**GRANT PROGRAMME GUIDANCE.**

This guidance is designed to help you prepare and submit a grant application to North Berwick Trust Limited (NBTL). It should be read and used in conjunction with the Grant Application Form. The Trust is now welcoming applications, with a closing date of 12 noon on 8th April 2019.

There are two levels of grants:

Level 1 – up to and including £3,000.

Level 2 – over £3,000 to a maximum of £30,000.

The following Vision has been agreed for the Trust.

**Helping to make North Berwick a great place to be – more sustainable, resilient, vibrant, inclusive and equitable.**

The Trust’s Mission is:

**Working in partnership with others, North Berwick Trust uses its resources to help meet identified community needs and improve the quality of life of the residents of North Berwick.**

The Trust will consider applications for funding that deliver against one or more of the Trust’s funding themes. These are:

* To support and enhance recreational, cultural and sporting activities and facilities for our community
* To support and enhance educational and lifelong learning opportunities for our community
* To conserve and enhance the natural environment and public green space in North Berwick, and improve the sustainability of our community
* To conserve and enhance the historic and built environment of North Berwick
* To help those in need in our community

Eligibility Criteria.

* Individuals applying for support must be over the age of 16 and proposing or participating in an organised project or activity which meets the Trust’s criteria (it’s funding themes)
* Have a bank account in the name of your group or organisation
* Submit your application by 12 noon on 8th April 2019

Each project or activity should:

* Be specific and have a measurable outcome(s) (it should be clear what the activity or service comprises and what public benefits it will achieve);
* Be located in or support people who live in North Berwick;
* Be developed and managed for charitable aims (commercial activities or those with an element of ‘private’ benefit are not eligible);
* Be for a specific purpose (one-year funding is the preferred option);
* Have a demonstrable financial need (it is unlikely that the Trust will award funding to organisations with healthy reserves or endowments);
* Be able to secure some additional funding for projects over £3,000; either from its own resources and/or from other funding bodies.
* Not be a replacement or substitute for statutory or other funding which would normally be provided by the Scottish Government or local authority;

We are unable to fund:

* Holidays, other than for respite or the relief of poverty;
* Animal welfare projects;
* Political or lobbying activities.

Pre-submission checklist.

Prior to submitting your application, please check that you have:

1. Completed the Organisation Information Sheet.
2. Completed sections A,B,E and F of the application form if you applying for funding of up to £3,000 (Level 1).
3. Completed all sections if you are applying for funding of between £3,000 to £30,000 (Level 2).
4. Provided all required supporting information.

Assessment process.

Following receipt of your application, the Trust Manager may contact you for clarification on any aspect of the submission. The application will be assessed against the Trust’s funding themes and will be considered by NBTL’s Grants Group and the NBTL Board.

You will be informed of the outcome of the application at the earliest opportunity, and the Trust’s decision is final.

Should you wish to discuss your application prior to submission, our Trust Manager (part time) can be contacted on 07852 999224 or [info@northberwicktrust.co.uk](mailto:info@northberwicktrust.co.uk).

We look forward to receiving your application.

Forms should be returned to the address below or to the email address grants@northberwicktrust.co.uk.

North Berwick Trust, The Lighthouse, Unit 2, Heugh Road Industrial Estate, North Berwick, EH39 5PX.