CAPITAL GRANTS FUND - GRANT PROGRAMME GUIDANCE

This guidance is designed to help you prepare and submit a capital grant application to North Berwick Trust Limited (NBTL). The Trust welcomes applications to the capital grant fund at any time, but please note that applications will only be considered at the Trust board meetings which occur 4 times per year.

North Berwick Trust defines a capital grant in relation to this grant programme as:

'Funding for the purchase, refurbishment or re-purposing of existing buildings, or for proposed new buildings for community benefit, or for other elements of the physical infrastructure of North Berwick. Funding applications may include pre-construction development phases.'

Funding is available for projects over £32,000 and up to not normally more than £100,000 per project.

At least 50% of the necessary funds are expected to be raised from other sources, either through your own fundraising, co-funding or match funding.

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

What will the Trust fund?

The Trust aims to support community groups in North Berwick with larger capital grant projects to conserve and enhance our built environment and to improve and grow the facilities and services available for the community and visitors.

The types of projects this fund will support are varied and include:

- Built environment projects – This includes new or refurbished buildings, infrastructure and equipment.
- Pre-construction development phases – This includes feasibility study, consultation, project brief, concept design, detailed design and tender phases.

In particular the Trust is looking to support projects which can deliver one or more of the following:

- Conservation or enhancement of the historic environment, particularly structures of historic, architectural or cultural significance within North Berwick.
- Refurbishment or re-purposing of existing buildings for community use.
- Provision of new facilities for the community and/or visitors to the town.
- Benefits to the wider community and the environment by creating or securing a local asset, with environmental impact considered as part of the project plan.
- Improved quality of venues, facilities and services.
- Increased long-term economic or social value for the North Berwick community.

Particular attention will be paid to an organisation's capacity to manage and maintain the asset over the longer term. Applicants must demonstrate the ability to meet long-term running and maintenance costs, or explicitly state that there is a shortfall in funding and set out how that may be managed. In addition, consideration will be given to the potential impact of the project on existing facilities and services in the town.

Eligibility Criteria

- Applicants must be either a registered charity or a registered non-profit making community organisation. Social enterprises, Charitable Incorporated Organisations (CIO) and Community Interest Companies (CIC) are eligible as long as they are not-for-profit or any profit is reinvested in the organisation.
- Be located in North Berwick.
- Not be a substitute for statutory or other funding which would normally be provided by the Scottish Government or the local authority.
- Be able to secure match funding of at least 50% either from within your organisation's own resources and/or from other funding bodies.
- Applicants must have a bank account in the name of their group or organisation.
- Applicants must have a demonstrable financial need (it is unlikely that the Trust will award funding to organisations with healthy reserves or endowments).

The Capital Grants Fund cannot support:

- Commercial activities, including those that directly benefit employers, industry or enterprise or those with an element of 'private' benefit.
- Projects outside North Berwick.
- Funding for individuals.
- General appeals.
- Salaries.
- Revenue support.
- Service delivery.
- Pure research (there may be an element of research in your project, but we would expect it to be a minor part with the aim of informing further action).
- Employability and training programmes.
- Political or lobbying activities.
- Costs that are the responsibility of statutory agencies.

Assessment Process

- We have a two-stage application process. The Stage 1 application is designed to be short and easy to complete as an expression of interest and you can submit this via email. If this is successful, we will email you and ask for a more detailed Stage 2 application.
- If you are applying for seed funding for a feasibility study, an award may be made after Stage 1 with a further award being made once Stage 2 is competed.
- Stage 1 Applications are welcome at any time and should be emailed to grants@northberwicktrust.co.uk.
- Should you wish to discuss your application prior to submission, our Trust Manager (part-time) can be contacted on 07874625206 or by email: trustmanager@northberwicktrust.co.uk.
- Following receipt of your application, the Trust Manager may contact you for clarification on any aspect of the submission.
- NBTL's Chairs Group will assess your application against the Trust's funding themes and present their recommendation to the NBTL Board at its next quarterly meeting.
- You will be informed of the outcome of the application at the earliest opportunity. The Trust's decision is final.

Stage 1 Applications

The following information is required for Stage One applications:

- Details of the organisation.
- Details of the main contact.
- UK charity number, if applicable.
- Background to the organisation (max 250 words).
- Title of project (max 50 words) and project summary (max 400 words).
- Exact location of the project, as opposed to the organisation.
- For built environment projects, details of ownership or tenure of land or property where the project is to take place, and of planning permission where appropriate.

- Listed building status, if applicable.
- Current and projected visitor/audience numbers, if applicable.
- Indication of timetable for the project.
- Financial details: total cost of the project, the fundraising target and the shortfall.
- Signed, audited accounts for the last two years.
- Confirmation of support from the head of the organisation.
- Any other information – you can mention anything you would like us to note if not already addressed. Please include information about your organisation's capacity to deliver the project if funding is awarded (max 200 words).

Stage 2 Applications

Stage 2 applications are by invitation only following a successful Stage 1 application.

If there have been any significant changes to your project since you submitted your Stage 1 application, please get in touch with the Trust's Grants and Communications Manager who will be happy to advise you.

Your Stage 2 application should contain the following information, as well as any additional details requested in your invitation letter.

1. **Cover letter**
   A cover letter addressed to the Chair of North Berwick Trust, and signed by the Chair/Chief Executive or equivalent of your organisation. This should be no longer than one page.

2. **Organisational profile**
   A short introduction to the organisation, including its history, notable achievements, current aims and future plans.

3. **Project Details**

   a) **Brief summary**
   The email inviting you to submit a Stage 2 application may indicate specific areas on which your application should focus. If so, this section should focus on these, presented in the context of the wider project. If the project is not based at the organisation's main address, please make clear the location of the project.

   b) **Aims, outputs and outcomes**
   Describe up to three aims, outputs and/or outcomes for your project, providing specific detail about what will be achieved and how. At least one of these should reflect the Trust's funding themes.
   If your application is successful, you will be asked to report on the project's progress towards these aims.

   c) **Public access and audiences**
   If applicable, provide annual visitor/user figures and a brief overview of those audiences. You should also provide an estimate for annual visitor

figures after completing the project, alongside an explanation of how the figure has been calculated and what factors have been considered to make sure that it is realistic and achievable. If your project targets new audiences, you should explain how you will engage them. For new initiatives, we only expect to see projected numbers.

d) Project timetable

Give an indication of the timeframe for your project (i.e., when work will start and finish or when purchases will be made and equipment installed). This should take realistic account of the time needed to secure remaining funding, carry out tendering and address any materials shortages/supply chain problems. We do not make grants retrospectively so your project must not have commenced before a funding decision is made.

e) Ownership, lease and planning permission details

If the building is leased, please specify the length of the lease. Please detail whether planning permission/consents are required, and if so, when they were/will be obtained. Unless otherwise agreed, any necessary planning permission and consents should be in place before submitting your Stage 2 application. If we have agreed exceptionally to consider an application before these are in place, you should include a brief note explaining any pre-planning processes or consultations that you have been through and the current timetable for securing the necessary permissions/consents.

4. Finance

Please state the specific amount of funding you are requesting. The Trust may decide to award more or less than the amount requested. The Trust would like to understand the whole project to help us assess how best we might be able to support you.

a) Total project cost and breakdown

The breakdown of costs should list the estimated cost of each element/stage, with VAT indicated separately. Only irrecoverable VAT costs should be provided. If the precise figure(s) for irrecoverable VAT are yet to be confirmed, please give a best estimate of what might be recoverable with a short explanatory note. For phased projects, the cost of each phase should be given, as well as the total project cost. For major capital projects, the breakdown should show both development and delivery stages including any activity costs. Please give specific figures for all costs and do not round them. Your budget can include an allowance for contingency and inflation; if so, please make clear how you calculated these figures.

We ask you to provide a full cost breakdown so that we can understand the total cost of the project to the organisation. However, if your application is successful, grant funding can only be claimed against eligible costs. Our grants do not cover overheads, administrative costs and VAT, or future running costs of the project.

b) Funding priorities

You can highlight elements of the project which you think are particularly relevant to our funding priorities. This helps us to understand the cost of those elements within the larger project. We may consider allocating a grant to one of those specific elements, or we may make a contribution to the overall project. You should provide their cost with any irrecoverable VAT shown separately.

c) Fundraising summary

List the amount and source of funds already received and/or pledged, and the plan for raising the balance. For phased projects, present the funds raised towards each phase. If funds are not restricted to a particular phase, this should be indicated. You should also include the expected dates of any forthcoming funding decisions. At least 50% of the funding for any project is expected to be raised from co-funding or match funding.

d) Running and maintenance costs

Describe any increase in staffing, operational and maintenance costs which the project tis likely to require, and how these costs will be met – making clear the split between institutional underwriting, commercial income, philanthropy and any other sources. You can also use this section to describe how any environmental considerations have ben factored into the project design, and how any negative impacts will be minimised or offset.

e) Tender process

Give a short summary of the tender process that has been/will be used. We expect that all projects are put out to competitive tender.

5. Appendices

a) Floorplans and/or an artist's impression of the completed project if applicable.

b) Additional information specific to the project. For example:

- A recent photograph of the building or site.
- Details about the building or site, including its date, listed building status and its historic, architectural and cultural significance for North Berwick.
- Information on expert advice sought on any conservation and restoration work.
- Details of how any new/renovated spaces will be used.
- For services, details of the planned new resources and programmes available to residents of North Berwick and / or visitors.

c) A list of the organisation's trustees and, if applicable, the details of any advisory groups involved in the project. Please provide names, current terms of office, brief biographical information and detail of any specific responsibilities within the scope of the project (e.g. fundraising).

For joint applications, or where different bodies are responsible for the delivery of the project and its management after completion, details of both

boards of trustees should be given with a brief explanation of the relationship between the organisations involved.

For advisory groups, the names, roles and a brief summary of relevant expertise should be given.

6. Format

Applications should be **no longer than six pages** (excluding cover letter and any appendices).

We appreciate appendices being as concise as possible. Unless otherwise agreed, appendices should be **no more than 12 pages in total**.

Applications must be standalone documents (i.e. not reliant on information previously provided or contained in other documents such as annual reports or websites).

7. Submission

Applications should be emailed to grants@northberwicktrust.co.uk.

The submission should include:

- A PDF which combines the covering letter, main application and appendices.
- Any additional information which we have requested as separate attachments.

We look forward to receiving your application.