Welcome to
The Linlithgow Community Development Trust.
Application Guidance Notes

Through our grants programme we have tried to make the application process as straight forward as possible to give you the best chance of success.

Please make sure you fill in each section clearly and completely. To support you with this we have developed these "Guidance Notes" that will hopefully help you understand what information we need. If you have any questions or want an initial conversation about whether your project is suitable, please email hello@trust-linlithgow.org.uk where we will get back to you with further guidance.

Send your completed application form to Linlithgow Community Development Trust by email to hello@trust-linlithgow.org.uk with the subject line “Grant Application”.

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Section 1 ABOUT YOUR GROUP

This section should be completed by the person representing the organisation and acting as the key contact. It tells us about you and your organisation and gives us all the practical details we need to process your application.

Organisation details

Please provide the official registered address of the organisation. This may be different to where your group runs its activity or has facilities.

Correspondence address

Please provide the details of the person that LCDT will be liaising with in relation to this grant application. If this is not you, then please ensure that the person named here is aware that LCDT will be making contact in relation to this application and ensure that they have a good understanding of the background and content of the bid.

Further Details

In order to ensure that we are working with recognised and structure groups, we will want to know about your constitution or legal structure. We know that sometimes you might not have these to hand so at this stage of the application, we just ask you to confirm that you have them in place and that they are up to date. If we progress to making you a grant offer, we will require you to provide us with a copy of these documents as a condition of the grant and funds will not be released until such time that this has been completed.

If your group is not constituted for whatever reason, please do not be put off applying as we may be able to support you through the process and provide a set of template documents and guidance that will support you through the process.

Section 2 ABOUT THE PROJECT

This section is possibly the most critical part of the form and is where we really get to know what it is you are looking to achieve and how the project will be run. Please be sure to focus on answering the questions clearly so that we can gain a real sense of your vision.

Project Details

Please enter a name for your project. This will make it easier for us to refer to your specific application as we progress through the assessment process.

Start Date

You must ensure that your project does not start until we have been able to assess your application and provide you with a clear answer. You will also need to allow some time for the offer letter and paperwork process to be completed before funds can be distributed. We will work as hard as possible to make this swift, but you should allow around 6 to 8 weeks in total from application decision to project start.

End Date

All grant funds will need to be spent within 1 calendar year from the start date so that we can effectively monitor delivery and report back on the outputs and outcomes. Please ensure your project does not run for more than 12 months.

Project Outline

This is where you can let us know about the project. Please be as specific as possible. We will need to know what it is you are planning to deliver, for example the number of sessions, how frequently etc. If you are looking at education and training, please highlight what courses they will attend.

It is tempting to write everything in this section but please ensure that you separate your information across the questions in this section to avoid duplication.

This is where you also need to highlight how you know that this specific activity or project is needed and what conversations or consultation you have undertaken with your target audience. This should cover things like why a particular activity and why a particular group of participants.

How will your activity contribute to the aims of the Trust?

The Trust has 3 main aims, these are as follows:

1. **Improving Community Health & Wellbeing:**
    - Improve health and wellbeing through relevant projects and partnerships.
2. **Encouraging Social Entrepreneurship**
    - Empower residents to develop innovative and sustainable solutions to create community benefit.
    - Capacity-building, and fostering a supportive ecosystem through partnerships, policy advocacy, and community engagement
3. **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.

Your project does not have to contribute to all three aims and could focus on just one or two areas, but you must be clear on how your project links. Priority will be giving to projects that contribute to priority 3 if funds become over subscribed.

Target Audience

We know that many projects will be keen to open activity up to everyone so that they do not discriminate. However, we must consider the needs of people and understand that if we try to attract too wide an audience, we can risk our project not recognising and supporting the different needs of each group. For example, you would deliver a different project for 5 to 8-year-olds to one for the over 60s. Their needs and experience are different as are their transferable skills.

Therefore, in your application please consider who specifically you will target and why. This will be linked with and should be considered alongside the information you provide in the “evidence of need” section.

How will you measure success

This is where you share your expected numbers that will benefit from the funding. This is not just people participating, it would also include any people trained, any volunteers supported, the level or waste reduction or any other key things that could be counted like number of press releases about the activity.

We are keen that we don’t just count what can be counted but that we use the project to understand how to build commitment to the environment and behavioural change. So please feel free to suggest that you will create a case study or share personal stories of those benefiting from your project as evidence of impact.

Section 3 BUDGET

The Trust will consider applications for projects that require between £50 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.

Whilst the Trust can support projects for 100% of the costs, we are keen to see projects that can demonstrate some form of partnership contribution. This may be a combination of partnership funding or in-kind contributions which are essential to the success of the project.

If your project has applied for funding that is not yet secured, then please make this clear in the table. This will not exclude you from gaining a successful application but will help us understand when funds may need to be released. Our funds will not be released until the project is ready to be delivered and all funds are in place, but we may be able to provide a decision in principle. If this is the case these will be time bound, and if all remaining funds cannot be secured, the offer may be revoked to ensure that Trusts funds are not tied up for excessive periods of time.

Section 4 PUBLICITY

We want to share in your success and recognise that many groups deliver fantastic work, but quickly move onto the next project before shouting about the success that they have achieved.

If you have undertaken good consultation on need and are working in partnership with others to deliver your project, you may need very little in the way of publicity. However, even the best planned project may still need something to share with partners to ensure they understand what you want them to get involved with. So, in this section, share that information with us so we know how you are promoting your project.

In addition, please highlight how LCDT will be acknowledged in this information. You might be able to add a line to your poster saying that “project supported by Linlithgow Community Development Trust” or you may include our logo on publicity material.

Dependant on the size of your project you might also think about including a quote from us in any press releases or inviting one of the Trust down to a showcase event or session so that we can see the impact your great work is having.

Within the grant offer process, there will be some terms and conditions around this that you will need to follow but we want to hear your ideas at this stage.

Section 5 DECLARATION

This final section is just for you to confirm that you have certain policies in place that we will require to see if you are successful in gaining an award from us.

As with the constitution earlier, if you don't have these documents in place please continue to apply as we can support you with template documents and advice to ensure that you build these into the delivery of the project.

Finally, all you need to do is to sign and date the document and then email it back to us here at LCDT to assess.

We hope that you have found this guidance useful and that the process of completing the application form has not been too difficult for you. If you feel that you need support to complete the paperwork, please get in contact. We wouldn't want the administrative process to be a barrier to your group making an application. The Trust wants to support smaller groups as we know that your enthusiasm and activity at a local level makes so much different to the community we live in.

Thank you for taking the time to read this guidance information. We wish you all the best in your application process.

Further documents such as FAQ's supporting can find on our website.