



## West Lothian Development Trust Fund

Main grant guidance notes:

### 1. Project Summary

#### Organisation Name

Please state the name of the group applying for funding. This should be the full name of the organisation/project sponsor that will be the lead applicant for the project. This organisation will be responsible for all matters associated with the grant including project implementation, acceptance of grant and submission of claims, cash-flow management, monitoring and verification visits and the retention of project documentation.

#### Project title

This should be the name by which your project is/will be commonly known. Titles should be concise and precise, descriptive of the project, unique and suitable to be continued as the permanent project name.

#### Contact person

The main contact must be someone from your group who can be contacted and who can talk about the application. This is the person to whom correspondence about the application will be sent. Please remember to provide a full postal address.

#### Project location

This should be the area the project is located in. Eligible communities are:

Eligible areas for the Blacklaw

Eligible areas for the Pateshill

<b>5km</b>	Fauldhouse	<b>5km</b>	Stoneyburn
			Addiewell
<b>10km</b>	Longridge		Harburn
	Stoneyburn		Breich
	Breich		West Calder
	Addiewell	Fauldhouse	
	Whitburn	Longridge	
	Greenrigg	<b>10km</b>	Whitburn
			Blackburn
			Murieston

Eligible areas for the Harburnhead

Eligible areas for the Pearie Law

<b>5km</b>	West Calder	<b>5km</b>	West Calder
	Harburn		Addiewell
<b>10km</b>	Stoneyburn	<b>10km</b>	Harburn
	Breich		Breich
	Blackburn		Fauldhouse
	Longridge		Longridge
	Polbeth		Stoneyburn
	Seafield		Whitburn
	Livingston Village		Blackburn
	Craigshill		Boghall
	Dedridge		Seafield
	Murieston		Livingston Village
	Belsquarry		Craigshill
	Dedridge		
	Murieston		

Eligible areas for the Tormywheel

<b>5km</b>	Breich	<b>10km</b>	West Calder
	Fauldhouse		Blackburn
	Longridge		Whitburn
	Stoneyburn		

Projects that are located out with eligible areas but target individuals within eligible areas will still be considered for funding.

**Project start date / finish date**

Indicate here the anticipated start and completion dates of your project. Any expenditure incurred before the start date will not be eligible for grant funding.

**2. Project costs**

Indicate the total project cost, total eligible costs, (a break down of eligible cost in contained within annex one) the amount of funding requested and the intervention rate. Intervention rates should not exceed 70% of total project costs.

**3. Organisation details**

**Type of organisations**

Projects will only be funded if the organisation is a community group, charity or public sector body.

**Main Activities of your Organisation**

State in no more than 100 words the main activities of your Organisation.

## **4. Project details**

### **Project location**

This should be the area the project is located in. Eligible communities are highlighted above. Projects that are located outwith eligible areas but target individuals within eligible areas will still be considered for funding.

### **Project description**

State the background to the project, description of the works that are to occur and any other relevant information you deem appropriate on the project.

### **Partners involved**

Indicate partners that are to be involved in the project; partners can be both voluntary and statutory bodies. Please indicate whether they will have a management role in your project.

### **Evidence of demand**

Indicate what research has been done to demonstrate there is evidence of demand for your project. This can include statistical evidence as well as consultation with the community and stakeholders.

### **Project management**

Specify who will be involved in the day to day running of your project, their roles and whether they are an employee, volunteer or partner.

### **Project risk assessment**

Have you carried out a risk assessment for your project? Please list any risks and what actions you will take to address them

### **Sustainability and continuity**

Detail how the project aims to continue after the funding period. A business plans can be provided at this point to demonstrate this.

## **5. Project costs**

Provide a break down of eligible costs, appendix one provides a list of eligible and ineligible costs. Costs should be apportioned to years if the project is requesting funding for multiple years. Both capital and revenue projects will be funded by the trust.

List a breakdown of all the sources of match funding you have secured or are anticipating securing. Match funding can include benefit in kind contributions, for example staff time or materials.

### **Planning consent**

If your project requires planning consent or any other form of regulatory compliance please indicate it here. Projects do not need to have been granted consent to received funding but proof that consent has been granted will need to be provided once it has been given.

## **6. Project outcomes**

Projects should meet one of the following priorities:

- Secure investment, create employment, implement training, promote or secure sustainable development
- Relieve poverty, advance education or social purposes beneficial to an eligible community
- Promote and encourage environmental improvement or enhancement
- Provide or assist in the provision of renewable energy

Projects that meet more than one of the priorities will have a greater chance of approval. Indicate here which priority / priorities your project meets. Projects that are deemed to adversely affect or work against the interest of the windfarm will not be funded by the Trust.

State measurable outcomes and impacts the project will have on the community and beneficiaries. You will be asked to report on these outcomes during the monitoring stage.

If your project will produce results that are not quantifiable but you feel add value to the project, provide information on these expected results.

Indicate if any job creation will come as a result of your project.

### **Monitoring systems**

State what monitoring systems are to be put in place to enable you to measure whether the project is meeting the outcomes listed above.

### **Declaration**

By signing the declaration you are agreeing to the conditions outlined within the declaration

## **Appendix one: Eligible costs for West Lothian Development Trust funding**

### Capital Projects

- Site/building acquisition
- Professional fees
- Site Preparation
- External and internal services
- Physical building works
- Essential fixtures and fittings
- Environmental improvements
- Provision/improvement of community visitor/cultural facilities
- Feasibility studies

### Revenue Projects

- Staffing costs
- Professional/consultancy fees
- Travel costs
- Lease/rental of premises relating to delivery of project
- Purchase/leasing of equipment
- Financing of capital costs
- Insurance costs relating to delivery of project
- Operating costs of premises
- Marketing
- Direct overheads
- Childcare costs
- Non-recoverable VAT
- In-kind contributions

### **Ineligible costs for West Lothian Development Trust funding**

- Bank charges on accounts
- Recoverable VAT
- Staff costs not directly attributable to project delivery
- Training that is mandatory under statutory provision
- Redundancy payments
- Payments for unfunded pensions
- Maternity or sick pay
- Related research or studies carried out in respect of the project prior to the official project start date
- Statutory responsibilities of housing, health, social work, school (main curriculum) and higher education
- Projects which merely replace an existing facility or scheme
- Works which are required to meet statutory UK/Scottish legislation or EU directives
- Religious projects will not be funded by the Trust