



**COMHAIRLE NAN EILEAN SIAR**

***PROJECT FUNDRAISING***

**for Voluntary Organisations  
*in the Western Isles***

***Third Edition 2009***

***A simple guide to sources of funds, and how to apply to them***

***A Community Education Service production  
for the Social & Community Services Department***

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## **INTRODUCTION**

*Fundraising is time-consuming, and hard work, requiring patience, tenacity and good luck. Applying for grants is like a lottery; there is no foolproof way to win, no formula, no magic word to guarantee success. It is easy to submit a bad application, but there are ways to help you write a good one, and perhaps this Guide can help you to do that.*

*The Community Education Service and Community Support staff are asked regularly to advise on finding sources of funds. These sources might be the Scottish Government, the Local Authority, the Enterprise Company, the Big Lottery, Charitable Trusts and Foundations, or from time to time, the European Union.*

*Another very useful source of advice is your local Council for Voluntary Service (CVS). They exist to support voluntary effort and voluntary organisations in their area across a range of important services including support in setting up, running and gaining charitable status for voluntary organisations. They also have many years experience in supporting organisations source funding and contact details are included in this booklet. You can also access their information on the internet through the following links:*

*(SCVO Home Page)*

*<http://www.scvo.org.uk/scvo/Home/Home.aspx>*

*(CVS Network Home Page)*

*<http://www.scvo.org.uk/cvsnetwork/Home/Home.aspx>*

*This booklet is intended to give basic guidelines to grant-seekers.*

*Raising funds for voluntary organisations has never been easy. That is why you ought to have as much information at your disposal as possible. This booklet begins at "square one" – how to gain the status of a Scottish Charity – and moves on to illustrate a variety of sources to which grant applications may be made.*

*A final word of introduction: no likely donor of funds is obliged to contribute to your project, and you cannot regard grants as a right, even from the Public Sector. Courtesy must be implicit in every application, and you must keep donors fully informed as to how their funds have been used for some time after your project has been completed. This is essential; offhand treatment of contributors will rebound adversely against future requests. Gratitude, properly expressed, will be appreciated, and may result in donors taking a special interest in what you do.*

## **ACKNOWLEDGEMENTS**

*The author of the original edition of this booklet (1995) was Donald John Morrison, formerly of Scalpay Community Association, Isle of Harris with a subsequent update by **Norman MacLean** who was the Comhairle's Principal Officer, Cultural & Community Education Services from 1976 to 1998.*

## **GENERAL INFORMATION**

*Think ahead. All the time you are listing sources to which to apply for funds, be aware that you need to gather solid evidence to prove that your organisation actually needs their money, and particularly, that it is active, seeking to expand, and raising money itself, not depending solely on others' generosity.*

*Many office-bearers in voluntary organisations go through the business of the annual general meeting without realising how important its **Annual Report** is. The Report is not just for telling members perhaps what they already know, but can be used in promoting the group in its community, or convincing trusts and other sources of funds that it is worthy of their support. The group's **Audited Accounts** tell members how well off – or not – the group may be. These reports, however, have to be used as supporting evidence whenever funds from an external body are sought, so these administrative and financial chores should be carried out painstakingly, truthfully, and presented in the most attractive form possible.*

*The current regulations governing Charities in Scotland require them to submit annually a report of activities, and independently audited accounts. **The Office of the Scottish Charities Regulator** requires to see both.*

*Statutory and Public Bodies, and some Trust funds, require applications for financial assistance to be made on their own application forms. It would be prudent to seek guidance as to how applications are to be made before launching out (i.e. by a telephone call to the prospective donor). Companies approached will most likely prefer letters from applicants. Applications for funds made by letter require special attention; guidance as to how to prepare them is given later.*

*What else might you need? Obviously, if you intend to erect a new building, extend an existing one, or provide a sport's facility, proper building drawings. It is best if a chartered architect or professionally qualified surveyor prepares them, in view of the high costs involved, the need for minute scrutiny of pricing received from contractors, and the need for strict quality control of work in progress, once construction has begun. Professional fees are usually eligible for assistance through grants.*

*If major items of equipment are needed, and grants have to be sought towards their cost, pricing is extremely important, and grant givers will expect applicants to shop around; it is best to get **three** price quotations for goods, (**include Value Added Tax!**) always bearing in mind the extra costs of delivery to the Western Isles have to be factored in separately from any delivery charge which applies only to the Mainland. Here again, separate delivery prices from reputable hauliers should be obtained.*

## **CHARITY STATUS IN SCOTLAND**

*Most charitable trusts will give money only to organisations holding the legal status of **Scottish Charities** under **Section 505 of the Income & Corporation Taxes Act 1988** and the **Law Reform (Miscellaneous Provisions) (Scotland) Act 1990**.*

*When the **Charities & Trustee Investment (Scotland) Act 2005** came into force on **1 April 2006**, the **Office of the Scottish Charity Regulator (OSCR)**, based in Dundee, took over responsibility for granting charitable status and monitoring what Scottish charities do.*

*If yours is a new organisation, it must apply formally, in writing, to the OSCR, submitting a copy of the Constitution, signed by the **Chairman** of the meeting at which it was adopted, and countersigned by the **Secretary** of that meeting. Should it have been in existence for some time before, a copy of a written **Report** on the activities to date, and independently audited **Accounts for a full year**, should also be enclosed. After thorough examination of both, OSCR will determine whether or not to grant Charity status. If your request is successful, your group will receive an official letter from the OSCR, registering it, and allocating a **Scottish Charity Number** and an **Income Tax Reference Number**, both of which will be essential when seeking grants.*

*In preparing an application for Charity Status, an organisation will do well to get expert help in framing its **Constitution**: this written document must contain an Aims/Objects Clause, describing what it is to do, and this must conform with the OSCR's ideas of what a Scottish Charity should be. As mentioned earlier in this document a useful first point of contact would be your local Council for Voluntary Service. Alternatively a Solicitor or a Chartered Accountant ought to be able to help frame an acceptable Constitution. Fundamentally, the constitution of a Charity should provide for membership of the organisation to be open to all, without discrimination as to religion, political allegiance, gender, or sexual orientation. Help in framing constitutions can be obtained through local councils of voluntary organisations.*

*OSCR's regulation of Scottish charities brings legal obligations; registered charities have to send in copies of their Audited Accounts and Reports **annually** and members of the public can request to see them. Charities must therefore be particularly careful to observe all OSCR's requirements, which are backed by the Law.*

*The **Office of the Scottish Charities Regulator** is contactable at:*

**OSCR**  
**1<sup>st</sup> Floor**  
**Argyll House**  
**Marketgait**  
**DUNDEE**  
**DD1 1QP**

**Telephone: 01382 220446**  
**e-mail enquiries: [info@oscr.org.uk](mailto:info@oscr.org.uk)**  
**web: <http://www.oscr.org.uk/>**

## **TAX CONCESSIONS FOR SCOTTISH CHARITIES**

*Charitable Status brings with it some Tax Concessions. At the outset, it must be stressed that Charity Status does **NOT** entitle your organisation automatically to be exempt from **Value Added Tax (VAT)**. Some of the concessions available are:*

### **Bank & Investment Incomes**

*Interest paid to Scottish Charities by a Bank, or from investments, is free from Income and Corporation Tax. To secure tax-free Bank interest or investment income, an organisation must provide its Bank and its other investment income sources with documentary proof that the Office of the Scottish Charity Regulator has granted it the status of **Scottish Charity**.*

### **Gift Aid & Other Donations**

*Donations to Charities through **Gift Aid** not only give the recipient body the full amount donated, but the Charity can seek the recovery of the Tax which the donor would normally have paid on the amount given. **At present, the tax recovered can add around 28p in the £1 to each donation under Gift Aid.***

*Details of the full range of approved schemes for donations to Scottish Charities can be had from:*

**HM Revenue & Customs**  
**Meldrum House**  
**15 Drumsheugh Gardens**  
**Edinburgh EH3 7UG**  
**Tel: 0131 777 4126**  
**e-mail: [hmrc.gov.uk/charities](mailto:hmrc.gov.uk/charities)**  
**web: <http://www.hmrc.gov.uk/charities/index.htm>**

### **Non-Domestic Rates**

*Buildings and other rateable facilities owned and/or wholly occupied by Charities can be exempted from payment of Non-Domestic Rates by the Local Authority, under the **Local Government (Financial Provisions etc) (Scotland) Act 1962**. The exemption is a minimum of **50%** of the rates payable, but the local authority has discretion to raise the percentage to **100%***

*Application for Relief of Non-Domestic Rates should be made to the Local Authority i.e. **Comhairle nan Eilean Siar**, once Charitable Status has been confirmed; a copy of the certificate of confirmation from the OSCR should be provided. The address for such applications is:*

**Comhairle nan Eilean Siar**  
**Finance & Corporate Resources Department**  
**Rating Section**  
**Council Offices**  
**Stornoway**  
**Isle of Lewis HS1 2BW**  
**Tel: 01851 709568**  
**Web: <http://www.cne-siar.gov.uk/rates/index.asp>**

## **LOCAL AUTHORITY GRANTS**

Local authorities may offer grants towards projects proposed by community & voluntary organisations. In the Western Isles, the local authority, **Comhairle nan Eilean Siar**, has a range of grants available to local community & voluntary organisations undertaking projects and some of these are highlighted on the Comhairle's internet pages which can be accessed through the following links: -

<http://www.cne-siar.gov.uk/communitysupport/councilfunding.htm>

<http://www.cne-siar.gov.uk/renewable/dare.asp>

<http://www.cne-siar.gov.uk/sgioba/taicairgid.asp>

<http://www.cne-siar.gov.uk/cxdir/externalstrategy/leader/index.asp>

<http://www.cne-siar.gov.uk/leisurelearninggrants/index.asp>

<http://www.cne-siar.gov.uk/artsandculture/artsadvice.asp>

<http://www.cne-siar.gov.uk/artsandculture/culturalworkinggroup.asp>

<http://www.cne-siar.gov.uk/artsandculture/artsandculturefunding.asp>

<http://www.cne-siar.gov.uk/artsandculture/artsfundingindividuals.asp>

<http://www.cne-siar.gov.uk/artsandculture/artsfundinggroups.asp>

<http://www.cne-siar.gov.uk/artsandculture/madeintheouterhebrides.asp>

<http://www.cne-siar.gov.uk/artsandculture/galleries.asp>

<http://www.cne-siar.gov.uk/artsandculture/artsevents.asp>

<http://www.cne-siar.gov.uk/artsandculture/artseducation.asp>

**Please Note: No grants will be considered for any project which has actually commenced, and on which you have already spent money. Comhairle nan Eilean Siar does not give grant aid retrospectively to any organisation.**

*Enquiries concerning grant assistance should be addressed to your local Community Co-ordinator or Community Education Officer in the first instance.*

## **LOCAL ENTERPRISE COMPANY - HIE INNSE GALL ADVISORY AND GRANT SUPPORT:**

### **Highlands & Islands Enterprise:**

#### **Focus:**

Highlands & Islands Enterprise works to implement the Government's Economic Strategy by supporting significant and high growth businesses, creating infrastructure and **Strengthening Communities**, particularly in fragile areas. All of the Outer Hebrides is designated as fragile by HIE, excluding the area of Stornoway, Point & Greater Broadbay.

#### **What the Enterprise Network can do:**

*HIE aim to stimulate growth within the Social Enterprise sector; Social Enterprises come in many forms but are pre-dominantly community based businesses that intentionally trade for profit that can then be re-invested in further community growth or social benefit. HIE work with key Social Enterprises across the islands to assist them in achieving development through a process of support and advice as appropriate to each organisation.*

*HIE Innse Gall can also provide access to specialized advice and guidance to help progress projects. Priorities for HIE support are Community Land & Assets, Community Renewables (through Community Energy Scotland), Arts, Culture & Gaelic language.*

*If you think HIE could be of assistance to your organisation please contact one of our local area offices:*

#### **CONTACT**

<b>HIE Innse Gall</b> <b>James Square</b> <b>9 James Street</b> <b>Stornoway</b> <b>Isle of Lewis HS1 2QN</b> <b>Telephone: 01851 703703</b> <b>Fax: 01851 704130</b> <b>e-mail: <a href="mailto:innse-gall@hient.co.uk">innse-gall@hient.co.uk</a></b>	<b>HIE Innse Gall</b> <b>Taigh Cheann a' Locha</b> <b>Lionacleit</b> <b>Isle of Benbecula HS7 5PJ</b> <b>Telephone: 01870 604900</b> <b>Fax: 01870 604901</b> <b>e-mail: <a href="mailto:innse-gall@hient.co.uk">innse-gall@hient.co.uk</a></b>
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## **SCOTTISH GOVERNMENT GRANTS**

*The Scottish Government has a number of funds streams available for local voluntary organisations. The contact addresses are given at the end of this Section.*

### **Unified Fund**

*The Children, Young People & Families Unified Voluntary Sector Fund delivers Scottish Government grants in support of voluntary organisations to provide "better outcomes" for children, young persons and families.*

#### **CONTACT**

**SEED (Victoria Quay) Telephone 0131 244 3540**

### **Valuing Volunteers**

*The Voluntary Action Fund administers a Small Grants Scheme on behalf of the Executive aimed at local voluntary organisations and community groups.*

#### **CONTACT**

**Voluntary Action Fund. Telephone 01383 620 780**

### **Housing & Homelessness**

*Grants are available for matters relating to homelessness for Training, Advice, Research, or similar purposes relating to Housing, and in the field of Tenant Mobility. Grants may be for core funding or for specific projects.*

***The closing date for submission of grant applications under this scheme is 31 August annually.***

**CONTACT (Victoria Quay). Telephone 0131 244 5527**

### **Women's Fund for Scotland**

*Administered for the Executive by the Scottish Community Foundation and Engender, the Women's Fund provides small grants to Scottish organisations giving support to women's personal development and involvement in their communities.*

#### **CONTACT**

**Scottish Community Foundation.**

**Telephone 0131 524 0300**

***The Fairer Scotland Fund (2008 -2011)*** is allocated to Community Planning Partnerships (CPPs) by the Scottish Government to help them achieve sustainable economic growth by:

- *Regenerating the most disadvantaged communities;*
- *Improving the life chances of individuals and groups experiencing poverty and disadvantage*
- *Improving employability, particularly for young people and other hard to reach groups.*

*Fairer Scotland Fund is a three year programme within the Outer Hebrides and the money has already been allocated for 2008/9 and 2009/10. The OHCPP will be looking at distribution of monies for 2010/11 in autumn 2009; this will be publicised in due course*

*For advice and information about the Fairer Scotland Fund grants and processes please contact:*

Derek McKim  
Comhairle nan Eilean Siar  
Sandwick Road  
Stornoway  
Isle of Lewis HS1 2BW  
Tel: 01851 709270  
Email [dmckim@cne-siar.gov.uk](mailto:dmckim@cne-siar.gov.uk)

### **Scotland Rural Development Programme (SRDP)**

*SRDP is a programme of economic, environmental and social measures designed to develop rural Scotland over the next seven years.*

*Measures will be delivered through:*

- *Crofting Counties Agricultural Grant Scheme (only available to Crofters and farmers)*
- *Food Processing, Marketing and Co-operation Grant Scheme*
- *Forestry Commission Challenge Funds*
- *The LEADER initiative (see below for local LEADER information)*
- *Less Favoured Area Support Scheme (only available to Crofters and farmers)*
- *Rural Development Contracts*
- *Skills Development Scheme*

*SRDP is outcome-focused and primarily aims to deliver a Greener Scotland and to promote a Wealthier and Fairer rural Scotland. It will contribute to the Government's Healthier and Smarter objectives and will help to strengthen rural communities. 90% funding for community projects.*

*For further information and guidance about the funds (apart from LEADER) and eligibility please contact:*

*SAC Farm Business Services:*

*17 Francis Street, Stornoway, Isle of Lewis, HS1 2NB tel: 01851 703103, email*

*[FSBStornoway@sac.co.uk](mailto:FSBStornoway@sac.co.uk)*

*or Balivanich office: tel 01870 602336 email [FBSBalivanich@sac.co.uk](mailto:FBSBalivanich@sac.co.uk)*

*or visit <http://www.scotland.gov.uk/Topics/farmingrural/SRDP>*

### **Leader Innse Gall**

*The LEADER Innse Gall programme is a rural development programme aimed at promoting economic and community development within the Outer Hebrides through supporting small-scale, community-driven integrated and innovative bottom-up projects.*

*See <http://www.outerhebridesleader.co.uk/> for further information, guidance and application forms.*

*Contact: Kathlene Macdonald, Outer Hebrides Leader Co-ordinator*

*Comhairle nan Eilean Siar*

*Chief executive's Department*

*Sandwick Road*

*Stornoway*

*Isle of Lewis HS1 2BW*

*Email: [Kathlene.macdonald@cne-siar.gov.uk](mailto:Kathlene.macdonald@cne-siar.gov.uk)*

*Tel: 01851 709285*

### **Other EU Funds**

*There are many EU funds that cover a wide range of areas. For further information please see [http://ec.europa.eu/grants/index\\_en.htm~transport](http://ec.europa.eu/grants/index_en.htm~transport)*

*or contact Derek McKim, Head of External Strategy*

*Comhairle Nan Eilean Siar*

*Chief Executive's Department*

*Sandwick Road*

*Stornoway*

*Isle of Lewis HS1 2BW*

*Tel: 01851 709270*

*Email: [dmckim@cne-siar.gov.uk](mailto:dmckim@cne-siar.gov.uk)*

**Rural Direct**

<http://www.ruraldirect.org.uk/>

Editor

Scottish National Rural Network Website

SCVO

Fairways House

Fairways Business Park

Castle Heather

Inverness

IV2 6AA

Tel: 01463 251733

Email: [editor@ruralgateway.org.uk](mailto:editor@ruralgateway.org.uk)

*Applications forms from Community Groups are particularly welcome for this fund.*

**GRANTS TO VOLUNTARY GROUPS & YOUTH ORGANISATIONS**

*Youthlink Scotland has been awarded funds by the Scottish Government towards the development of Voluntary Groups and Youth Organisations in Scotland. There are three funds streams available:*

***Voluntary Organisations Support Fund***

***Youth Opportunities Fund***

***Youth Work Facilities Improvement Fund***

**CONTACT**

***Youthlink Scotland, Edinburgh***

<http://www.youthlink.co.uk/Index.asp?MainID=8063>

## **OTHER PUBLIC BODIES**

### **THE BIG LOTTERY**

**Details of all current open programmes can be found through the following link; [http://www.biglotteryfund.org.uk/scotland/funding-sco/all\\_open\\_programmes-sco.htm](http://www.biglotteryfund.org.uk/scotland/funding-sco/all_open_programmes-sco.htm). Details of some programmes are given below:**

#### **Awards for All Scotland**

*This is a programme of grants financed by the **National Lottery** and aimed at local communities.*

*Grants range from a minimum of £500 to a maximum of £10,000 and the programme claims to make awards in a simple, straightforward way. Application must be made using the Programme's own application form, and apart from the person completing the application form, two other members of the organisation must sign it. One should be the Chairperson, Vice Chair, Secretary or Treasurer of the group. In the case of a school or statutory group, it will be the Head Teacher or Chief Executive who must sign.*

*If your organisation works with **Children, Young People** or other vulnerable groups, the Referee must be a professional person working in a relevant field such as Teaching, Social Work, or as a Childcare Professional.*

#### **CONTACT:**

**web:** <http://www.awardsforall.org.uk/scotland/index.html>

**email:** [Scotland@awardsforall.org.uk](mailto:Scotland@awardsforall.org.uk)

#### **Historic Scotland**

*Grants may be available from Historic Scotland towards the repair of buildings of outstanding architectural or historic interest, and for the repair of buildings in outstanding conservation areas.*

#### **CONTACT:**

**Historic Scotland. Telephone 0131 668 8801**

**e-mail:** [hs.grants@scotland.gsi.gov.uk](mailto:hs.grants@scotland.gsi.gov.uk)

**web:** <http://www.historic-scotland.gov.uk/index/heritage/grants.htm>

#### **Scottish Natural Heritage**

*SNH works with other bodies to conserve and enhance Scotland's natural heritage and it offers a range of grants to help organisations to carry out projects which match its aims.*

*Grants may be available for projects which:*

- *improve the conservation of species, habitats and landscapes*
- *promote public enjoyment of the natural heritage*
- *increase awareness and understanding of the natural heritage*

*Projects assisted will normally come under one of SNH's main categories of grant aid:*

- *Communities*
- *Education*
- *Land Managers*

*Applications are to be submitted on the standard SNH Grant application form, though supplementary information will be welcome. Forms are available at any SNH Office.*

**CONTACT****Scottish Natural Heritage****32-34 Francis Street****Stornoway****Isle of Lewis****Tel: 01851 705258****Website:** <http://www.snh.org.uk/about/ab-grants01.asp>**Sportscotland****Building for Sport: Community Facilities**

*This stream of funds covers provision or upgrading of all facilities for the general community. Sportscotland expects that mainly Local Authorities, Clubs, Trusts and similar organisations will present such projects.*

**CONTACT: Website:** [www.sportscotland.org.uk](http://www.sportscotland.org.uk)**The Foundation for Sport & The Arts**

*The Foundation aims to increase active participation in Sport and The Arts, especially among young people, and those with more ability than resources. A wide range of activities is supported, where there is clear evidence that a project will be beneficial across the community.*

**CONTACT****The Foundation for Sport & The Arts, PO Box 20, Liverpool L1 1HB****Tel: 0151 259 5505****e-mail:** [contact@thefsa.net](mailto:contact@thefsa.net)**web:** <http://www.thefsa.net/index.htm>**Third Sector Resilience Fund**

*The £1.7 million Third Sector Resilience Fund is aimed at third sector organisations who are experiencing the impact of the recession either through seeing an increased demand for their services or experiencing cash flow difficulties. The fund will provide a one-off financial payment to such organisations that can demonstrate they are having to cope with the effects of the recession. The fund will open at the end of October 2009 and remain open until 4<sup>th</sup> December 2009.*

*Organisations will be able to apply for between £10,000 and £100,000, although in exceptional circumstances awards outwith these amounts may be made provided these comply with rules on State Aids.*

*The application process will be by the completion of an application form to be submitted to the Scottish Government. Applicants will be required to demonstrate clearly their viability prior to the recession, the "shock" it has experienced as a consequence of the recession and the need for assistance, and also how the assistance will enable them to implement a recovery plan.*

For more information contact:

Polly Chapman - 01463 663 918

Mary Lyden - 0141 305 4176

Gareth Allen - 0141 271 3775

Ricky Gachagan - 0141 271 3740

Kerry Edwards - 0141 305 4085

<http://www.scotland.gov.uk/Topics/People/15300/funding/ResilienceFundStrategy1>

### **National Playing Fields Association**

*The National Playing Fields Association Scotland offers grants, loans or the supply of equipment to initiate Sport and recreational activities at local level, which are of direct benefit to Children or Young Adults. Assistance can be given to sports teams, clubs, community organisations and local authorities towards the development of recreational and leisure facilities.*

*The NPFA Scotland can also provide capital grants for large improvement projects including drainage, levelling, marking and re-seeding of playing fields. Support can also be given to youth clubs and junior football teams for footballs, goal posts and football strips.*

#### **CONTACT**

**National Playing Fields Association Scotland, 20 Queen Street,  
Edinburgh EH2 1JX  
Tel: 0131 225 4307  
e-mail: [www.npfa.co.uk](http://www.npfa.co.uk)**

### **Scottish Arts Council**

*The Scottish Arts Council may support projects involving the Performing and/or Graphic Arts. As projects may vary considerably in scale, scope and concept, sponsors should seek guidance direct from the SAC before making applications.*

#### **CONTACT**

**The Scottish Arts Council, 12 Manor Place, Edinburgh EH3 7DD  
Tel: 0131 226 6051  
web: <http://www.scottisharts.org.uk/1/funding.aspx>**

Advise can be given by: -

Meg Rodgers  
Arts Development Officer  
Comhairle nan Eilean Siar  
Balivanich  
Isle of Benbecula

Tel: 01876 580798  
Email: [m.rodger@cne-siar.gov.uk](mailto:m.rodger@cne-siar.gov.uk)

Elsie Mitchell  
Arts Development Officer  
Comhairle Nan Eilean Siar  
Uig Community Centre  
Uig  
Isle of Lewis

Tel: 01851 672708  
Email: [emitchell@cne-siar.gov.uk](mailto:emitchell@cne-siar.gov.uk)

## **EUROPEAN UNION GRANTS**

A number of grant schemes are available through the **European Union** for community development projects. Although the applications procedures for these may be lengthy and time-consuming, they are worth examining, as additional funds might be attracted to add to what may be received from UK sources.

Advice on the range and purposes of European Union grants must be obtained in advance from **Comhairle nan Eilean Siar**, or **HIE Innse Gall**, as there are pitfalls into which unwary groups might tumble if they do not.

### **European Fisheries Fund (EFF).**

The EFF programme (2007-2013), will be targeted to assist with capital investment in the aquaculture, fishing and fish processing industries. The programme can also support strategic trade initiatives, fisheries dependent communities and Scottish Government and European Community policy initiatives for the sustainable development of fisheries.

For further information and guidance about the fund and eligibility, as well as application forms please contact Fisheries Grants Team on Helpline 0131-244-6329 or visit their website at

<http://www.scotland.gov.uk/Topics/Fisheries/grants-subsidies>

### **European Social Fund (ESF)**

ESF aims to address social inequalities within and across regions by improving the general performance of the labour market, in particular in relation to marginalized groups. There are three priority areas for the ESF monies:

- Progressing into Employment
- Progressing through Employment
- Improving Access to Lifelong Learning

Further information about these priorities can be obtained from Head of External Strategy at CnES or HIPP (Highlands & Islands Structural Funds Partnership Ltd)

<http://www.hipp.org.uk>

### **European Regional Development Fund (ERDF)**

ERDF is a vehicle for promoting the economic development and regeneration of defined areas within the Member States of the European Union. There are four priority areas for the ERDF monies:

- Research and innovation
- Enterprise growth
- Urban Regeneration
- Rural Development

Further information about these priorities can be obtained from Head of External Strategy at CnES or HIPP (Highlands & Islands Structural Funds Partnership Ltd)

<http://www.hipp.org.uk>

Derek McKim Head of External Strategy  
Comhairle nan Eilean Siar  
Chief Executive's Department  
Council Offices  
Sandwick Road  
Stornoway  
Isle of Lewis HS1 2BW  
Tel: 01851 709270  
Email [dmckim@cne-siar.gov.uk](mailto:dmckim@cne-siar.gov.uk)

## **WRITING AN APPLICATION TO A CHARITABLE TRUST**

### **What to DO when applying:**

There are four things you have to do: **Preliminary Work**, the **General Principles of an Application**, the **Specific Details** required for the application, and **What to Do Afterwards**.

### **Preliminary Work**

- As mentioned earlier – **think ahead**. Work out your group's income and expenditure, not just for the current year, but make estimates for the next year, and the year after that. Fundraising takes time, so to avoid financial crises, plan well ahead.
- **DO YOUR HOMEWORK**. Look up Trusts and Charitable Givers – find out their funding programmes and geographical areas of interest. Find out who their official contacts are – by name – and their official postal addresses. **DON'T** use out of date information in old directories – use **"The Directory of Grant Making Trusts"** published every two years by the Charities Aid Foundation. Lending copies are held in public libraries and at the offices of the Community Education Service. There is also software called "Funderfinder" which helps to identify suitable trusts for specific projects. Please contact your local Council for Voluntary Service as they may be able to provide access to this software free of charge.
- Using the directories, find out how the various Trusts prefer to be approached – some encourage telephone calls, while for some others, a phone call might be your surest route to rejection!
- Before you commit a single word to paper, make sure you have done your research. You must know exactly what you want, why you want it, and have found out all you can about the Trust to which you intend applying. The in-trays of Trusts are full of misdirected applications! There is absolutely no point at all in applying for a grant from a Trust whose only aim is 'to alleviate poverty amongst retired school teachers in the Lothians'!

## **The General Principles of an Application**

- *Keep your application letter concise and to the point – on a single A4 page if possible. Write individually tailored letters – **NEVER** send photocopies of a general application letter. Trusts dislike mailshot appeals on sight.*
- *Use as high a quality of presentation as you can manage, but keep things simple – don't make your request appear too flashy. Make sure it is addressed to the correct person, that the name and address are spelt correctly, and that the form of address to the Trust's correspondent is also correct. (i.e. if someone is **Sir Joseph Bloggs**, **DON'T** address the application to Mr Bloggs, or greet him as "Dear Joe"!)*
- *Be both imaginative and enterprising about what you ask for. Make certain that your application is appropriate to that particular Trust, both in terms of the Trust's published policies and the amount of the grant you are asking for. **DON'T** ask for (say) £10,000 from a fund that only has £3,000 to give away in any single year!*
- *You should send every application to a Charitable Trust by First Class mail and enclose a stamped addressed envelope, also First Class, for the Trust's reply to you.*

### **Every application for grant should include:**

- *A short **General Description of your organisation** and what it does (usually its Constitution)*
- ***The full Aims of your proposal** (in brief), or if not, an outline of them*
- *A specific **Description of the Project** or part of your organisation for which you are seeking funds, and what you seek to achieve. The Objectives you give should be clear, relevant and above all, realistic*
- *Specific information about the **nature and size of the need**, or the problem you are attempting to address. Avoid broad generalisations such as "addressing the needs of the elderly in Stornoway", or "there is a desperate need for the service we plan to provide"*
- ***A Cost Estimate** for the project (or item of equipment), with a realistic, itemised Budget for any work to be done. Trust administrators are often amazed to receive applications which have no indications as to whether the costs involved are £10, £5,000 or even £500,000!*
- *Projects involving the employment of staff should account for wages (not forgetting **Employer's National Insurance costs!**) Stationery, postages, telephone, official travel, heating and lighting need to be calculated exactly. Advice in that regard needs to be delivered professionally, and consultants' fees might have to be reckoned with. (Additionally, you must acquire thorough knowledge of the latest **Employment Law** before appointing paid members of staff)*
- ***Value Added Tax (VAT)** must always be included in price calculations, and you should ask advice from **HM Revenue & Customs** if VAT paid can be recovered as your project progresses*

- **Carriage/Delivery Costs** are a major consideration for everyone living in the Western Isles, so don't forget to get delivery prices from three reliable hauliers, to include in your costings.
- **The Project Time Scale**; i.e. when you plan to start, how long it will run, how progress will be monitored, (e.g. through the use of Performance Indicators) and when the Final Report will be issued
- Include all the other Public Sector sources to which you are applying for grants e.g.: **Comhairle nan Eilean Siar, Highlands & Islands Enterprise, HIE Innse Gall, the Scottish Government** etc, indicating which sources have made firm offers of funds, and which have yet to make decisions on your applications.
- If your project is long-term, you ought to describe how you intend to cover its costs once the grant aid supplied has been expended.
- Your latest **Annual Report and Audited Accounts**. Bear in mind though, that this type of supporting information is unlikely to be seen by the decision-makers, so it should be condensed into no more than a paragraph of two
- **Your name, appointment within the applicant body, and contact telephone numbers (viz. work and home)**
- Your organisation's official **Scottish Charity Number**

#### **Afterwards**

- **DON'T be rude!** If you are fortunate to receive a grant, you must not forget to acknowledge its receipt and write at once to thank the donors. This may appear elementary, but it is surprising just how many times people forget to say "Thank you" for kindnesses. If you intend to apply to a particular Trust again, after (say) a year or two, any ingratitude is unlikely to have been forgotten, but your courtesy and thanks will be remembered
- If **additional information** is requested by a Trust, you must supply it as quickly as possible; the supplementary details you are asked for can make the difference between the success and failure of your application
- It is always extremely advisable to keep in touch with the donor, giving information about your progress, highlighting successes achieved, and inviting a representative to visit the project on a particular day and time. Building a good relationship based upon mutual respect may not always be possible, but it is well worth attempting to build one. A happy Trustee is much more likely to consider further support!

#### **DON'T! -**

- Assume people know all about your organisation. Your letter must explain briefly what you do, for whom you intend to do it, and why it is important
- **Submit too much information** or "waffle". An application should consist of an A4 size page and a half **at maximum** for most projects – less if possible
- **Send out of date material or information**
- **Use jargon** peculiar to your organisation – no one but you will understand it!
- **Send a handwritten appeal** (they are difficult to read)
- **Post a photocopied mailshot** (it will be binned straight away)

- **Address your application to “Dear Sir” or “Dear Madam”** (Know the correct name of the person to whom you are writing)
- **Answer questions on a grant application form with “See attached”**
- **Apply direct or indirect pressure** by alluding to chance encounters with Trustees ‘who have encouraged me to write to you’
- **End your letter** with something like ‘I should like this appeal to be taken seriously’ (this will guarantee rejection!)
- **Send an angry, rude or insulting letter** in reply to any application which has been rejected
- **Go back to the donor too soon** after either a donation or a refusal. If you get help, you should wait at least twelve months before applying again
- **Stress the Trust’s obligations** to the community
- **Telephone to enquire the progress of your request**, or to seek information on the Trust’s decision

## **APPROACHING COMPANIES**

*The community affairs departments of many UK companies get scores of letters from charities and voluntary organisations. The larger, more well-known companies can be on the receiving end of hundreds of appeal letters in a week. If you intend to approach companies for financial assistance, the same approach as to charitable trusts should be adopted.*

*Experience of dealing with companies suggests -*

- *Most companies prefer to donate in the locality in which they have a factory, plant or retail outlet*
- *They may prefer to support charities in which employees are involved*
- *You could think wider than cash help, e.g. -*

***Is an employee secondment to help your group possible?***

***Can employees help your organisation in person?***

***What other skills, resources and assets does a company have that might be useful to your group?***

***Could it pay for the production of your Annual Report?***

***Can its premises be used for your group's meetings, or for the launch of your fundraising appeal?***

***Could you get its Chairman to join your fundraising committee?***

- *It is essential to have the name of the Chairman or another senior officer of a company before you write to it; this ensures your request at least gets attention*

*Finally; remember that money and resources available from the business sector are only part of a much wider scene, and in relation to your group's overall needs, probably a very small part indeed. Don't therefore expect the business sector to provide the answer to all your problems.*

## **AFTERWARDS - RUNNING THE PROJECT**

When you take office in a community group, you place yourself in a position of trust. The people in the group expect – and have the right to expect – that you and your management colleagues will do everything possible to run the operation effectively, efficiently and as economically as possible. You are accountable to your organisation at the end of each financial year for what you have accomplished.

Once the fundraising is over, the capital costs have been raised, and the project completed, the main task turns to **Management** and **Operations**. This aspect of a project is rarely dealt with in the context of fundraising, but it is the one which remains with project managers for good.

How much will the thing cost to run? This is difficult to estimate, if you have never before run a community centre, sports facility or any other brand-new project. Some time ago, a study of community centres of various sizes revealed that there was a relationship between a building's **Capital** (i.e. construction) cost and its **Operating** cost. At the time of the study, running costs amounted to **5% to 7%** upwards of the capital cost - annually. For a community building costing **£500,000**, operating costs could range from **£25,000** to **£35,000**. That percentage may by now have risen, so it is wise to check with other similar facilities in your locality.

These figures suggest that unless finances are firmly under control, you could spend more of your time trying to raise money than actually programming and making full use of your facility, so from the outset, you need to be aware of what your costs are, how often they arise, and how to deal with them. You will encounter two types of costs in your day-to-day operations: **Recurring Costs** (i.e. costs which arise at regular intervals) and **Occasional Costs** (those arising inevitably, but not necessarily from month to month)

### **Recurring Costs: Examples**

- **Staff Costs:** Caretaker, Janitor, Groundsman or Cleaners' wages and employer's costs
- **Energy Costs:** Electricity, Gas, Oil Fuel, Coal
- **Cleaning:** cleaning materials, bin liners
- **Maintenance:** replacement light bulbs/fluorescent tubes, routine repairs, gardening, exterior upkeep, first aid box replenishment
- **Equipment:** upkeep of equipment, e.g. replacement bats, balls and other small games accessories
- **Postage, Stationery & Telephone Calls:** payments for stamps, letterheadings, envelopes, and payment for official telephone calls; computer supplies and accessories
- **Insurances:** insurance premiums for the **Building** (i.e. the structure), its **Contents** (everything in it), **Public Liability** and **Personal Accident** (insurance cover for facility users in case of an accident to any of them)

### **Occasional Costs:**

- **Replacements:** renewal of windows, doors; exterior and interior light fittings; re-wiring; central heating/hot water boiler replacement; re-roofing
- **Renewals:** complete interior and/or exterior repainting (usually three year intervals for internal repainting and five years for the exterior); re-surfacing access drive, pavements round the building
- **Emergency Repairs (Contingencies):** unforeseen repairs (e.g. storm or accidental damage) or other costs not in your budget

To keep up to date with everything, it is wise to have an annual **Budget** for running your facility. Not only does a Budget keep the management within prescribed limits, it teaches economy and gives the Treasurer in particular essential guidance as to how much fundraising the organisation ought to be doing. It can also indicate how much money is needed from month to month, and enable funds not required immediately to be invested to gain Interest from your Bank while they are lying unused.

In the general run of activities, the price of everything should be examined. Nowadays, it is possible, even in the Western Isles, to take advantage of market-place competition. Check a range of energy suppliers to determine which can supply your **Electricity, Gas, Oil Fuel or Coal** the cheapest.

You will obviously need staff to keep up the facility and that will imply **Staff Costs** (viz. wages, national insurance contributions, income tax deductions etc). Why not check with neighbouring community facilities to find out if you can employ their janitorial staff jointly?

**Maintenance Costs** might be reduced through bulk buying of stocks. Although this might place heavy demands on storage spaces, it is worth investigating. Co-operation with similar facilities to your own could attract favourable pricing; the pressures on storage could be reduced if a number of facilities bulk buy together; the quantities of supplies allocated to each centre might be manageably small. The same arrangements could be used in relation to **Equipment**.

Nowadays, people have choices regarding which operator supplies their **Telephone Services**: these apply equally to community groups and should be looked into. It is also well known that a chain of facilities collaborating over **Insurance Cover** can easily gain good premium terms.

The business of **Occasional Costs** requires careful consideration. While most groups would usually prefer to support local trades, it is best in the interests of economy and good practice to seek a range of prices for major expenditures. All **Replacement and Repair Work** should be the subject of detailed Specifications, and sent out to tender to a minimum of **3 contractors**. Using written specifications will ensure that the prices received are based upon the same work, and enable your management to seek the lowest and best price available. Using this procedure also removes the management from any suspicion of favouritism where contractors are concerned.

**Emergency Repairs** should not present your management with major problems if adequate **Insurance Cover** is available. Insurances ought to be reviewed each year, cover extended to new acquisitions, and in order to seek improved terms from insurance providers. Where vandals cause such repairs, and the perpetrators are caught, it may also be possible for your insurers to pursue them through the Courts to try to recover costs.

**Value Added Tax (VAT)** Larger groups having sufficient income to register with HM Revenue & Customs for VAT purposes may reclaim Value Added Tax on their routine purchases. The current income threshold for VAT is **£67,000** per year. You should note that the procedures for dealing with VAT are exacting and require claimants to keep separate VAT accounts, which are liable for regular inspections by HMRC.

## **USEFUL ADDRESSES**

### **Comhairle nan Eilean Siar, Community Education Service**

**Community Education Service**                      **Telephone: 01851 707808**  
**St Lennan's Youth Services Centre**            **Fax: 01851 707826**  
**22-24 Point Street**  
**Isle of Lewis HS1 2XF**

**Community Education Service**                      **Telephone: 01859 502367**  
**Harris Area**    **Fax: 01859 502283**  
**Council Offices**  
**Tarbert**  
**Isle of Harris HS3 3DF**

**Community Education Service**                      **Telephone: 01870 603670**  
**Uists**    **Fax: 01870 602107**  
**Ionad Lionacleit**  
**Liniclete**  
**Isle of Benbecula HS7 5PJ**

**Community Education Service**                      **Telephone: 01871 810259**  
**Isle of Barra**    **Fax: 01871 810027**  
**Castlebay**  
**Isle of Barra HS9 5XD**

### **Comhairle nan Eilean Siar, Community Support Staff**

**Community Support Manager**                      **Telephone: 01851 709397**  
**Development Department**                      **e-mail: [jcunningham@cne-siar.gov.uk](mailto:jcunningham@cne-siar.gov.uk)**  
**Council Offices**  
**Stornoway**  
**Isle of Lewis HS1 2BW**

**Community Co-ordinator**                              **Telephone: 01851 709249**  
**Greater Broadbay Area**                              **e-mail: [j.macintosh@cne-siar.gov.uk](mailto:j.macintosh@cne-siar.gov.uk)**  
**Council Offices**  
**Stornoway**  
**Isle of Lewis HS1 2BW**

**Community Co-ordinator**                              **Telephone: 01851 810033**  
**Spors Nis**    **e-mail: [d.morrison@cne-siar.gov.uk](mailto:d.morrison@cne-siar.gov.uk)**  
**Lionel**  
**Ness**  
**Isle of Lewis HS2 0XB**

**Or:**  
**Clan MacQuarrie**                                      **Tel: 01851 850742**  
**Community Centre**  
**Borve**  
**Isle of Lewis**

**Community Co-ordinator**                              **Telephone: 01851 840743**  
**Westside Area**    **e-mail: [dmacleay@cne-siar.gov.uk](mailto:dmacleay@cne-siar.gov.uk)**  
**Barvas & Brue Community Centre**  
**Barvas**  
**Isle of Lewis**

**Community Support Staff (Contd)**

**Community Co-ordinator  
Lochs Area  
Ravenspoint  
Kershader  
Isle of Lewis**

**Telephone: 01851 880296 /860768  
e-mail: [krmackay@cne-siar.gov.uk](mailto:krmackay@cne-siar.gov.uk)**

**Community Co-ordinator  
Uig & Bernera Area  
Uig Community Centre  
Timsgarry  
Uig  
Isle of Lewis**

**Telephone: 01851 672748 / 612446  
e-mail:**

**Community Co-ordinator  
Old Hostel  
Tarbert  
Isle of Harris**

**Telephone: 01859 503150  
e-mail: [Kenny.macleod@cne-siar.gov.uk](mailto:Kenny.macleod@cne-siar.gov.uk)**

**Community Co-ordinator  
North Uist & Berneray Area  
Claddach Kirkibost Centre  
Lochmaddy  
Isle of North Uist**

**Telephone: 01876 580735  
e-mail: [a.cropper@cne-siar.gov.uk](mailto:a.cropper@cne-siar.gov.uk)**

**Community Co-ordinator  
Benbecula & South Uist Area  
Gleus House  
Daliburgh  
Lochboisdale  
Isle of South Uist**

**Telephone: 01878 700505  
e-mail: [marie.campbell@cne-siar.gov.uk](mailto:marie.campbell@cne-siar.gov.uk)**

**Community Co-ordinator  
Barra & Vatersay Area  
Castlebay Community Centre  
Castlebay  
Isle of Barra**

**Telephone: 01871 810302**

**Western Isles Councils of Voluntary Service**

**Third Sector Hebrides  
30 Francis Street  
Stornoway  
Isle of Lewis HS1 2ND**

**Telephone: 01851 702632  
Fax: 01851 703035**

**Harris Voluntary Service  
Room2, Old Hostel  
Tarbert  
Isle of Harris HS3 3BG**

**Telephone: 01859 502171**

**Uist Council of Voluntary Organisations  
41 Airport Road  
Balivanich  
Isle of Benbecula HS7 5LA**

**Telephone: 01870 602117**

**Voluntary Action Barra and Vatersary  
CVO Office  
Castlebay  
Isle of Barra HS9 5XD**

**Telephone: 01871 810401**

**Western Isles Citizens Advice Bureaux**

**Lewis CAB  
41-43 Westview Terrace  
Stornoway  
Isle of Lewis HS1 2HP  
Web: <http://www.cas.org.uk/webdefault.aspx>**

**Telephone: 01851 705727**

**Harris CAB  
Pier Road  
Tarbert  
Isle of Harris HS3 3BG**

**Telephone: 01859 502431**

**Uist CAB  
45 Winfield Way  
Balivanich  
Isle of Benbecula HS7 5LH**

**Telephone: 01870 602421**

**Barra CAB  
Castlebay  
Isle of Barra HS9 5XD**

**Telephone: 01871 810608**

**Western Isles Volunteer Centres**

**Volunteer Centre**  
**95 Cromwell Street, Stornoway**  
**Isle of Lewis**  
**Email: [stornoway@volunteeringwesternisles.co.uk](mailto:stornoway@volunteeringwesternisles.co.uk)**

**Telephone: 01851 700366**

**Volunteer Centre – Ness**  
**Dell hall, North Dell, Ness**  
**Isle of Lewis**  
**Email: [ness@volunteeringwesternisles.co.uk](mailto:ness@volunteeringwesternisles.co.uk)**

**Telephone: 01851 810353**

**Volunteer Centre**  
**Old Hostel**  
**Tarbert**  
**Isle of Harris**  
**Email: [harris@volunteeringwesternisles.co.uk](mailto:harris@volunteeringwesternisles.co.uk)**

**Telephone: 01859 502575**

**Volunteer Centre**  
**Tasga Building**  
**East Camp**  
**Balivanich**  
**Isle of Benbecula**  
**Email: [uist@volunteeringwesternisles.co.uk](mailto:uist@volunteeringwesternisles.co.uk)**

**Telephone: 01870 602604**

**Volunteer Centre**  
**Am Bothan**  
**Northbay**  
**Isle of Barra**  
**Email: [barra@volunteeringwesternisles.co.uk](mailto:barra@volunteeringwesternisles.co.uk)**

**Telephone: 01871 890775**