



The Minerals Trust Grants Scheme

Notes for Applicants Conditions of Grant Application Form

Completed Application Forms should be returned to:

Cumnock and Doon Valley Minerals Trust
c/o East Ayrshire Council
Governance Department
Council Headquarters
London Road
KILMARNOCK
KA3 7BU

Tel: 01563 576129

Email: mineralstrust@east-ayrshire.gov.uk

NOTES FOR APPLICANTS

CUMNOCK & DOON VALLEY MINERALS TRUST GRANTS SCHEME - WHAT IS IT?

The Minerals Trust Grants Scheme is operated by the Cumnock & Doon Valley Minerals Trust.

PURPOSES OF THE TRUST

- (a) The purpose of the Trust is to provide leisure and environmental improvements within Cumnock and Doon Valley. Accordingly, any grant awarded must improve the opportunity for individuals or, preferably groups of individuals to participate in leisure activities or result in an improvement to the environment. Any applications not falling within the foregoing Trust purpose cannot be awarded grants.
- (b) The majority of the disposable capital and income of the Trust Estate shall be expended for the benefit of the community or communities which in the opinion of the Trustees are most affected by mining operations.
- (c) It shall be competent for the Trustees to apply any of the disposable remainder of the Trust Estate for the benefit of other communities, which in the opinion of the Trustees, have suffered adverse effects caused directly or indirectly by Mineral Operations as the Trustees consider appropriate for the aforementioned Trust purposes.

WHO CAN APPLY?

Any community group or voluntary organisation which is locally based and properly constituted (i.e. having a set of rules) can apply to the scheme. In all cases, no grant will be awarded retrospectively and all applications must be submitted in advance of the project activity being started.

The Minerals Trust Grants Scheme form should be completed and returned to Cumnock & Doon Valley Minerals Trust, c/o East Ayrshire Council, Governance Department, Council Headquarters, London Road, Kilmarnock, KA3 7BU or email mineralstrust@east-ayrshire.gov.uk.

HOW TO APPLY

All sections of the form must be completed and all additional information attached, i.e. Constitution and financial details. Without these, your application may not be considered.

WHAT HAPPENS AFTER YOU APPLY

Your application will be acknowledged and an Officer will contact your group/organisation so that an assessment report and recommendation can be presented to the Trustees.

While applications for running costs are eligible for grant aid, assistance usually takes the form of start-up grants and the majority of successful applications have been for items/services of an initial or “one-off” nature. Applicants can also make any number of applications in one financial year, however, no guarantee can be given that any specific application will be approved.

CONDITIONS OF GRANT

1. Bodies who are entitled to apply for assistance include voluntary organisations, cultural organisations and bands.
2. The Trustees will consider applications in the light of available finance and in addition to the particular needs of the community to which applications may refer.
3. The Trustees would expect organisations in receipt of grant aid to develop best practice in equal opportunities and fully comply with the spirit of all appropriate legislation.
4. All necessary planning permissions, building warrants and other permissions should be obtained prior to the application being submitted. Where a project involves improvement of premises or requires possession of land, the applicant will require to be the owner or tenant (on a lease for 5 years or more) of the premises or land before a grant will be released. Applicants will require to ensure that they meet all other statutory requirements.
5. Prior to submission of applications, applicants should ensure as appropriate that all necessary discussions and consultations with other agencies/organisations have taken place, e.g. Local Enterprise Companies, Health Boards, local landowners, etc. Evidence of these discussions having taken place will be required.
6. If the project is one which involves and is dependent on contributions from a number of bodies, the Trustees will require to be satisfied that such contributions are forthcoming before payment of grant will be made. Applicants should ensure, therefore, that approaches to other bodies are made at the same time as, or in advance of, submission of the grant application to the Trustees as the applicant will require to satisfy the Trustees that they have the means to meet the total costs of the project.
7. The Trustees will encourage applicants to explore the potential of securing other sources of finance in addition to any grant the Trustees may award and will provide advice and support in this respect.
8. The amount of grant any applicant can receive will be variable and will be determined by the Trustees in accordance with appropriate criteria.
9. Projects which have commenced prior to application for grant being made will not normally be funded.
10. Funding will not normally be available for projects in respect of functions for which the Trustees or any other authority has a statutory responsibility.
11. Funding will not normally be available for projects which involve purchasing items of equipment of a personal nature.
12. Applicants in receipt of an annual grant will be expected to submit audited accounts for the year ended prior to the release of any instalment of grant in the subsequent financial year.
13. Consideration will be taken of the extent of contribution which the applicant will make from their own resources towards the costs of any project.
14. Any successful applicants will be notified in writing, specifying the purpose of the award and advising of any special conditions which have been attached to the offer of grant. An applicant must accept the interim conditions of grant and any other special conditions which may have been attached to the offer, in writing before the grant can be paid.
15. Arrangements for payment of grant will be made by the Treasurer.
16. It will be a condition of all grants that the Trustees contribution to the voluntary organisation is fully credited on all publicity material. The detail of the recognition required by the Trustees will be advised when the grant is notified and this condition must be met to the satisfaction of the Secretary.
17. All financial records, in connection with any project which receives grant aid from the Trustees, must be available for inspection if required, by the Secretary, the Treasurer or Auditors.
18. It shall be a condition of grant that monies must be expended within a period (not normally exceeding 18 months) from the date of approval, unless the nature of the project or other circumstances warrant payment over a longer period. Where it is considered that these circumstances warrant payment over a longer period, applicants should specifically request extension of the period at the stage of accepting the conditions of grant and should indicate the reasons for that request. No guarantee can be given that any request for extension of the period will be granted.
19. If the costs actually incurred in any project are less than the amount approved, the remainder of the grant must be returned to the Trustees unless otherwise agreed.
20. Only the Trustees proportion of total actual expenditure incurred will be paid, even although this may be less than the amount of grant originally approved. If actual expenditure exceeds the amount of grant, only the amount approved will be paid. The applicant may choose either to meet the balance or make a supplementary application for grant. There is however, no guarantee that any supplementary application will be approved.
21. If a body which has received a grant is disbanded, then any goods, equipment or facilities purchased from that grant, will revert to the Trustees or if the goods, equipment or facilities have been lost, stolen or damaged and not replaced, all monies obtained from their insurance will revert to the Trustees.
22. Any equipment should be in the charge of a named person at a given address in secure premises, and must be adequately insured and regularly maintained.
23. In exceptional circumstances, the Trustees may agree to grant assistance in kind rather than cash. In any case in which this is desired, the specific advice of Officers should be sought.
24. Any applicant receiving the grant will be expected to participate in such publicity as the Trust may require.
25. The Trustees may consider, following advice that specific projects merit consideration notwithstanding that they fall outwith any of the criteria in the foregoing conditions. However, all awards will only be awarded to projects consistent with the trust purposes.