Frequently Asked Questions

What are the Linlithgow Community Development Trust looking for?

The Trust is looking for projects that will make a difference and encourage environmental sustainability. Projects that aim to deliver benefits and provide opportunity for people to live more sustainably. Priority will be given to projects which focus on

Supporting Environmental Initiatives

- Encouraging waste reduction, resource reuse, and recycling within the community.
- Promoting energy efficiency, supporting the adoption of renewable energy sources
- Encouraging sustainable transportation options.
- Develop environmentally friendly green spaces, supporting local food production.

We will also consider project that aim to address the following priorities dependant on the level of funds available.

- Improving Community Health and Wellbeing
- Encouraging Social Entrepreneurship

How much money can I apply for?

The trust will consider application for projects that require up to £500 to support project delivery. The overall project cost can be more than £500 but you will need to clearly demonstrate where the remaining funds will be covered to ensure the project can progress swiftly.

What if my project needs more that £500?

If you have a project that requires more that £500. We would still be happy to hear your idea as we may be able to work with you to identify alternative pots of funds and support you with the application process. Please contact us before completing the application to save time.

What can we use the money for?

Funding can be used for a range of costs including but not limited to:

- Facility hire;
- Marketing;
- Facilitator time
- Training
- Purchase of equipment

The trust will not fund any of the following:

- General administration or other costs not related to a specific event or activity.
- General fundraising and donations.
- Commercial entertainment, commercial tours or other commercial activities.
- Payment of commission to agents and consultants, PR, or sponsorship.
- Equipment only bids will not be considered.
- Funding for kit or clothing
- Hospitality, Corporate membership or entertainment costs.

- Single use plastics

What timescale do we have to spend the funds?
Funding is considered for one year. If your project lasts longer than this, you may be able to apply for funding again after the first year, but you must submit separate applications for each year. If you receive funding for the first year, further funding is not automatically guaranteed.

How long will it take for my applications to be assessed?
The Trustees will meet on a quarterly basis, where all applications will be reviewed and assessed so that a quick decision can be made.

What happens if my application is successful?
If your application is approved by the Trust, you will be sent a pack containing:

- Offer letter
- Terms and conditions
- Declaration of acceptance
- Details of reporting requirements

which you will need to sign and return to the Trust. At this stage you will need to provide the information and documentation highlighted in the application form.

- Safeguarding Policy
- Bank Details
- Equality Policy or statement

Not until all information is signed will we be able to release funds and projects should not start until this process is complete.

Why do I need to provide additional documents like safeguarding policies and letters of support?
We are committed to providing funding to high quality groups and organisations and therefore we need to make sure specific measures are in place to support the Trust's reputation and ensure funds are spent wisely. Many funders will ask you to provide these as part of the initial application process, but we have made the process simpler in the first instance and only collect when you have been made a funding offer.

Can we apply again?
We welcome applications from groups who have received a previous award, but any further application must be able to demonstrate that additional money will be used to further develop the impact of a project and not to sustain project activity that has previously been funded.

Further support
If you have any further questions that are not covered in the document, then please contact us on hello@trust-linlithgow.org.uk and we will respond as soon as possible. Please read our guidance notes which will support you to understand exactly what we are looking for from your group/organisation as part of the application process.

Thank you for your interest in the Linlithgow Community Development Trust Grant Programme