



## **KPT DEVELOPMENT TRUST COMMUNITY BENEFIT FUND**

### **APPLICATIONS FOR PROJECT/EVENT/ACTIVITY 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 (as defined by community council areas). 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
- 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 GUIDANCE**

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 applied flexibly to projects/events/activities which the Trust considers to be community priorities. The Directors of the Trust have discretion over which schemes will be supported and must ensure spending is in line with the Trust's objectives and does not exceed the money available each year.

**Local groups and/or individuals are invited to apply for funds for a project, event, or activity aligned to the Trusts objectives. You can apply using the application form, which you can download from the website, or get a hard copy from the KPT office in Penpont.**

## **DETAILED CRITERIA & GRANT CONDITIONS**

1. Location: The project or programme for which grant funding is sought may only be in the Keir, Penpont and Tynron community area. Applicant should be from the KPT area, or be acting for a group or an individual from the KPT area.
2. Projects/Events/Activity: 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.
3. 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.
4. Submitting your application: Applications should be submitted by email to the Trust via email to [info@kptdevelopmenttrust.org](mailto:info@kptdevelopmenttrust.org) or handed in to the office.
5. Reporting: Upon completion of the project/event/activity, a short report should be provided to the Trust including: a short description of what the funding 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.
6. Applications cannot be made in retrospect for projects/events/activities that have already taken place.
7. 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.