



KPT DEVELOPMENT TRUST

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Companies House Reg. SC 592235

Scottish Charity NO. SC0509080

VAT Reg. 317642210

COMMUNITY FUND

APPLICATIONS FOR PROJECT OR PROGRAMME FUNDING SUPPORT

BACKGROUND

KPT Development Trust is a charitable company, limited by guarantee, established to advance the social, economic and environmental development of the 3 communities of Keir, Penpont and Tynron. Working with local people and agencies, the Trust is engaged in a range of projects and activities intended to address the sustainability of the area, including:

- jobs, disadvantage and conditions of life generally;
- the provision of local services and infrastructure;
- the protection, improvement and promotion of the local environment; and
- the advancement of the local, cultural heritage.

One of the Trust's first projects was the construction of the Community Hydro, funded by Scottish Power Energy Network's Green Energy Fund (SPEN/GEF), the objectives of which are:

- to reduce carbon emissions by the Keir, Penpont and Tynron community;
- to produce clean, green energy; and
- to provide an educational resource.

The hydro also produces an income for the community with which KPTDT have set up a Community Fund to support projects, groups and occasionally individuals within the KPT area with modest levels of grant funding.

OBJECTIVES & GENERAL CRITERIA

The objectives of the fund are the same as those of the Trust itself (see above) and are therefore quite broad, with a focus on sustainability.

Within the pot of money that is available each year, funding is also applied flexibly to projects which the Trust considers to be community priorities, or to local groups or individuals seeking to run similar projects - subject to application to the Trust using the attached application form.

The Directors of the Trust nonetheless have discretion over which schemes will be supported in order to ensure that spending is in line with the Trust's objectives and does not exceed the money that is available each year.

In order to make the fund stretch as far as possible, Directors are ideally looking for applications that have an element of match funding or which might act as catalysts to inspire new projects and attract external funding.

DETAILED CRITERIA

Location : The project or programme for which grant funding is sought may only be in the Keir, Penpont and Tynron community area.

Applicants: Applicant/s should be from the KPT area or be acting for a group from the KPT area.

Projects: Applications should explain:

- what the proposed project or programme of activities is, how it will meet the Trust's objectives and what the applicant expects to achieve or produce as an output;
- who will deliver the project/programme - this should be at least partly undertaken by private individuals or volunteers, although professional support may also be included where appropriate;
- how the requested money will be spent, including a breakdown of the expected costs, based on quotes, and covering – as appropriate –
 - administration of the project/programme;
 - equipment and materials; and
 - professional or trade services required to deliver it.
- when the money will be spent and therefore when the applicant expects to draw down the money, including a timeline of activities.

Deadlines: There is no formal deadline for grant applications but funding is limited and once the funds have been fully allocated, no more shall be granted until the following financial year. All grant applications will be decided at the monthly meetings of the Trust's Directors. If there is some urgency, Directors may exceptionally decide on the application by email or a special meeting.

Applications should be submitted by email to the Trust's Secretary via the Development Officer using info.kptdt@gmail.com.

Other Conditions:

1. Applications should:

- be made using the attached form or a similar format;
- show the other sources of funding they have or for which they have applied, with the likelihood of success;
- have a single named point of contact who should normally sign the application.

2. Upon completion of the project / programme, a short report should be provided to the Trust including:

- a short description of how the project / programme was delivered, whether it was successful or not, how it contributed to the objectives of the Trust, and any lessons learnt;
- any appropriate facts, figures, plans, images or other data resulting;
- copies of all receipts of expenditure; and
- a record of volunteer time spent delivering the project / programme.

3. Funds will not normally be awarded in advance of need but, should the total grant awarded not have been spent on the project, the unspent money should be returned to the Trust so that it may be used for other projects.