

## **Our River Leven Community Fund - Coalfields Participatory Budget**

An £80,000 Coalfields Participatory Budget made up from £50,000 awarded by Sustrans via Green Action Trust and £30,000 from Fife Council, administered by CRT will help the community to progress with priorities highlighted in the Levenmouth Community Action Plan.

### **Potential Initiatives that can be funded**

- **Leisure and sport events and activities that allow people to connect with their area or the river**
- **History and heritage projects (e.g. social, natural and industrial)**
- **Projects for people to enjoy, learn about nature, wildlife, food growing or foraging**
- **Art, crafts and creative projects**

### **Who can apply?**

Anyone with a project idea that fits the initiatives above can apply. However, if you are not part of a formal group you would need to link up with a group that would be happy to host the project using their constitution and bank account to hold the funds.

**How Much Can You Apply For?** - The total budget for the Our River Leven Community Fund is £80,000. Applications for grants from £200 - £4,000 will be considered.

The grant can be used for match funding with other grants, but external funding must be secured before making an application.

The project award must be allocated by 31 March 2024 and be spent within a 6 month period. Awardees will be required to complete a monitoring form and supply receipts.

### **Eligible Groups and Organisations**

Voluntary and community organisations and groups operating in within the communities of Windygates, Methilhill, Methil, Leven, Kennoway, East Wemyss and Buckhaven are eligible. Applications to the Budget must have the following:

- **If a group is not constituted** they could still apply providing the application is sponsored and supported by a constituted organisation who can act as banker on their behalf.
- **A constitution or a set of rules** to show that the group is legally eligible to receive a grant and is entitled to run the planned project. The constitution must also have an acceptable dissolution clause, which guarantees that any assets purchased with a grant from the Trust are kept for the benefit of the community even if the

group comes to an end or is dissolved. (This includes community interest companies and social enterprises providing the activity will not result in personal / private gain and delivers a recognised social benefit).

- **A bank or building society account** in the organisation's name, with the signatures of at least two members of the group needed for each cheque or payment (Please note that it is good financial practice to make sure that these people are not related).
- **Annual accounts** (for groups that have been established for more than 12-months), or a 12-month cash-flow forecast for new organisations (less than 12 months old), which are presented and audited/approved in line with Charity Commission guidelines and/or their constitution.

**How to Apply** - Complete the application form and submit it to Coalfields Regeneration Trust, 2 Kirk Street, Kincardine, FK10 4PT, together with supporting information (detailed on application form) by **5<sup>th</sup> January 2024**.

Please note that you need to have at least one quote for single items over £250. Applications and supporting documents can be emailed to [david.wright@coalfields-regen.org.uk](mailto:david.wright@coalfields-regen.org.uk)

## **Participatory Budget decision making process**

### **How the Community Decide**

- A community event will be held centrally at the end of January.
- Groups are encouraged to promote their project at the event to encourage voters support.
- On line voting will be available during the event for those unable to attend in person.
- Community members will be able to vote on 3 projects
- Results will be announced at the close of the event.

## **Further details on Eligibility**

**Branches of larger voluntary and community organisations**, can apply as long as long as the branch has:

- Its own local independent constitution and separate company registration number from the national body (where applicable)
- A bank or building society account in the name of the branch Independent accounts in the name of the branch
- A management board or committee which can operate independently of the national body.
- Independent policies and procedures
- No financial dependence on the national body

**Who cannot apply for funding** - The following are not eligible to receive support:

- Private businesses.
- Statutory bodies.
- National organisations.
- Organisations with total unrestricted income (from all sources) above £150,000.
- Organisations that we believe are in a poor financial position or whose financial management systems are not in good order.
- Organisations whose purpose is to raise funds for a specific project.
- "Friends of Groups" where the end beneficiary will clearly be a statutory body.
- Organisations not established in the UK.

## **Costs we cannot fund**

- Overseas travel costs and expenses
- Animal-welfare activities
- General appeals
- Deficit or retrospective costs (in other words, costs you owed or promised to pay before your application was approved)
- School fees
- Medical or research equipment
- Bank or audit charges
- Depreciation and amortisation
- Recoverable VAT
- Fees for independent or external professional fundraisers
- The development of bars or bar areas for the purpose of enhancing bar trade
- Performance related pay, bonuses, increments (except cost of living) and debts including mortgage costs
- Capital Contingencies
- Private pension schemes
- Gifts and entertaining
- Day trips and holidays
- Management and administration costs

**Monitoring and Feedback** - At the end of the project we will ask you for a monitoring report detailing how you spent the grant. This will include copies of receipts of the project spend. If the costs incurred on the project are less than the amount approved the remainder will be required to be returned to CRT. If the cost incurred is higher supplementary applications will not be considered.

### **Terms and Conditions**

- Publicity must acknowledge Sustrans, Fife Council, Green Action Trust, and Coalfields Regeneration Trust support.
- The applicant must complete the Monitoring Form stating exactly how the money was used and what benefits were derived from the grant.
- Should an organisation fail, any assets purchased with the grant must be returned to CRT for reallocation.
- It is the responsibility of the organisation to ensure that any assets or activities resulting from the receiving of an award are properly insured.
- Grants are awarded on a one off basis and should not be assumed to be annually awarded.

### **Invitation to become a Connectivity Steering Group member**

We are looking to increase the voice of the community in decisions made regarding the future of Levenmouth communities. As someone active in your community we would like to invite you to become a member of the Connectivity Steering Group.

If you are interested and want to find out more please email or call Enid, CSG Facilitator.

Email: [enid.trevett@coalfields-regen.org.uk](mailto:enid.trevett@coalfields-regen.org.uk)

CRT Office: 01259 230910

### **CSG Mission statement**

To make the community's aspirations a reality leading to a more prosperous, healthier and attractive place to live, to learn and to work.

### **CSG Aims and Objectives**

The aim of the CSG is to bring people together to discuss and ensure that the implementation of the Levenmouth Community Action Plan meets the needs and aspirations of the community.

At meetings we share information and advice, it is a space where all voices are valued.

### **CSG Membership**

Members of the steering group are made up of local people and local representatives to meet with project representatives to help inform and influence major project decisions within Levenmouth related to the Leven Programme. Meetings are monthly and can be attended in person or by zoom.

## **Pick up an Application Form for Our River Leven Community Fund**

### **Funding Surgeries local to you:**

To speak to one of our advisors and pick up an application form please drop in to any of the following Funding Surgeries which are open from 3pm to 7pm at the following dates and venues:

The Centre Leven – 6<sup>th</sup> November

Address: 1 Broomieknowe, Leven KY8 4QP Phone: 01334 659348

Buckhaven Community Centre – 8<sup>th</sup> November

Address: Kinnear St, Buckhaven, Leven KY8 1BH Phone: 01592 583472

Kennoway Community Shed – 10<sup>th</sup> November

Address: Unnamed Road, Kennoway, Leven KY8 5HX Phone: 01334 123456

Wemyss Central Hotel, East Wemyss – 13<sup>th</sup> November

Address: 5 Main St, East Wemyss, Kirkcaldy KY1 4RX Phone: 01592 716120

Methil Community Education Centre – 16<sup>th</sup> November

Address: Bowling Green St, Methil, Leven KY8 3DH Phone: 01334 659346

Methilhill Bowling Club – 20<sup>th</sup> November

Address: Main St, Leven KY8 2DP Phone: 01592 713256

Windygates Bowling Club – 21<sup>st</sup> November

Address: Leven Road, Windygates Leven KY8 5DA Phone: 01333 350227



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