

Micro-grant Guidance

Tap O'Noth Community Council receives money from the Vattenfall Clashindarroch Windfarm Development to support community projects throughout the Tap O'Noth area. This area includes the villages of Clatt, Rhynie, Kennethmont and Gartly.

For a community project to be considered for funding, an application form must be downloaded, completed, and emailed to the community council. The application form can be accessed here and, on the Tap O'Noth Community Council website. (Link to application form)

Completed application forms should be emailed to taponothcc@gmail.com with the words 'Microgrant Application' noted in the subject field or hand delivered to a community councillor.

What is a Micro-grant

A micro-grant scheme provides the Community Council with an agreed sum of money from the main Community Benefit Fund, for onward distribution in the form of small 'micro' grants.

These awards are up to **£400 to individuals and up to £1000 to groups** for 'charitable purposes to the general benefit of the residents of the community'.

Who Can Apply

In general, the following may apply for a micro-grant:

- Individuals
- Informal, non-constituted groups
- Constituted groups

Groups that are not constituted should, generally, be considered a priority, as other funds are less likely to be open to such groups and it is felt to be unfair to ask small informal groups, which wish to remain as such, to develop a governance structure in order to access main funds for low level or informal activity.

Constituted groups are eligible to apply for micro-grants but they should not use the micro-grant scheme to circumvent applying for grants from the main community benefit fund or elsewhere, for example through submission of multiple micro-grant applications.

The Community Council itself can apply for a micro-grant for an eligible activity.

What Can/Can't Be Funded

Providing the purpose is charitable and the activity or project has a community benefit, what can be funded is very broad. Any micro-grant awarded by the community council must be:

- (a) For a charitable purpose, and

(b) Demonstrate benefit to the local community

***Charitable Purpose-** There are sixteen permissible charitable purposes in Scottish law and there are also rules about private vs public benefit. These charitable purposes are listed on the Office of the Charity Regulator (OSCR) website.

(Please note: Foundation Scotland's general rules do not however permit awards for two of the sixteen charitable purposes- the advancement of religion or the advancement of animal welfare.)

***Community Benefit-** A micro-grant should demonstrate benefit to the community. Broadly, this could for example include enhancing quality of life for residents, improving community facilities or environment, increasing knowledge or skills within the community, encouraging community participation or volunteering in activities, increasing civic pride in the community, and bringing residents together through social activities to improve community spirit and neighbourliness

Standard Exclusions

In general, micro-grants cannot be used for:

- Promoting religion or party politics
- Alcohol
- Statutory activities (e.g. things that the local or national government have a duty to provide)
- Projects out with the fund area of benefit
- Activities likely to bring the Community Council, Foundation Scotland, or the donors into disrepute
- Anti- renewable energy/windfarm/donor activities
- General fundraising
- Repayment of loans or debts
- 'Retrospective funding' i.e. things that have been done or paid for before the application was approved

Repeat Applications

Repeat applications can be made 12 months after the previous award has been made and the cash has been transferred. Repeat applications will only be considered for new/ different purposes and with demonstration of appropriate use of the prior award. New applicants for micro-grants will be given priority.

Decisions

Decisions regarding the award will be made in the next council meeting following receipt of the application. Decisions will be made in private and will be decided by majority vote of councillors present.

Notification

Successful applicants will be included in the minutes of the council meeting. Notification of outcome of the award will come from the Treasurer after the decision in council and will be made by email to the applicant.

Award of Micro-grant money

Funds will be dispersed by bank transfer after notification of award

Reporting Back

Awardees are encouraged to report back regarding the use of their award either in person at a council meeting or by email. Photographs of the award use are encouraged and will be used to help publicise the micro-grant scheme on the community council website.

Declaration of Interest/Conflict of Interest

Councillors who are related to, employed by or are the employer of or who have a direct association with the applicant will excuse themselves from the decision-making process for the micro-grant.

In making decisions for which you are personally responsible you are advised to err on the side of caution. In the event of clear conflict of interest, for example, if you have a personal interest as applicant or relative of applicant, then you should excuse yourself from the decision-making process.

Final decisions regarding conflict of interest lie with the chair.

GDPR

Applicants should be aware that applications will be shared with all community councillors

How to Apply

Applications can be made by completing the application form found on the TONCC website taponothcc.org. The form should be emailed to taponothcc@gmail.com or hand delivered to a community councillor.

When to Apply

Applications can be made at any time and will be considered at the next meeting of the community council. Applications received less than 5 working days prior to the community council meeting may be deferred to the following monthly meeting .