



...for the community

**E:** info@neilstonlegacy.org

**W:** www.neilstonlegacy.org

The Old Bank, 84 Main Street  
Neilston, Glasgow G78 3EA

## Guidance Notes for Grant Applications

*Please read these guidance notes before completing the Application Form*

### Background to the Legacy

Neilston Windfarm Legacy SCIO (NWL) has been set up as an independent charitable body by Neilston Development Trust (NDT) to manage the funds arising from the sale of NDT's share of the Neilston Community Windfarm and to distribute grants from this fund to organisations working for the direct benefit of the community of Neilston. (This area is defined as the community within the G78 3 postcode area).

### Organisations eligible for funding

The applicant organisation may be a **constituted community organisation** or **social enterprise**.

In special circumstances **non-incorporated bodies** would be considered for funding. In these circumstances the project must be supported by NDT. An early approach to them for advice is recommended. A protocol between NWL and NDT will set out the role of each organisation in relation to the application process and transfer of funds to such applicants.

### Projects eligible for funding

Projects should be for charitable purposes as legally defined by the Office of the Scottish Charities Regulator (OSCR). Information about the charitable activities that NWL will support can be found in several places on our website. A full list of our **Charitable Objectives** can be found and downloaded from the '**Our Grants**' page.

### Criteria to be used by NWL Board in assessing an application for funding

1. How will the project benefit the people living in the Neilston postcode area?
2. Who and how many people will benefit and what evidence can be shown to demonstrate local need and demand?
3. Does the application give a clear description of all the costs of the project eg the start-up, capital (ie building, equipment) and long-term running costs? Are the sources of the estimates stated? Where relevant, is there a clear business plan?
4. Can the applicant provide evidence of funding from other sources to complement NWL funding? Is the applicant currently looking for match funding?
5. Does the application show how the project will be effectively and efficiently managed?
6. How will the applicant know whether their project is a success? What measures will they use to assess the outcomes and over what time scale?
7. What is the expected life of the project, and is it likely to continue independently or produce longer term benefits after the end of direct funding?



### NWL process for considering grant applications

- The Board will consider applications at any time. An acknowledgement will be sent to the applicant within **one week** of receiving the application form.
- An appraisal of the written application will be carried out by a panel of the Board within **one to three months** of receipt. The panel may take advice from independent specialists if appropriate.
- If necessary the applicant will be asked to make a presentation, answer further questions or provide more written information.
- The time taken to complete the assessment will vary depending on the scale and complexity of the project. Small grants (up to £2,500) may be decided within one month, whereas larger grants may take several months to appraise.
- Sometimes an offer **in principle** will be made, with conditions to be met before a **formal offer** is made. In all cases applicants will be kept informed of progress.
- A written formal offer issued to the applicant will require a written confirmation of acceptance.

### Conditions attached to a grant

If your application is successful the following will be required:

- Details of your organisation's bank account, into which the grant will be paid. You will be asked to submit copies of your three latest consecutive bank statements.
- Details of VAT registration if applicable.
- Copies of specified quotes and invoices from suppliers of goods or services. **Please note** that the process for payment of grant will be subject to further discussion with each successful applicant and may involve stage payments.
- Confirmation that the applicant will acknowledge NWL/NDT as the source of funding in any publicity about the project.
- Regular feedback to NWL on the progress of the project, and a report at the end of the project funding from NWL. Guidance on the report format may be offered.

If your application is unsuccessful you will be informed in writing. Advice and information on any other sources of support may be offered informally by trustees.

### Making an Application

Our information leaflets are available in The Old Bank (NDT) and in the local Library.

This Guidance Note and the Application Form are on the NWL website under **Our Grants**.

- The form may be downloaded, completed and submitted as a Word attachment to an email. This is NWL's preferred route for an application.
- Alternatively the form may be printed from the website and submitted as a paper copy.
- Please answer all the questions as fully as possible within the space provided on the form. We hope the form is clear.
- Supporting documents requested on the last page of the application form may be submitted by email, attached to the application, or else may be submitted separately as hard copies.
- If you need support in completing the application form a meeting with our Secretary may be requested by email.
- Any queries may be emailed to our Secretary at [info@neilstonlegacy.org](mailto:info@neilstonlegacy.org). You will usually receive a reply within a few days.



### **Additional Information**

NWL has been given a total sum of £2m to look after. A commitment has been given to NDT to give them £70,000 per year for five years to assist with core costs, to replace an income NDT had aimed to obtain from their share of the Windfarm earnings. The remainder of the capital sum has been invested to produce an annual income for distribution to the Neilston Community. The amount available each year has not been fixed but in the first year of operation up to £100,000 was available for distribution.

NWL will support projects which assist in the delivery of the Neilston Charter, its successor Neilston Going Places and any subsequent plans which have the support of the Community. You may also find it useful to look at East Renfrewshire Development Plans and the forthcoming Locality Plan. Documents may be found at the Bank, the Library or on-line.

More information about NWL can be found on our website at [www.neilstonlegacy.org](http://www.neilstonlegacy.org)

### **New Data Protection Legislation**

New General Data Protection Regulations came into force on 25 May 2018 which cover privacy of personal data held by all organisations.

NWL will retain in a secure place all information in electronic or paper form about your organisation contained in your application and any accompanying documents.

It is the policy of NWL to fully respect the confidentiality and privacy of the information submitted. NWL will not share this information with any other individual or organisation without the applicant's specific consent, unless legally required to do so.

You may inspect the data held by NWL by making a written request to the Secretary.

*Revised March 2020*