



Application - Decision Process

Application size:

Any amount considered.

Area of fund:

Lybster and Tannach Community Council area

Application Deadlines:

First week in February, May, August, November of each year.

Notification of outcome:

February deadline – April, May deadline - July, August deadline -October, November deadline -December

Please read the guidelines carefully before completing the application form.

Application forms and guidelines will be updated periodically, please ensure you have the latest version.

If you need assistance with applying to the fund or are struggling with the application form, please contact the Local Development Officer

Email: lybsterandtannach@outlook.com

Telephone :07478667068

Decision making process

All applications to the fund are processed by the Local Development Officer prior to being sent to the Board of Directors at the next scheduled meeting.

These checks are in place to prevent fraud and limit risks.

Group Applications

1. GOVERNING DOCUMENTS

We check:

1. We check your organisation is based in or operates in the fund area.
2. Your organisation has charitable purposes, and these are described in your governing document.
3. Your governing document includes.
suitable restrictions on the disposal of assets under the organisation's control
its management committee or board members' remuneration.
It should feature:
 - a. A charitable dissolution clause (or 'asset lock') stating that on winding up the organisation's net assets must be put towards a similar charitable purpose(s) to that of the organisation.
 - b. Suitable restraints on the provision of benefit to individuals.
 - c. If the governing document allows for the remuneration of any Board or management committee members your organisation it must comply with OSCR's guidance on this.

2. MANAGEMENT COMMITTEE

We check:

1. There is a minimum of three unrelated persons on the management committee or Board.
2. Most of your management committee or Board members are unrelated.



3. ACCOUNTS AND FINANCIAL PROCEDURES

We check:

1. Your latest set of approved accounts. These will need to have been approved by your management committee or Board.
(If your organisation is less than 18 months old, no accounts are required.)
2. Registered charities, your accounts must be prepared in accordance with the requirements of Office Scottish Charity Regulator (OSCR).
3. The organisation name on your accounts must match the name on the governing document and bank account.
4. You must have your own bank account.
5. Your financial transactions are required to be either authorised (before payment) or checked (after payment) by another person independent of the person initiating the payment.
6. Where possible your appointed account signatories must not be related.
(This is to safeguard against fraud or misuse of charitable funds in the organisation's control)

4. POLICYS, PROCEDURES AND SAFEGUARDING

We would expect applicants to have adopted or be developing policies and procedures appropriate to the organisation's size and purpose and in line with any legal requirements.

If your organisation's core activities, or the project you are applying for, includes work with children and/or vulnerable adults, we would like you to have an appropriate Safeguarding Policy and have procedures in place setting out how the policy is implemented before application.

Included in your policy should be:

1. The purpose & scope of the policy in a statement
2. Suitable training in safeguarding
3. Safe arrangements for all work involving vulnerable adults/children and young people.
4. Procedures for responding to and reporting abuse or suspected abuse.
5. Contact details, of at least one nominated Safeguarding person.

5. YOUR PROJECT

We check:

1. The project fits the fund criteria.
2. The organisations competence and financial status
3. How the project has been identified
4. How the project has been planned.
5. How the project has been budgeted to ensure it is realistic.

6. ADDITIONAL INFORMATION

For some projects the Local Development Officer may require additional information. To present to the Board If this is required you will be contacted by telephone or email and asked to provide this.

7. NOTIFICATION

Applicants will be informed of the Board decision in line with the dates set out in the application guidelines The local Development Officer will also advise next steps and any conditions of offer.

Unsuccessful applications can receive feedback to help them understand why their application was not funded.

All Board decisions are final.



Individual applications

1. YOUR PROJECT

We check:

1. You reside in the Fund area.
2. The project fits the fund criteria.
3. How the project has been identified
4. How the project has been planned.
5. How the project has been budgeted to ensure it is realistic.

2. ADDITIONAL INFORMATION

For some applications the Local Development Officer may require additional information to present to the Board. If this is required you will be contacted by telephone or email and asked to provide this.

3. NOTIFICATION

Applicants will be informed of the Board decision in line with the dates set out in the application guidelines

The local Development Officer will advise next steps and any conditions of offer.

Unsuccessful applications can receive feedback to help them understand why their application was not funded.

All Board decisions are final.