



Outer Hebrides Community Led Local Development Fund 2022-23



Community Led Vision (CLV) Guidance

1. Background

With the closure of the 2014-2020 LEADER programme, £3.5m funding was confirmed in the Scottish Budget 2021 to test new ways to support and deliver on future community-led local development (CLLD) in Scotland. A further £11.6m has been confirmed to support CLLD in 2022/23. The Outer Hebrides CLLD programme has been allocated £255,806 from this budget and the Local Action Group (LAG), based on findings from the 2020-21 [Identifying Funding Gaps in the Outer Hebrides](#) study, developed a CLLD programme for the Outer Hebrides which focuses on five distinct project strands:

1. A Community and Key Project Support programme including a Design Grant;
2. A Rural Community Transport scoping study;
3. Development of a Youth LAG including a co-operation project with other LAGs;
4. A Reducing Emission Energy trial including a grant for installing a [Catalytic Hydrogen Fuel and Emission Reduction System](#); and
5. LAG capacity building.

Further details about this can be found in the Outer Hebrides [Community Led Vision](#).

2. Project Summary

The Outer Hebrides Community Led Local Development programme administers a small grant scheme aimed at energising communities in the Outer Hebrides through five distinct project strands as set out in the Outer Hebrides [Community Led Vision](#). Details of current funds can be found on the [OH CLLD webpage](#).

CLLD funding can support both capital and revenue costs and interested organisations should check the criteria of each fund for specific details.

Funds are to be committed on projects supporting activities in the Outer Hebrides and all reasonable efforts will be made to ensure that funding will be allocated in a manner that achieves geographic spread.

Applications will be accepted from constituted community groups and enterprises, and in particular from lesser heard groups and those who have not previously applied for funding through LEADER or the Scottish Government's Rural Communities Testing Change (RCTC) fund.

Projects must demonstrate that they advance inclusion, equality and diversity, and support at least one of the overarching Scottish Government priorities as well as prioritising the Scottish Government's top three goals set out under the Project Objectives. Each fund will set out further criteria specific to the fund.

All events, payments and actions must be completed, and claims submitted, within the timeline set out for the relevant fund unless written permission for an extension is obtained prior to the deadline passing.

Although there will be no minimum or maximum intervention rate, projects that already have match funding in place may be looked upon more favourably.

3. Project Objectives

The Scottish Government (SG) in its [Guidance for Local Action Groups](#) sets out that projects or activities funded through the CLLD Fund must contribute positively to local people and local priorities, helping rural communities to thrive through community-led initiatives. The overarching fund outcomes are that:

- Rural communities will have the opportunity to try out different approaches to local community development;
- Groups and organisations will build connections with the LAG network and the business sector;
- Rural groups and organisations will work in partnership to make positive changes in their communities;
- A body of evidence, insights and learning will be collated to help inform ongoing rural Community Led Local Development policy and programmes.

Projects **must** demonstrate that they advance **inclusion, equality and diversity**. They must also support at least one of the overarching SG priorities from the list below, prioritising SG's top three goals (top of list in bold) as set out in [this year's budget](#):

- **Rural Poverty – especially child and fuel poverty**
- **Net Zero and Climate Emergency**
- **Covid recovery**
- Young Person's Guarantee, Green Skills and Fair Work
- [Community wealth building](#)
- Local democracy and governance, community empowerment
- Wellbeing Economy
- Inclusive growth (includes Community-Led Tourism)
- The [National Islands Plan](#)
- Rural Entrepreneurial activity
- Testing how the reach of the LAG network can advance the National Strategy for Economic Transformation and Regional Land Use Partnerships

Each fund will set out further objectives and eligibility criteria specific to the fund which must also be adhered to.

4. Eligibility criteria

In order to be deemed eligible, organisations applying for funding must be based within the Outer Hebrides and the proposed project located there.

Projects must:

- be based in the Outer Hebrides;
- be community-led;
- meet the conditions of one of the Outer Hebrides CLLD funding schemes;
- be completed and claims submitted within the deadlines set for the relevant fund;
- advance inclusion, diversity and equality; and
- meet at least one of the SG's fund outcomes as well as at least one of the SG's priorities.

Projects must also deliver on at least one of the following outcomes:

- reducing poverty rising from the COVID-19 pandemic (this may include the cost-of-living crisis);
- increased support for young people;
- increased food security; and/or
- improved response to climate challenge and transition to Net Zero.

Further details about the type of organisations eligible for each fund can be found in the specific conditions relating to the fund.

5. Application Process

The Outer Hebrides CLLD Co-ordinator can be contacted for guidance throughout all stages of the application process and before, by emailing ohclld@cne-siar.gov.uk.

Once groups or organisations have assured themselves that their proposed project meets the criteria of a fund, they should complete the fund's application form and submit it, along with any supporting documents, by the fund's stated submission deadline.

As part of the application process, groups or organisations will be asked to provide the following:

- their constitution;
- details of a bank account along with evidence including:
 - the three most recent bank statements, and
 - accounts from the last three years.

Evidence of a bank account being in the process of being set up may be sufficient.

Groups/organisations may also be asked to provide:

- their Scottish Charity Registration Number and evidence of their status;
- their VAT registration number and evidence of this status;
- other relevant supporting documents, e.g. a detailed budget, quotes, evidence of need and/or community support etc.

6. Decision-Making Process

All eligible project applications received by a fund's application closing date will initially be assessed and scored by members of the Outer Hebrides LAG individually, before being discussed by the LAG either electronically or at a LAG meeting. Applications can be approved, approved in principle, rejected or returned for further work. If LAG members feel they require further information about a project before reaching a decision, the applicant will be informed of this and expected to submit the required information within a required set period.

Projects will be scored against both [eligibility and technical criteria](#) including:

- Strategic Fit;
- Project Aims and Objectives;
- Return on Investment;
- Equality;
- Partnership and Collaborative Working; and
- Engagement, Demonstration of Need, Support and Additionality.

All projects will be scored against criteria as set in advance by the LAG. If a fund is over-subscribed, decisions will be based on score values, risk, geographic spread and ability to complete on time.

Once a decision has been made, the CLLD Co-ordinator will inform the applicant whether or not their application was successful or whether the LAG has concluded to offer a reduced amount. If successful, this will be followed up with a formal letter of approval containing a contract offer which must be signed, dated and returned by the applicant. Projects mustn't commence before the signed contract has been received by the CLLD Co-ordinator unless written permission for this is provided in advance.

If applicants are dissatisfied, they may make a complaint in person, by phone, by email or in writing about the general standard of service, the decision to reject an application and/or the decision to lower the percentage grant rate awarded to the successful application. All complaints will be treated seriously and the applicant will receive a full response.

Applicants may appeal against decisions made by the LAG regarding claims, including refusal of payment, reduction or recovery of payment. Any appeal requests will be dealt with by the CLLD Co-ordinator in the first instance. If the client is not satisfied with the response, the LAG, with the support from Comhairle nan Eilean Siar (if required), will then take a decision on the issue. If a conclusion can still not be reached, it will be escalated to the Scottish Government.

7. Delivery and Monitoring

Once the CLLD Co-ordinator acknowledges receipt of the signed and dated contract, the project can commence and is expected to be delivered in line with the aims and objectives set out in the application form.

Progress should be monitored regularly, and applicants will report their achievements against their outcomes as agreed in accordance with their CLLD grant offer. Photographic, promotional or other evidence of achievement of outputs is to be provided when available, or with the final claim.

Guidance should be sought at the earliest stage if it appears likely that a project may not go ahead as intended or be completed within the agreed timeframe.

Applicants will normally be expected to pay for costs up front and submit grant claims on completion of the project. All claims must be supported, e.g. with receipted invoices or bank statements.

Failure to meet any condition of the grant or the provision of false or misleading statements in a claim will result in the LAG or Scottish ministers revoking approval and recovering any financial assistance paid. Interest may be payable at such a rate and on such a basis as may be determined from time to time in accordance with the law.

8. Publicity and Marketing

The successful applicant shall – where reasonably practicable – acknowledge in all publicity material relating to the programme, the contribution of the Scottish Ministers to its costs.

All marketing will require to have the following logos (as per this doc):

- Scottish Government and Scottish Rural Network.

All marketing materials and promotion should be approved by the Local Action Group in the first instance.

Any project awarded funding may be selected for use in promotional and learning material including the use of photography and video filming, The group/organisation in receipt of funding is expected to fully cooperate in this.

9. Confidentiality and Data Protection

The LAG and wider CLLD team will respect the confidentiality of any commercially sensitive information that they have access to as a result of the programme.

Notwithstanding the above, they may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the LAG and CLLD team or Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of His Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants and agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement.

To agree with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The applicant should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.