**Biggar Community Council Incentive Fund - Guidelines**

1.Societies, groups and individuals can apply.

2.Recipients do NOT need to have a Bank Account in the name of the Group/ Society (in which case receipts WILL ALWAYS be required).

3.Applications need to show that how they will use the money to benefit the people in Biggar. This may include “sponsorship” for individuals attending competitions in which they represent the community, Scotland, UK etc.

4.Awards will be made for purposes which align with the objectives of BCC and should have a clear local benefit.

5.An application form must be completed by all applicants.

6.Applicants should acknowledge, on their application, that BCC may ask for receipts to evidence expenditure (this may be a simple tick-box).

7.BCC may approve a grant at a lower figure than that applied for.

8.BCC can make their own discretionary grants, e.g. to continue to provide school/pupil prizes without a full application. However, in such cases a full application should be completed by BCC.

9.Awards can be used for consumables (e.g. printer ink, stationary).

10.Applications for refreshments at community events will be considered, but not for alcohol, tobacco etc.

11.The Incentive Fund will give priority to items which could NOT be provided by the Clyde or Glenkerie Microgrant schemes.

12.Applications for Incentive Fund micro grants that are in addition to applications to other micro grant funds administered by BCC will not be considered.

13.Awards must NOT be used to promote religious or party-political views.

14.Awards will NOT be made to organisations that plan to pass the funding onwards e.g. an award would not be made to a local group which is fundraising to benefit a national charity or another local group.

15.Awards cannot be used for expenditure which has been incurred prior to an decision being made on the application.

16.One (successful) application per year, per individual or group.

17.Repeated applications year after year should be examined to assess whether the application would be better directed to other funding options.

18.Receipts will normally be required for all items purchased using the Incentive Fund. Where an award is used to provide a prize, a receipt will not be required, but the name of the prize winner should be provided to BCC.

19.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.

20.Grantees may be requested to present at any future BCC meeting or event and/or provide a summary report after project completion.

21.BCC will inform all applicants to the Incentive Fund of the outcome of their application and will provide details of any special conditions associated with the award. Unsuccessful applicants will be told why their application was unsuccessful.

22.There is no right of appeal against BCC decisions regarding Incentive Fund grants.

23.In approving a Grant BCC does not become party to any Health and Safety, Protection of Vulnerable persons responsibilities, current equality legislation or similar, which would remain the responsibility of the applicant(s).

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.

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.

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/*