

Scottish Sea Farms Heart of the Community Grant (HCG)

Applicant Guidance Notes

Scottish Sea Farms (SSF) operates within some of the most remote regions of Scotland and is frequently one of the larger if not largest employers within those areas. Most employees live in the locality of our operations; with many having been brought up, settled and work within the local communities. SSF recognise that its success not only depends upon its business competence and investment, but also its support from within local communities to allow it to grow and develop.

The broad aim of the Heart of the Community Grant is to provide financial grants for community projects that deliver lasting change within the regions in which the Company operates. Those regions being:

- Shetland
- Orkney
- Highland
- Argyll
- Dumfries

The over-arching principle for grant allocation will be to deliver lasting change within communities using the following criteria:

- Health and health promotion
- Education with schools and for life-long learning
- Personal development that leads to enhancement of the community
- Community projects that benefit the majority

Factors for consideration will include:

- An identified and supported need within the community
- Range of benefits derived from the project
- The number of people within the community who will benefit from the project
- Suitability of the persons receiving the grant
- Availability of additional funding streams but where SSF remain a major contributor.
- It may not be possible to categorise all applications within the above so the scheme will have such flexibility that significant projects that are unique will be considered.

Applications & Selection

Groups that apply must be established on a not-for-profit basis but do not need to be registered charities.

You may only apply for one grant at a time and each application must be made on a separate application form.

Selection for grant funding will be made by a Regional Heart of the Community Grant Panel (HCGP).

- Each HCGP will be made up of 2 local members of staff and 1 recognised member of the community who has volunteered for this role and is known for their objectivity.
- Each panel will meet every three months to consider and review applications for grant funding against specified criteria.
- Applications that are passed by the HCGP are then placed before the Executive Panel for final approval. Their decision will be final.
- Successful applications will be notified initially by telephone and followed up in writing to ensure the grant is paid by the most secure method.
- Unsuccessful applications will be notified in writing with sufficient information detailing why the application has failed.
- Applicants can re-apply for funding should either the materials or facts alter or for a different project.
- Any grant received must be spent within one year of award.
- Grants are awarded subject to Terms & Conditions. Failure to comply with the T&C's may result in repayment of any funds received.

You can find a list of grant beneficiaries and their awards on our Company web-site www.scottishseafarms.com.

"Scottish Sea Farms Heart of the Community Grant is tasked with improving communities within which we work and making a real difference to the lives of local people."

Grants will not be made to organisations whose projects or objectives fall within the categories below:

- Projects not connected with the geographical areas within which the Company operates.
- Individuals and/or un-constituted groups.
- Organisations with an annual income exceeding £250,000.
- General or national fundraising appeals or activities.
- Groups whose grant request is for the advancement of religion or politics (including requests to support the core activities of religious or political groups).
- The purchase of second hand vehicles or such equipment that may reflect detrimentally upon the funder should there be subsequent accident or mishap with the said equipment.
- The repayment of loans or payment of debts
- Costs already incurred or activities which will take place before we have made a decision on an application (retrospective funding).
- Trips abroad.
- Payments towards areas generally understood to be the responsibility of statutory authorities.
- Groups who will then distribute the funds as grants or bursaries.
- Applications that are for the sole benefit to flora and fauna.
- Solely to pay the salary or salary equivalent of any individual connected to the project.

Completion of the Application Form

Please complete all sections of the application form fully. Incomplete applications or illegible applications will be returned. The completed application form may be sent with as much supporting documentation as you think appropriate.

Section 1 – Contact details

- To be completed by the approved representative and member of the group. Please be aware that this person will be the first point of contact.
- Please state whether the address supplied is a private address or a business address.

Section 2 – Details of grant proposal

- Please supply the total cost of the entire project or benefit provided (where benefit may mean the provision of a service to the community) in round pounds
- State the contribution sought from the Heart of the Community Grant. The HCG reserves the right not to support projects of a total value of less than £10k where the HCG contribution is less than 25% of the total cost.
- State all other funding streams including current and pending awards with dates of the award or date expected.
- Please describe the project fully. You should consider:
 - o Who in the community is the beneficiary or target group?
 - o How will the group benefit?
 - o Is there a more wide-ranging community benefit?
 - o Will there be repeat funding sought to ensure the benefit continues for years to come?
 - o A complete breakdown of costs. If using contractors, their estimates should be supplied on their own headed paper.
 - o Where the project requires to purchase equipment, hire labour or materials, two competitive quotes should be supplied.
- State how many people will benefit from this project.
- Please define the timescale for completion of the project in the knowledge that any grant awarded must be spent within one year of the award.
- What processes have you in place to measure the success of the project? Please describe these processes fully.
- Please state the effect upon your project should your application be declined in the short or long term?

Section 2 – About the organisation

“Scottish Sea Farms Heart of the Community Grant is tasked with improving communities within which we work and making a real difference to the lives of local people.”

- Only applications from constituted groups will be considered. Please supply a copy of your constitution or governing rules with your application.
- Your group does not need to be a charity but if you are a registered charity, please supply the Charity Number.
- Please state the purpose or activities of your group or the reason for founding.
- When did your group form and is this date recognised in any founding or governing document?
- Please state the number of members of your Steering Committee (or similar).
- Please describe other projects for which your group has either controlled or assisted in. If the project has a name or reference, this should be stated.
- If other projects have been completed or are in progress, in which geographic areas are they/have they been carried out? Please also state the exact location where possible.
- Please state your total income for the last accounting year and/or your surplus or deficit for the same period.

A copy of your most recent annual accounts must be included with your application or for groups who have still to complete one full year's operation must provide a projected income and expenditure. We will be unable to process your application without current financial data?

Section 4 – Referees

Your referees should be someone familiar with your project and your activities but must not be members of your group. Please choose independent referees who know about this application, can vouch for its benefit to the community and are willing to be contacted by us.

Sending us the application

Please remember

- ✓ To submit by the dates specified
- ✓ To sign and date the application form.
- ✓ To include your constitution
- ✓ Your financial data or accounts
- ✓ Quotations if appropriate

What happens next?

A member of the Heart of the Community Grant Panel which is considering your application may contact your group and referees for any further information or clarification. Your application will then be considered further and you will be notified by letter of the decision soon after the dates previously specified.

Should you have any queries or need help with completing the form please contact us.
Completed forms should be sent to:

Scottish Sea Farms Heart of the Community Grant
Scottish Sea Farms Ltd., Laurel House, Laurelhill Business Park, Stirling, FK7 9JQ

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