

MICRO GRANT APPLICATION FORM



The purpose of the micro grant is to provide a grant, with a low barrier to access, for residents / small groups, to enable access to community funds for a One-Off project or activity that has a benefit to community life.

The Micro Grant is designed to allow a single or small group of residents that have an idea for a project or activity but have not organised themselves into a formal or constituted group. The Micro Grant scheme is to help finance a project / activity, that creates a local community benefit, up to a maximum of £500. The intention is for a project / activity to be non-reoccurring (otherwise a constituted group should be created). Non-recurring is defined as no more than once over a 12 month period.

The application for the grant can be made by a resident, or group of residents. Successful grant applications must be in line with the broad aims of the SCBF and its funders.

This grant scheme cannot be used for the benefit of a single person, family, or private business. It must have a community benefit.

A bank account must be made available.

The grant is open to all residents, regardless of age, that are resident in the Strathnairn area. Younger residents may require assistance related to the completion of the application and access to a bank account.

The grant is capped at 10 awards per year, with a maximum of 3 grants being reviewed per quarter. The quarterly deadlines are set out below:

Opening date	Closing date	Meeting date
1 st October 2026	31 st December 2026	January 2027
1 st January 2027	31 st March 2027	April 2027
1 st April 2027	30 th June 2027	August 2027
1 st July 2027	30 th September 2027	October 2027

YOUR DETAILS

Name:

Address:

Telephone number:

Email address:

PROJECT

Provide a description of your project

- Clearly explain how the community will benefit, and ideally how many people will participate / benefit. Include concise and detailed information about the proposed project or activity.
- Supply quotes or pricelists, or screenshots, for any items that is required. List all costs to be covered.
- If applying for 100% of the costs, indicate accordingly.

SCBF will not consider applications which meet any of the below criteria:

- Grant request for the advancement of religion or politics.
- Grant request that is to fulfil a statutory responsibility.
- Grant request that is averse to SCBF and/or its funders interests or is likely to bring SCBF and/or its funders into disrepute.
- Grant request that is anti-renewable energy/wind farms.
- Grant request that will then be re-distributed in any form (e.g. grant, bursary, gift or loan etc).
- Grant request that is already supported by the SCBF.
- Projects that involve retrospective funding (costs incurred before a funding decision is made).
- Projects that do not benefit people in the Strathnairn area.
- Other reasons that the SCBF deem applicable.

COST

a) *What is the total estimated cost of your project? (Please provide a complete breakdown of costs)*

b) *How much are you applying from the SCBF?* £ _____

GUIDELINES

- The Micro Grant is available to Strathnairn residents for projects which have a benefit to the community
- Applications are considered quarterly by the Board but deadlines of two weeks prior to any meeting apply
- If the application relates to work with children or vulnerable adults, a copy of the organisation's safeguarding policy and procedures must be submitted with this application
- A full cost breakdown for a project must be provided including details of proposed purchases
- Where SCBF has funded the project in prior years, it would be expected that a constituted group be formed for further funding requests, with a general grant application submitted for further funding
- Applicants may be invited to attend the Board meeting to discuss their application
- The application and its criteria are subject to change

If an award is made the following conditions will apply:

- That the grant payment to meet the purpose awarded for will be spent within twelve months of the date of grant award letter.
- If all or part of the grant is not used for the reasons specified and/or within twelve months of the date of grant award, any outstanding amounts of the grant awarded - or if any element of the grant is misused, the full amount of the grant awarded - must be paid back to SCBF (unless an extension is agreed).
- That the individual(s) will participate in any reasonable requests by SCBF to provide information on the project or its activities for fund evaluation purposes, either before or after your grant funded period comes to an end. This may include requests for information to be provided in writing or verbally.
- That the individual(s) will comply with any reasonable request by SCBF or the developer(s) to visit your project, and for participation in publicity, including publications, web and social media, provision of photographs etc., in connection with this grant award. That SCBF and the developer(s) will also be notified and invited to attend any promotional or public launch pertaining to this award.
- That SCBF, its donors and supporters, will, under no circumstances, be liable for any damage, injury or loss of any kind whatsoever to any property or persons occurring as a result of activities undertaken with this grant.
- That SCBF (and the donor if advised in the award letter) is acknowledged as per guidelines available on request.

- That recognition will be given to SCBF support (and the donor if advised in the award letter) on the organisation's annual review and other material where possible.
- That any other award specific conditions noted in the awards letter are accepted (if your organisation does not wish to accept these conditions it can choose to decline the award).

By submitting this application, you agree to allow SCBF to retain your personal data in order to process this application. We will use the information you give us to help assess your application and administer any grant we award you. We may also publish this information e.g. on the SCBF website, Facebook page and in publically available minutes or promotional materials; or use it to analyse our grant making for our own research or through SCBF for others. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. We may also share information with other organisations providing matched funding. More information about how we process your data is available in our Privacy Notice which can be viewed online at www.strathnairncbf.com

DECLARATION

- I declare that the information included in this application is correct and if I do not provide the correct details my application may be rejected.
- I understand that I may be contacted by SCBF to provide additional information or evidence.
- I understand that the decision made by SCBF is final.

Date _____ Signature of Applicant _____

Strathnairn Community Benefit Fund – Telephone 07858 688355

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Registered in Scotland No. 272756. Registered Address: Farr Community Hall, Inverarnie Park, IV2 6AX. Recognised as Scottish Charity No: SC 036807

Please forward to the Secretary by email to:

cosec@strathnairncbf.com

Or post to (no stamp required): Freepost RTTJ-HBSK-RRUU, SCBF, PO Box 5783, Inverness, IV1 9EW

Developer contributions from:

