounds for appeal.

3.5.4 An appeals panel, consisting of a minimum of three LAG members who were not part of the scoring panel will convene. A member of TSDG (the Accountable Body) will be in attendance to present the appeals and take notes of the proceedings.

3.5.5 Applicants will be informed of the outcome of their appeal within three working days of the appeals panel taking place.

3.5.6 The decision of the appeals panel will be final.

4.   Application and Monitoring Processes

4.1   What is the application form based on?

4.1.1 The application form is based on the guidance provided by the Scottish Government and the priorities in this guidance. The form has been designed to gather information that will be used to assess applications and to monitor the activities described below. An online version of the application form will be available on the TSDG website, and all applicants are encouraged to apply online. A paper version is available on request.

4.1.2 Successful applicants will be asked to adhere to all monitoring, evaluation and reporting requirements in the grant offer letter. These are:

- Completion of an end of grant report detailing outputs and outcomes achieved along with project expenditure breakdown.
- Respond to any request for information from TSDG in a timely manner.
- Provide information when requested to contribute to overall fund evaluation.

4.1.3 Successful applicants may also be required to provide anonymised case studies as part of the evaluation of the programme.

4.1.4 Projects must confirm that they advance Equality, Diversity, and Inclusion.
- Equality – that all members of their community can access the planned opportunity and any barriers to participation have been considered.
- Diversity – that diversity is embedded within the organisation at all levels.
- Inclusion – that all members of their community are safe, valued and welcomed and that the planned project is open to anyone with a protected characteristic.

5.   Application Form Guidance by Section

Section 1
This section asks for the contact details for your organisation. You will also need to provide details for the main and secondary contacts within your organisation who we can communicate with about your application.

Section 2
This section asks for detail about your organisation. You will need to tell us when your organisation was established and what type of organisation you are. We would like to know how many staff and volunteers you have along with a brief description outlining the main activities and services you provide and to whom.

Section 3
This section is looking for some financial details. You will need to tell us about your income for the last financial year along with the contact details for the independent examiner who signed your accounts. You will also need to provide your bank account name, sort code and account number. If your bank account name does not match your organisation name, we may deem you ineligible. We have provided a text box for you to explain why these names do not match. Cases will be assessed on an individual basis.

Section 4
This section is looking for details about the project that you are asking for funding for. You will need to include the following:
- Project name.
- Project / funding start and end date (eligible dates 14.10.2024 – 31.03.2025).
- Confirm that you have considered the time pressure and have identified that you have the capacity to deliver the project by 31.03.2025.
- Number of beneficiaries the project will support.
- Geographical postcodes of the beneficiaries including confirmation that the majority of your beneficiaries live outside of either the Stranraer or Dumfries town centres.
- Confirmation that the application is for revenue, capital, or both.

It also needs to be clear which fund you are applying for. A separate application form will be needed for Small Grant / Main Revenue and Capital Grant Applications, if you are putting in multiple applications.

In this section you will need to tell us about the project and the activities you would like to deliver (500 words max).

You will need to tell us how you know this project is needed (500 words max).

You also need to tell us about the difference this project will make to its beneficiaries (500 words max).

You will need to identify which of the CLLD funding priorities your project will address:

- **Supporting community facilities and eligible organisations to contribute to the achievement of net zero.**
- **Sustaining, improving and adding initiatives in rural communities that are most isolated, most disconnected, most in need of investment or most likely to experience inequalities.**
- **Helping communities to address the cost-of-living crisis and eradicate poverty for individuals and families.**
- **Enabling communities to carry out research, community needs assessments and feasibility studies as part of local place plan development.**

Only chose those priorities you directly address. Those priorities chosen, will be the basis for how your project is evaluated.

You will need to explain how your project will address each priority chosen (300 words max per priority).

You will need to describe how you will measure and evaluate your project's impact (500 words max).

Section 5
This section is for the project budget. You will need to tell us the total cost of the project and how much funding you are applying for.

You are required to confirm that the project activities are not, and can not be funded from elsewhere.

You are required to state if the project can go ahead if the capital element (if applied for) cannot be funded.

You are also required to provide us with a budget breakdown. Please note that you can group some expenditure into a single budget line, utilities for example. However, if requested you should be able to provide details on how you have calculated that figure.

This funding is subject to meeting the principles of the Fair Work Framework. Fair Work is work that offers effective voice, opportunity, security, fulfilment, and respect; that balances the rights and responsibilities of employers and workers and that can generate benefits for individuals, organisations, and society. You will need to confirm that you will adopt this framework to receive a public sector grant.

If you are applying for capital costs, you are required to tell us about your exit strategy for this project.

Section 6
In this section you will need to confirm that you have the appropriate policies and procedures in place to deliver this project.

You will need to confirm that your organisation has a safeguarding policy if your core work, or the project you are applying for involved children or vulnerable adults.

You will need to confirm that your organisation has an EDI policy.

You will need to confirm that you will adopt the Fair Work Principles.

You will need to confirm that if your grant request is for any item(s) costing more than £3,000 you will obtain at least two quotes for each of those items.

You need to upload a copy of a recent bank statement with your bank name, account name, sort code and account number. If you do not have the bank statement available electronically, please submit the application and email it as soon as possible to clld@tsdg.org.uk.

All your documents must be received within 5 days of submitting your application or by the application deadline, whichever is sooner.

Please note that your application may not be processed for assessment until all the required documents, listed above, have been received.

Section 7
In this section you will need to declare that the information contained in this application is correct, that the constitution (or other governing document) submitted with the application is the most up-to-date version adopted by the members of the organisation applying, and that you are authorised to make the application on behalf of the above organisation and with whom it has been discussed. You will accept that decisions made by the LAG are final.

Finally, you will sign your name and insert the date. This can be an auto signature or in standard font. You accept that by submitting your application, you agree to allow Third Sector Dumfries and Galloway to retain your personal data on its database to process your application. We will use the information you give us to help assess your application and administer any grant we award you. We may also publish this information on our website or use it to analyse our grant making for our own research or for others. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. This is in line with our Privacy Notice which you can read at https://www.tsdg.org.uk/privacy-policy/