



Community Grant Guidelines & Application Form 2025

Community grants of up to £2,000 are available through the scheme throughout the year and applications can be submitted at any time. However please note the deadlines for applications as follows:

<i>Closed for Applications</i>	<i>Applicant Advised of Outcome</i>	<i>Payment by BACS by-</i>
14 January	14 Feb	1 March
14 April	14 May	1 June
14 July	14 August	1 September
14 October	14 November	1 December

1. Community Grant Guidelines

- 1.1. The grant is open to applications for non-profit making projects which will benefit the local community and all residents who live there.
- 1.2. The benefit must be for our communally shared spaces only and is not for private, individually owned land or property. Applications for projects which include work on land not owned by the applicant(s), must satisfy the Grants Committee with written evidence, that the landowner has been consulted and permission granted for the use of the land.
- 1.3. There must be a clear outcome that identifies how an application will make a difference to our WATIF community. Please contact a member of staff if you wish to discuss your application prior to completing the form. Examples of applications that may be applicable include:
 - Environmental Projects e.g. a community garden, improvements to local greenspaces etc.
 - Community Activities/Events e.g. community get togethers, fayres etc.
 - Health & Wellbeing Activities/Events e.g. exercise or cooking classes etc.
- 1.4. The scheme can be used for new projects or for expanding existing projects which are located within the WATIF area.
- 1.5. Applications for any services, equipment, material or capital works must follow the WATIF Grants Procurement Policy, a copy of which is available on request.
- 1.6. Applications for ongoing venue hire (this can be considered as part of the costing for one off events however), staff/revenue costs, routine property maintenance/repairs, ongoing running/administration costs or trips abroad cannot be supported.
- 1.7. Grants cannot be awarded retrospectively.
- 1.8. Any event funded by the scheme is to be for the benefit of the WATIF area. (this includes fundraising for charities or groups which operate in OR for the benefit of the WATIF area).



- 1.9. Priority will be given to organisations who have not received a grant before.
- 1.10. Our Grants Committee (with a minimum of 3 members) who meet and communicate regularly will assess applications as to whether or not they merit an award within the Grant guidelines. If merited, and the funds are still available, the committee can then choose to award either the full amount of the grant or part of the grant and will advise accordingly.
- 1.11. Any member of the Grant Committee which has an affiliation with any organisation or individual that has applied for a grant is unable to take part in the decision making on the application from that organisation or individual.
- 1.12. An organisation or individual may apply only once every **TWO YEARS** for the Community Grant Scheme. Exceptions may be made however, at the Grant Committee's discretion. (WATIF's financial year runs from the 1st December until the 30th November)
- 1.13. Please note that all successful applications will be subject to a 3 monthly follow-up as per the attached Feedback Form. This will include proof of expenditure, feedback on the project/grant, benefits and outcomes, challenges and learning. Failure to provide the requested evidence may result in the grant monies having to be repaid.
- 1.14. Projects, groups or organisations who have received funding in previous years but have not submitted feedback as requested, are not eligible to apply.
- 1.15. All receipts must be kept and provided when requested. If any false information is provided on this application or in the feedback process, you will be required to repay any grant monies which have been paid out.
- 1.16. Successful applicants will receive their grant through BACS transfer.



2. Community Grant Application Form

Please email your application form to contact@watif.scot or If you would like help to complete this application, please send an email to the same address or call 01501 785067.

Applicant Details

Name of person applying	
Name of local organisation (if applicable)	
Position within organisation (if applicable)	
Contact address	
Telephone number/s	
Email	

Grant Details

Grant amount requested?	
What is the total cost of your project?	
Please advise of any match funding required to enable the project to go ahead.	
Have the applications been submitted for any match funding and what are the proposed timescales for? -being notified of success - receiving the match funding	
How will the grant be spent?	



<p>Please include a full breakdown of your proposed expenditure and estimated timescales for spending.</p>	
<p>How many volunteers are involved in your project and what are the estimated total volunteer hours?</p>	
<p>Who will benefit from the grant?</p> <p>We welcome projects as inclusive to all ages and abilities as possible as part of our WATIF Values.</p>	
<p>Please advise how you aim to reach out to the WATIF community to ensure they are aware of the project and how they may benefit from your project.</p>	
<p>What is the expected timescale of your project?</p>	
<p>Will there be ongoing repairs/maintenance or admin/running costs because of this project?</p> <p>What are these costs?</p> <p>Please advise how you will be aiming to meet these ongoing costs.</p>	
<p>What will the outcome of your project be?</p> <p>I.e. How will any monies awarded for your project make a difference to the WATIF community and over what time period?</p>	



How will you ensure your project is achievable and successful?

Please outline the steps you have taken or plan to take to ensure your project has as much chance of success as possible and if applicable, is sustainable.

Please continue your answers on a separate sheet as required.

Volunteering

WATIF invite grant applicants/groups to volunteer and help us achieve our vision in any capacity that suits you. By submitting this application, you agree that if you are successful, you will be contacted with regards to volunteering opportunities which will make a big difference to the local community. (AP review wording and ask Jules for input)

Which of our charitable aims will your project contribute to? (You can choose one or more)

- ☐ Encourage sustainable economic development by community ownership and creating local employment.
- ☐ Enhance health and wellbeing by a range of activities for different groups and abilities.
- ☐ Increase access to essential services by working in partnership and providing support.
- ☐ Improve the local environment and greenspaces by active maintenance and development.

How will your project contribute to these aims?



Breakdown of grant costs (please provide copies of all quotations)

Item or Service	Cost (please state if inc/exc VAT)

Payment Details

Please provide Bank Account details for a BACS payment to be made

Account Name:	
Sort Code:	
Account Number:	

Declaration

Please tick the boxes to complete the following declaration. Failure to do so may hinder your application.

1. ☐ I hereby certify that the information given is correct to the best of my knowledge
2. ☐ I have enclosed relevant quotes for equipment or services and have followed the WATIF Grant Procurement Policy
3. ☐ For promotional purposes we may wish to take photographs or video of you following a grant award, and for this we need your consent. I consent to being photographed or video-taped.
4. ☐ I consent to my personal data being used for this grant application
5. ☐ By applying for this grant I/we agree that WATIF will not be responsible for liability with regards to the project applied for, and that due diligence has been carried out with regards to Safeguarding/First Aid prior to the project starting.

Where I have given consent, I understand that I may withdraw consent at any time by contacting WATIF on 01501 785067 or email: contact@watif.scot. Your information will only be used for the purposes of assessing this grant application, and for the publicity of any award made.



Your personal information will be handled in accordance with the WATIF Privacy Notice which can be found at <http://watif.scot/contact-us.html>.

Please note that additional funding may also be available from the WAT Group and the Tarbrax, Woolfords, and Auchengray District Council.

By signing this form, you also agree to the rules/conditions applying to this grant.

Signature of Applicant: Date:



Community Grant Feedback form

(to be completed and returned after the project is complete)

Your name:

Project Name (if applicable):

Organisation name (if applicable)/Names of people involved in the project:

How is your project going? (What did you do? Please include what stage it is at.)

If applicable, how many people attended/were involved in the event/project?



What has the impact of your project been? (Eg how many people in your community have benefited? Has it been inclusive to a wide range of age and ability? In what ways? What difference has your project made?)

What challenges and/or unexpected outcomes did the project encounter? Can you share any relevant learning both positive or negative?

If applicable, are there any further steps planned for this project in the future?



Please summarise income/expenditure of the project:

INCOME

Item(s):	Amount taken:

EXPENDITURE

Item(s):	Amount spent:

Please provide evidence with this form of the grant expenditure/receipts where applicable.

PLEASE NOTE NO FUTURE APPLICATIONS WILL BE CONSIDERED FROM ORGANISATIONS/INDIVIDUALS WHO HAVE RECEIVED A GRANT AND NOT PROVIDED THE REQUESTED FEEDBACK.

We would also be grateful for any quotes and photographs relating to your project which you would be happy for us to use for our publicity if possible and appropriate.

Any other comments?

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Print Name:

Sign:

Date:



By completing this form and submitting it to WATIF you are consenting for this form and data to be processed and stored by WATIF. for details about our data protection policy please visit www.watif.scot or contact us on contact@watif.scot.