**Glenkerie, Micro-grant Guidance**

# Purpose of micro grants

Micro grants are intended to make the Glenkerie Community Fund available to individuals and local groups who need small amounts to pursue their objectives. Each of the community councils will administer their own micro grant schemes. The process of applying for and receiving a micro grant is intended to be relatively quick and light touch.

Micro grants can support a range of activities and groups who may not be eligible to apply to the main fund, for example:

* small unconstituted groups who would be ineligible to apply to the main fund
* individuals undertaking specialist training e.g. music or athletics fostering local ability or talent
* travel costs to participate in events out with the area
* support participation of local community in activities not available in the local community

# Application process

* Applicants should apply in writing/via email directly to the CC secretary/appointed office bearer
* Applications will be discussed at the next available CC meeting
* Note of decision minuted by CC
* Applicant informed of the decision in writing by the CC
* Grants issued directly by CC
* Any reduction or rejection reasons must be detailed in the letter e.g. no beneficiaries in the area or only a partial fit with the criteria

It normally takes 4 – 6 weeks to process a microgrant application. Please make sure that you apply well before you need the money. It may be possible to process applications more quickly, but this cannot be guaranteed.

# Micro grant criteria

Micro grants are envisaged as being small awards which fit the criteria:

* Enhance quality of life for local residents;
* Contribute to vibrant, healthy, successful and sustainable communities;
* Promote community spirit and encourage community activity;

Biggar Community Council Micro grants cannot be used for the following activities:

* Projects which do not benefit people living within the Biggar Community Council area
* The advancement of religion or politics (including requests to support the core activities of religious or political groups)
* Activities understood to be the exclusive responsibility of statutory authorities
* The repayment of loans or payment of debts
* Costs already incurred or activities which will take place before we have made a decision on an application (retrospective funding).
* Anti-wind farm/renewable energy activities, including activities contrary to the interests of Foundation Scotland, Glenkerie Wind Farm Ltd, Ventient Energy or their subsidiaries.

# Additional guidance

* The awards should not be greater than £500 if the applicant is a community group, or £250 if the applicant is an individual.
* Applicants may only submit one Glenkerie micro grant application at a time
* If an application is successful, the applicant will not be able to reapply for another Glenkerie micro grant for 12 months, although in exceptional circumstances the Community Council may decide to waive this.
* Micro grants are generally intended to be used for ‘one off’ projects or emergency funding. Where a group/individual needs funding for the same project year on year, it would be appropriate to apply to the main Glenkerie Windfarm fund for a multi-year grant instead.
* Similarly, it is not normally expected that projects would be funded by multiple microgrants from different Community Councils. In this case it would be appropriate to apply to the main Glenkerie Windfarm fund of a grant covering activity across a wider area instead.
* Micro grant awards should always be given in full where the project meets the fund criteria. A reduced grant should only be dispensed in a situation where the project is only a partial fit with the fund criteria or if insufficient funding is available to make a full award.
* Microgrants must normally be used within 6 months of being awarded. Please keep us updated on the progress of your project. In particular, please let us know of any delays, as depending on the circumstances we may be able to grant a time extension.
* Biggar Community Council may ask to see receipts relating to the project and may ask for any money which is unspent by the agreed completion date to be returned.

# THE APPLICATION FORM:

We hope that most of the information requested is self-explanatory, but if you have any questions please get in touch.

Reserves are money held by a charity or a group that has not been awarded for a specific purpose and can on be freely spent to meet that group’s objectives. Where money has provided to the group on the basis that it can ONLY be spent on a specific project or purpose this are classed as Restricted Reserves. Therefore, to calculate Unrestricted Reserves do the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TOTAL GROUP FUNDS | *minus* | RESTRICTED RESERVES | *equals* | UNRESTRICTED RESERVES |

Where the Unrestricted Reserves are larger than the grant that you are applying for, please explain what you plan to use your unrestricted reserves for and why these cannot be used to fund the project that you are applying for the microgrant for.

BCC will, from time to time, publish details of successful grant applications including, but not exclusively:

* In the minutes of BCC meetings
* On the BCC webpages and social media
* At public events organised by or attended by BCC
* In Newsletters

*BCC takes seriously its obligations under the Data Protection Act/GDPR. Our full privacy statement can be found on our website at the following link:*

*https://biggarcc.weebly.com/*