

## GENERAL FUND - GRANT PROGRAMME GUIDANCE

This guidance is designed to help you prepare and submit a grant application to North Berwick Trust Limited (NBTL). It should be read and used in conjunction with the Grant Application Form. The Trust is now welcoming applications, with a **closing date of 12 noon on Wednesday 8<sup>th</sup> May 2024**.

There are two levels of grants:

Level 1 – up to and including £3,000.

Level 2 – over £3,000 to a maximum of £32,000.

Applicants may only submit one application for a grant in a single grants round, which may be for either a Level 1 or Level 2 grant. Organisations are also only permitted to apply for funds once during any 12-month period.

The Trust's Vision is:

**Helping to make North Berwick a great place to be – more sustainable, resilient, vibrant, inclusive and equitable.**

The Trust's Mission is:

**Working in partnership with others, North Berwick Trust uses its resources to help meet identified community needs and improve the quality of life of the residents of North Berwick.**

The Trust will consider applications for funding that deliver against one or more of the Trust's funding themes. These are:

- To support and enhance recreational, cultural and sporting activities and facilities for our community
- To support and enhance educational and lifelong learning opportunities for our community
- To conserve and enhance the natural environment and public green space in North Berwick, and improve the sustainability of our community
- To conserve and enhance the historic and built environment of North Berwick
- To help those in need in our community

### Eligibility Criteria

- Individuals applying for support must be over the age of 16 and proposing or participating in an organised project or activity which meets the Trust's criteria (its funding themes)
- Applicants must have a bank account in the name of their group or organisation

Each project or activity should:

- Be located in or support people who live in North Berwick
- Be developed and managed for charitable aims (commercial activities or those with an element of 'private' benefit are not eligible)
- Have a demonstrable financial need (it is unlikely that the Trust will award funding to organisations with healthy reserves or endowments)
- Be able to secure some additional funding for projects over £3,000, either from your organisation's own resources and/or from other funding bodies
- Not be a replacement or substitute for statutory or other funding which would normally be provided by the Scottish Government or local authority

We are unable to fund:

- Holidays, other than for respite or the relief of poverty
- Animal welfare projects
- Political or lobbying activities

### Pre-submission checklist

Prior to submitting your application, please check that you have:

1. Completed the Organisation Information Sheet
2. Completed sections A,B,E and F of the application form if you applying for funding of up to £3,000 (Level 1)
3. Completed all sections if you are applying for funding of between £3,000 to £32,000 (Level 2)
4. Provided all required supporting information

### Assessment process

Following receipt of your application, the Grants and Communications Manager may contact you for clarification on any aspect of the submission. The application will be assessed against the Trust's funding themes and will be considered by NBTL's Grants Group and the NBTL Board.

You will be informed of the outcome of the application at the earliest opportunity. The Trust's decision is final.

Successful applicants have up to two years from the date of their award letter to claim their grant. In exceptional circumstances, the deadline for drawdown of the grant payment may be extended by up to 1 year, with the prior written agreement of NBTL.

Should you wish to discuss your application prior to submission, our Grants and Communications Manager (part-time) can be contacted on 07874625206 or by email: [info@northberwicktrust.co.uk](mailto:info@northberwicktrust.co.uk).

Forms should be returned to the address below or to the email address [grants@northberwicktrust.co.uk](mailto:grants@northberwicktrust.co.uk).

North Berwick Trust, The Lighthouse, Unit 2, Heugh Road Industrial Estate, North Berwick, EH39 5PX.



**Please note that North Berwick Trust will not consider applications for grants out with the normal grants timetable other than in the most exceptional circumstances. However, potential applicants can approach the Trust to seek advice at any time.**

We look forward to receiving your application.