

**2024-25 COMMUNITY COUNCIL SPECIAL PROJECT FUND**

**GUIDELINES**

**INTRODUCTION**

1	The purpose of the Special Project Fund is to provide assistance to Community Councils for projects being carried out <b>by them</b> in their local areas for the benefit of the community and not for private gain or the benefit of individuals. Grants will not be awarded when Community Councils are simply applying on behalf of another organisation. Projects likely to be supported include the production of community newsletters, the installation of additional park benches, etc.
2	These notes have been prepared for the guidance of Community Councils. Changes may be made in the operation of the Special Projects Fund and the final decision lies with West Lothian Council.

**OPERATION OF SCHEME**

3	Applications will be considered throughout the financial year which operates between 1st April - 31st March. Applications are considered on a first come first served basis.
4	Application forms should be returned fully completed, taking into account these guidelines, to:
<p>Lorraine McGrorty West Lothian Council West Lothian Civic Centre Howden South Road Livingston, EH54 6FF E-mail – <a href="mailto:lorraine.mcgrorty@westlothian.gov.uk">lorraine.mcgrorty@westlothian.gov.uk</a></p>	
5	Two written estimates should accompany each application. Where this is not possible an explanation should be given.
6	There is no limit on the number of applications/projects a community council can submit each year and no limit on the number of awards which can be made.

7	Community councils can only be awarded up to £750 in each financial year, taking into account all the applications it makes and the awards made. There is no minimum grant. The council may decide on any application not to award the full sum requested.
8	Any community council that has retained at the date of applying on each occasion more than £75 of their administration grant from the previous financial year will be required to make a 10% financial contribution towards the special project.
9	Expenditure on projects financed through the Special Projects Fund should be accounted for separately in the Community Councils annual accounts.

### **ASSESSMENT OF APPLICATIONS**

10	Applications will be decided taking into account the following:	
	10.1	The benefit to the local community.
	10.2	The balance of funds maintained in relation to the Community Council's annual expenditure.  Note - Community Councils are granted special projects for the benefit of the local community. It is expected that these monies are spent on an annual basis.
	10.3	The balance of funds remaining in West Lothian Council's Special Projects Fund.
	10.4	Grants will not be awarded for projects which are eligible for financial support from some other source within West Lothian Council.
	10.5	Applications that do not meet the criteria for grant assistance, will be returned to the community council secretary and will not be presented to the council for consideration.

### **PAYMENT OF GRANTS**

11	11.1	All projects must be completed and payment claimed by the end of the financial year in which they were approved. Any payment unclaimed after this date will result in the offer of grant being withdrawn, unless evidence can be provided that the work is underway.
	11.2	Interim payments will be provided on submission of a written estimate. The remaining balance will be paid on production of a final invoice/receipt.



West Lothian  
Council

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**APPLICATION FORM 2024/25**

1.	<u>NAME OF COMMUNITY COUNCIL</u>
2.	<u>NAME AND ADDRESS OF SECRETARY</u>  <u>TELEPHONE NUMBER</u>  <u>E-MAIL ADDRESS</u>
3.	<u>PURPOSE FOR WHICH THE APPLICATION HAS BEEN MADE</u>
4.	<u>PROVIDE A SUMMARY OF THE ANTICIPATED COMMUNITY BENEFIT TO BE ACHIEVED BY THE PROJECT</u>
5.	<u>AMOUNT OF FINANCIAL ASSISTANCE REQUESTED (please give breakdown as appropriate)</u>

6.	<u>DETAIL THE NAMES AND ADDRESSES OF THE SUPPLIERS/ CONTRACTORS, TOGETHER WITH COPIES OF THE TWO ESTIMATES/ QUOTATIONS (applications will not be considered in the absence of quotations except in exceptional circumstances)</u>
7.	<u>DETAIL THE AMOUNT OF ANY FINANCIAL CONTRIBUTION BEING MADE BY THE COMMUNITY COUNCIL</u>
8.	<u>STATE WHETHER AN APPLICATION FOR FINANCIAL ASSISTANCE HAS BEEN MADE TO ANY OTHER BODY FOR THE PROJECT</u>
9.	<u>PROVIDE DETAILS OF HOW ANY ONGOING OPERATIONAL COSTS ARISING FROM THE PROJECT WILL BE MET BY THE COMMUNITY COUNCIL</u>
10.	<u>STATE THE BALANCE OF FUNDS HELD BY THE COMMUNITY COUNCIL</u>

11.	<u>STATEMENT IN SUPPORT OF APPLICATION (use separate sheet if necessary)</u>
12	<u>STATE HOW MANY APPLICATIONS HAVE ALREADY BEEN MADE IN THE CURRENT FINANCIAL YEAR, HOW MANY HAVE BEEN GRANTED AND THE AMOUNTS AWARDED</u>

We agree to abide by the Special Project Fund guidelines.

Signed on behalf of the Community Council.

Treasurer ..... Date .....

Secretary ..... Date .....