**Robin Rigg Community Fund Guidance Note**

**Information for Applicants**

**The Fund**

The Robin Rigg Community Fund is available to community groups and organisations in the Solway area undertaking activities that contribute to the reduction of the effects of climate change or otherwise benefit the local community.

**How much can you apply for?**

Any organisation can apply for a grant between £1,000 – £15,000. Any organisation can only apply once in each year of the fund.

**Timescale**

The deadline for applications to the Robin Rigg Community Fund will be 5pm on Thursday 12 December 2019. Further applications may be invited during 2020 if funds are available.

Applicants will be notified of decisions on their application in January 2020 and approved grants will be paid in February 2020. The grant must be spent by 31 December 2020.

**Projects should support and promote the following causes:**

* Environmental
* Renewable energy
* Energy efficiency
* Sustainable development
* Charitable
* Educational
* Community
* General community amenity schemes or projects

**Either capital or revenue projects can be supported**

**Who can apply?**

You **can apply** if your organisation is a:

* voluntary or community organisation
* registered charity
* constituted group or club
* not-for-profit company or community interest company
* social enterprise
* school
* parish and community council

that operates within the designated geographical area:-

**Dumfries & Galloway**

Caerlaverock

New Abbey

Kirkbean

Southerness

Colvend and Southwick

Palnackie

Auchencairn

Dundrennan

Kirkcudbright

Borgue

**Cumbria**

Silloth on Solway

Holme Low

Holme St Cuthbert

Allonby

Hayton and Mealo

Outerside and Allerby

Crosscanonby

Maryport

Seaton

Workington

Filmby

Distington

Lowca

Parton

Whitehaven

St Bees

**Projects should not be used;**

* To benefit individuals
* For the promotion of any specific political or religious purpose
* To replace funding for projects already funded through the public sector
* For projects that are clearly and fundamentally against interests of energy conservation, energy efficiency or renewable energy.

**Supporting Documents**

* A copy of your constitution / governing document
* Children / Vulnerable Adults Policy if applicable
* A copy of your most recent bank statement
* A copy of your most recent annual accounts, if appropriate
* For any item or work (e.g. equipment, construction / consultancy services) you will need to provide at least two quotations from a supplier. For items exceeding £500 in value, three quotes should be provided. If this is not possible, we will ask you to explain why.

**Reporting back on your grant award**

If your application is successful, remember that we will ask you to report on your activities using the information provided in this application. It is essential that this information provides an accurate representation of the work of your proposal.

Groups who have been awarded a grant will be required to provide an Interim Progress Report on project delivery by 30 June 2020 and a Final Report on how the money was spent by the end of the project or 31 December 2020, whichever comes sooner. Original receipts must be provided with the Final Report on completion of the project.

**What happens next?**

Fill out the Robin Rigg Community Fund Application and send it by email to the address below. In the first instance, we will check your application is in order and has been submitted with the necessary information.

IMPORTANT NOTE: Please consider the checklist above carefully to ensure everything is in order BEFORE submitting your application/posting documents.

You will be informed of the outcome of your application by email.

Contact Details: Solway Firth Partnership

[rrcf@solwayfirthpartnership.co.uk](mailto:rrcf@solwayfirthpartnership.co.uk)

Tel: 01387 702161