Coastal Communities Fund

Guidance Document

2023/2024

May 2024

**Fund objectives**

South Ayrshire’s Coastal Community Fund has been established to invest funds from the region’s allocation of net revenue from Scottish Crown Estate marine assets out to 12 nautical miles across South Ayrshire.

**Criteria**

Applications should:

* demonstrate tangible benefits to the economy and/or safety, health and

wellbeing of coastal communities.

* demonstrate their contribution to the Council Priorities and Commitments
* be for new projects, which can include feasibility studies

**In addition:**

* applications from **third sector/community organisations** should demonstrate

 support from the residents of coastal communities for the project. (e.g. letters of

 support, community consultation etc)

**Eligibility**

Applications must

* detail the full project costs and can be for **capital and/or revenue** costs
* directly benefit communities that have a coastline

South Ayrshire Council considers that a coastal community are those directly with a marine coastline or, where there is a river system, the extent to which is considered coastal is defined by using the Scottish Crown Estate Marine Assets map <https://www.crownestatescotland.com/what-we-do/map>. In addition, eligibility extends to communities with an operating harbour with direct access to the sea. Applications will be accepted from communities who fall within the definition above.

**EXCLUSIONS**

Applications:

• **cannot** include the ongoing running costs of an organisation. (Existing

 organisations can apply for new projects and activities).

• **cannot** include anything already committed to or paid for prior to a decision.

• **cannot** include costs to cover existing salaries**.** (additional hours are permitted)

• **cannot** be from any South Ayrshire Council Service

**WHO CAN APPLY:**

**All applicants** must be active in our South Ayrshire Council’s area and spend any agreed funding such that it benefits people in coastal communities in our South Ayrshire Council’s area.

**Third Sector organisations/community groups** require to have a constitution and appropriate governance and financial arrangements in place, proportionate to the value of the application.

**Public Sector organisations** are required to evidence that the project/activity is in addition to its statutory duties and is not filling any funding gap/pressures.

**Previous Recipients** – please note that previous recipients who haven’t spent their allocation from the last round won’t be considered for this round of funding.

**How much can you apply for?**

Groups can apply for up to a maximum of £25,000. It is not envisaged that individual awards of over £25,000 will be made, unless from a partnership application of two or more organisations/communities.

**Quotes required**

For any individual item included within the application that is over £1000 then 3 quotes must be provided.

**OTHER ISSUES**

You must ensure that any statements/letters of support have the formal approval of the organisations and/or individuals named in the application.

**MONITORING AND REPORTING**

The monitoring information sought will include the number of people who benefitted from the project/initiative and details of the expenditure incurred.

Consistent with normal practice, any funds not spent by 31st November 2024 or used for the stated purpose may be required to be returned to the Council for reallocation.

**You will need to submit all of the receipts pertaining to the spend. All of the funding must be accounted for.**

**DECISION-MAKING PROCESS**

On receipt of completed applications, there will be a compliance check of the constitution, governance and published annual accounts and then applications will be scored by an inter-service officer panel using a Scoring Framework. No late applications will be accepted.

If your funding application is successful you will be informed in writing and you will be required to sign a form to state that you accept our award conditions before we make any payment to you.

**FILLING IN YOUR APPLICATION FORM**

• Please click on the relevant boxes and type your answers in full.

• Fill in the whole form.

• Please don’t state ‘See attached’ or ‘See Section…’ as an answer to any question.

• Please don’t attach additional papers or continuation sheets other than the supporting evidence required.

• Explain in full any technical or specialist terms that you use. Please avoid the use of abbreviations.

• When you’ve finished the form, please sign the declaration page.

• Applications should be emailed or posted to the address below.

• Please avoid submitting printed originals unless you have to – if you do please enclose a stamped addressed envelope for their return.

• We can’t process your application or submit it for consideration until you have provided all the necessary documents and all sections on the form are completed, so please use the checklist to make sure you’ve done this. If you’re not sure about anything contact us to discuss it.

• You should keep a copy of the completed application form and any documents to support your application in case you need them in the future.

**Help and advice**

If you need help or have any questions, please Email: grants@south-ayrshire.gov.uk

**SUBMITTING YOUR APPLICATION FORM**

Please email your completed form to:

grants@south-ayrshire.gov.uk