



North Carrick Community Benefit Company

Guidance for Main Fund Application Form

MAY 2026

INTRODUCTION

North Carrick Community Benefit Company (NCCBC) manages Community Benefit Funds provided by developers who have agreements with NCCBC. These funds support projects within the **North Carrick area**, which includes the five community council areas of:

- Dunure
- Kirkoswald, Maidens & Turnberry
- Maybole
- Minishant
- Crosshill, Straiton & Kirkmichael

At present, NCCBC's funding comes from:

- **Scottish Power Renewables**, from its **Dersalloch Windfarm** and
- **Kirk Hill Windfarm Ltd**

1. Submitting an Application

To apply for funding, **all sections of the application form must be fully completed**, and **all required supporting documents must be submitted** at the same time. These documents are essential for NCCBC's auditing process.

2. Incomplete applications will not be considered.

If documents are missing, your application will be declined for that round. You may resubmit in a later round, but we recommend allowing plenty of time to complete everything in full.

There are four funding rounds each year.

3. What the Funding Can Support

- a. NCCBC aims to support projects that align with one or more of the following priorities:
 - Environmental protection and enhancement
 - Actions contributing to net-zero goals (e.g. lowering emissions or promoting efficient resource use)
 - Improving or maintaining public open spaces, the built environment, or important local buildings
 - Creating or improving recreational facilities or activities
 - Training or job creation for unemployed people or groups
 - Reducing disadvantage (whether caused by poverty, lack of access to resources, mental or physical health challenges, or systemic biases based on race, ethnicity, gender, or other factors)
 - Promoting active citizenship, volunteering, or community engagement
 - Arts, heritage, or cultural initiatives
- b. For funding towards the purchase of land or buildings for community use: no repeat or follow-on applications will be accepted; a title retention may be required and; a business plan demonstrating financial sustainability will be required.
- c. For funding towards Revenue Costs: no repeat or follow-on applications will be accepted; the organisation may be required to arrange access to third party business support and advice and;

a business plan demonstrating financial sustainability will be required. (The costs of any third party support proposed by NCCBC would be met by NCCBC in addition to any grant it awards.)

4. Funding Amounts

- Minimum funding: £3,000 (NCCBC funding for smaller projects is available via the ‘Community-led Projects Fund’ and groups should consider making use of local charity shops including the Gatherings and/or organising fundraising events.)
- **Capital projects:** Up to **£40,000**, or **50%** of the total cost (whichever is lower)
- **Revenue costs and salaries** (new or existing): Up to **£40,000**, or **50%** of the total cost (whichever is lower); this may be split over **two years**, with performance reporting required after year one

5. Important Notes

- a. All funding awards are made at the **discretion of the NCCBC Board**, which may decide to offer a reduced amount based on the project or available funds.
- b. **Repeat or multiple applications** from the same group or from a single facility within a single year may be considered but subject to demand on the Fund. Note: Organisations can have only one “live” Main Fund grant at any time. So each project must be completed and evaluated prior to submitting an application for a subsequent project.

6. Project Eligibility

- a. To be considered for NCCBC funding, your project must clearly demonstrate how it **benefits the residents and communities of North Carrick**.
 - b. NCCBC has invested in several key strategic initiatives—such as [Local Action Plans](#), a [Strategy for Youth](#), and the [Foundations for Recovery](#) programme. These are all **community-led** and aligned with local priorities. Your application should explain how your project supports one or more of these strategies and you should explain how your local research or consultations have confirmed the need for your project.
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7. What We Do Not Fund

Community Benefit Funds **cannot** be used for:

- **Projects that have already started** – all expenditure on the funded project, including match funding, must be shown passing through bank statements after the date of NCCBC’s offer letter
- **Unrestricted** funding where specific cost headings and outputs cannot be defined
- Projects that do **not directly benefit North Carrick communities**
- **Purchase of domestic dwellings** unless with a view to conversion to community-use
- **Private businesses** or **Community Interest Companies (CICs)**
- Other **renewable energy developers** or projects
- **Political, religious, sectarian, or anti-renewables campaigns**
- Services that are the responsibility of **other public bodies** (e.g. local councils, police, fire, ambulance, rescue services)
- **Room or hall hire costs** where the venue is owned/leased by the applicant

- **Utility bills** (but we may support energy efficiency improvements to help reduce these costs)
- **Feasibility studies** (but later stage project development costs may be considered.)
- Activities that mainly involve **hospitality, entertainment, or purchase of food and beverages.**
- Purchase of **alcohol, tobacco, vaping products, or drugs**
- Venues or facilities **primarily focused on alcohol sales**
- Projects that create **unfair competition** or **harm local businesses**
- Funding for **individuals** or **sponsorships**
- Purchase or installation of **fossil fuel-based heating systems** (*Only renewable energy or low-carbon systems are eligible*)
- **Non-environmentally friendly vehicles**
- **Repairs or maintenance** required under a full repairing lease
(*These should already be accounted for in the business plan when taking on a building*)
- **VAT costs**, where the organisation is able to reclaim the VAT
- Applications from groups who have previously received NCCBC funding but have **not submitted a full evaluation** of their funded project **prior** to submitting a new application
- **Repeat or multiple applications** from the same group or facility within a single year, if demand is high (*To ensure fairness and wide distribution of funding*)
- Groups that show **no evidence of fundraising** efforts or lack the **capacity** to seek other support

8. One Time Only Revenue Funding or Start-Up Support

We may consider funding your organisation's **running costs**, or **initial start-up costs** for new groups or projects – **only if** your application includes a solid business plan that clearly demonstrates how the group or activity will be **sustainable beyond this one-off support**.

You will be asked to provide Job Descriptions for any posts supported by the funding and evidence to back up requests for funding towards running costs.

Revenue funding **must** be linked to clearly specified outputs that can be measured and reported on.

9. Match Funding – Do You Need It?

Yes. **All applications to NCCBC must include funding from another source** to match against its funding. This helps build capacity in local groups and ensures NCCBC's funds can benefit as many North Carrick communities as possible.

10. Match Funding Requirements

A sliding scale applies depending on the size and type of your project. The table below outlines the required match funding levels:

NCCBC Match Funding Levels and Examples	Minimum level of Match Funding*	Examples		
		Project Cost	Maximum NCCBC Grant	Minimum Match Funding
Minimum Grant that can be offered is £3,000				
Grants between £3,000 and £6000	20%	£3,750	£3,000	£750
		£5,000	£4,000	£1,000
		£7,500	£6,000	£1,500
Grants between £6,001 and £15,000	30%	£8,575	£6,003	£2,573
		£14,500	£10,150	£4,350
		£21,428	£15,000	£6,428
Grants of between £15,001 and £40,000	50%	£30,005	£15,003	£15,003
		£60,000	£30,000	£30,000
		£80,000	£40,000	£40,000
Maximum Grant that can be offered is £40,000				
* NOTE: Applications that have more than the minimum level of match funding will be stronger and will help NCCBC to spread its funding more widely.				

- **Match funding must be in cash.**
Contributions in kind (e.g. volunteer time, donated materials) are **not eligible**.
- You must **confirm that your match funding is secured** at the time of application or provide a clear timeline for when you expect confirmation.
- You must **provide copies of offer letters** confirming the match funding relevant to your project.

11. Application Deadlines

- a. NCCBC accepts applications via its website **on a rolling basis**. You can submit at any time, and your application will be considered in the **next available funding round**.

Decision Meeting	Application Deadline
February	On or before 5pm on the 15th of December
May	On or before 5pm on the 15th of March
August	On or before 5pm on the 15th of June
November	On or before 5pm on the 15th of September

b. **Important:**

- Don't wait until the deadline. Submitting early gives time for any questions to be resolved before assessment. Please **refer to the Checklist in the application form** and ensure that all relevant information is supplied. Missing information is likely to lead to your application being deferred to a later round.

- On rare occasions, Decision Meetings may have to be delayed. If your project needs to start soon after a particular Decision Meeting, and if you have all of the information you need, you might consider applying at an earlier Decision Deadline. (For example, if your project is due to start in mid-August but you have all the information you need for an application then consider applying at the April Deadline.)

12. Application Submission Requirements

All information supplied to NCCBC is kept confidential under NCCBC's strict data protection policies.

- Applications must include **all supporting documents**, including any documents referenced in the application form.
- Documents should be **scanned and clearly legible** – do not submit photographs.
- Screenshots are acceptable **only** for quotes obtained online.
- Incomplete applications may be **deferred or rejected**.

13. Sharing of information

NCCBC will publish information on successful applications in its website and quarterly newsletter and may share information on the outcome of applications it receives with other funding bodies.

14. Help Completing the Application Form

The next part of this guidance will walk you through each section of the application form.

SECTION 1 – Who Can Apply?

Most **constituted groups** delivering a project in the **North Carrick area** that benefits local residents are eligible to apply. (Exceptions are: Private and Public Sector bodies; Community Interest Companies.)

- Your constitution or legal document must include a dissolution clause that specifies what will happen to any assets left over if the group closes down. This must prevent any assets being used for personal gain.

In this section, you're asked to:

- Specify what type of organisation you are
- Describe your **membership structure**

Tip: Have your organisation's **constitution** on hand as you complete this part of the form.

SECTION 2 – Project Details and Supporting Information

Sections 2.1 to 2.5 of Application – Project Location & Communities

We need to understand what types of people your project will benefit, how many, and where they live. State **where your project will take place** and **which North Carrick communities it will benefit**.

Sections 2.6 and 2.7 of Application – Project Priorities & Purpose

You'll be asked to:

- **Tick boxes** that reflect the **main impacts** of your project

If your project involves land or buildings, you'll need to provide:

- Proof of ownership, or
- A signed lease of a minimum 10 years term and at least 5 years unexpired term
- **Briefly explain** your project's purpose

Tip: Describe your project clearly and concisely – imagine you only have a minute or two to explain it to a stranger; an “elevator pitch”.

Section 2.8 of Application – Project Timeline

If your application is for funding towards your ongoing revenue costs, insert “Ongoing”

In all other cases, provide your **anticipated start and end dates** and note:

Important – for Capital funding projects:

- You must **apply before starting any work** or making any financial commitments
 - NCCBC **cannot fund projects that have already begun**
 - No work should start until you've received and formally accepted a **written funding offer**, including all conditions
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Sections 2.9 and 2.10 of Application – Demonstrating Need and Demand

Explain **why your project is needed** and what **level of demand or use** you expect. This could include:

- Survey results (Results of surveys should be reported in terms of actual numbers and not just percentages. We want to know how many people were surveyed and how people responded to each of the points in your survey)
- Feedback from the community
- Research or relevant reports

You must show how your project meets **at least one** of NCCBC’s priorities as listed on page 1 of this Guidance.

Section 2.11 of Application – Learning from Others

State if you have had advice on this project and add some description of any key points in the advice you received.

Section 2.12 of Application – Wider Context

Showing how your project contributes to the ‘bigger picture’ will make the application stronger. Refer to any contribution your project will make towards achieving broader local strategies or plans (Including, for example, Local Action Plans, North Carrick’s Strategy for Youth, and the Foundations for Recovery programme, Local Authority and other higher level Strategies and Policies).

Sections 2.13 and 2.14 of Application – Working with Others

To help us understand any wider impacts of your project, explain what other groups or organisations you will work with, or which might benefit from your work and also refer specifically to any positive or negative impact of the project on local businesses.

Section 2.15 of Application – Compliance with Regulations

Most projects will require some form of Statutory or other approval and/or insurance cover, and we have a responsibility to make sure these are in place. Use this section to explain how this affects your project.

Section 2.16 of Application – Sustainability & Governance

Tell us how your group plans to stay sustainable in the future—this includes:

- Managing finances and membership
- Maintaining equipment or facilities
- Any trading activities
- Any fundraising efforts (e.g. using a charity shop)

SECTION 3 – Finances and Regulations

Section 3.1 in Application – VAT

We will not fund costs of VAT that you can recover so this section is to confirm your position in relation to VAT. If you are registered for VAT, recoverable VAT should not be included in the project costs. If you are not registered for VAT then you can include the VAT in your project costs.

Section 3.2 in Application – Project Costs & Best Value

Provide a **full breakdown** of your project costs and make sure you have the relevant number of quotes for each item. Include the full cost of each item, not just the part that you want NCCBC to fund. For projects involving building work or where you are contracting in professional services, there must be a transparent procurement process. This should include a clear **specification** of the work that you want to get done and **quotes (or ‘tenders’)** that relate directly to that specification. (This is to avoid situations where informal discussions on project requirements lead to contractors interpreting what is required in different ways and producing quotes for different things.)

To ensure **best value**, all applicants must:

- Follow a transparent procurement process
- Submit **2 quotes** for items under £1,000
- Submit **3 quotes** for items over £1,000

If you're hiring a contractor who has a connection to your group (e.g. a group member or family member), you **must declare this relationship**.

For applications for revenue funding, describe the outputs and outcomes that the funding will help to achieve. Attach job description of posts supported by the funding and/or evidence to support requests for funding towards running costs. (This might be based on your historic costs or on projected costs backed up by benchmarking with similar organisations or facilities.)

Section 3.3 in Application – Project Funding

Explain if your group is contributing any of its **own funds** to the project and outline any **match funding** you have received or have applied for.

The figure in “Total Funding” should be equal to the figure in “Total Project Costs” in the previous section.

Sections 3.4 to 3.6 in Application – Funding History

These sections are to help us understand the experience you have in managing previous grants and managing your overall finances. Tell us about any funding you have received from **Other Funders** and from **NCCBC in the last 3 years**.

Indicate the amount of money that you have that is not earmarked for any specific purpose and state why you require these **“unrestricted reserves”**. For example, you may need to keep money aside in case your income dries up for some unexpected reason but you still need to cover your running costs for a number of months, or you may need to keep money aside in case an important piece of equipment is damaged and needs to be replaced quickly.

Notes:

- Evaluations must be submitted for any past NCCBC funding before applying again.
- An organisation can apply more than once in a financial year, as long as previous funding has been evaluated.
- Multiple or repeat applications to NCCBC may weaken your case unless you can show real efforts to secure other funding, including from other funders and from community fundraising.
- If your application is for additional **capital works** for a building that was previously funded by NCCBC, or is for further funding of revenue costs, you must check whether **repeat funding is restricted** under the terms of your original funding offer.
- All applications undergo a compliance and assessment process.
- Refusal to provide required information will result in your application being declared void. (Note that information you provide to NCCBC is held confidentially and not shared beyond NCCBC Directors and its officers and auditors.)

SECTION 4 – Finishing Off Your Application

Before submitting your application, make sure you've completed **Section 4.1**.

This section ensures your application includes **all the required information and documents** for the NCCBC Board to properly assess your proposal. (In some cases, to fully understand a project, the Board may request information in addition to what is requested in the checklist.)

- **Only fully completed applications submitted by the deadline** will be reviewed. Missing documents or incomplete sections may result in your application being **deferred or rejected**.

The declaration in **Section 4.3** should be completed by two people from your organisation – the **Main Contact**, usually the person completing the application form, and an office bearer or other **Senior Person** in the organisation.

Need Help with Your Application?

Please get in touch early if you need support developing your application:

Stuart Lindsay

NCCBC Development Manager

stuart@nccbc.org.uk

Please note: Support and advice do not guarantee funding. Final decisions rest with the NCCBC Board.

Complete your application and submit it along with your supporting documents online.

STANDARD CONDITIONS OF FUNDING

By applying to NCCBC, you agree to the following **Standard Terms & Conditions**:

1. **Funding is specific to your approved project only.** Future funding or changes to the agreed project are **not guaranteed**.
2. You must provide:
 - **At least 3 quotes**
 - Evidence of a **tender process**
 - A clear **specification** for what was quoted
 - Justification for the chosen supplier

(Contractors with any connection to your group must be **declared**. Unless clearly justified, the **lowest quote should be accepted**.)
3. **Do not attempt to influence or lobby NCCBC Board members.** Doing so will result in automatic disqualification.
4. If an NCCBC Director is involved in your organisation, or you have had discussions about your application with an NCCBC director, this **must be disclosed** in the application. That Director **must not influence** the decision-making process.
5. Funding **must only be spent on the approved project**.
6. A full **evaluation report** is required **within 2 months of completion**, including:
 - Written feedback
 - **At least 2 photographs**
(All photos must be **copyright-free** and may be used for publicity on the NCCBC website or elsewhere. You may be asked to sign a **Scottish Power Renewables photo release form**.)
 - **Statements from at least 2 project beneficiaries.**
 - **Receipted invoices**
 - **Bank statements** showing the expenditure
7. Any **unspent funding must be returned** to NCCBC.
8. NCCBC funding must be **acknowledged in all promotional and publicity materials**.
9. Your organisation must hold **appropriate insurance**, including public and employer's liability if applicable. Proof will be required.
10. Your organisation must have an **Equal Opportunities Policy** in place.
11. You are responsible for securing **all required approvals, licences, and permissions** (e.g. planning, building warrants, SEPA).
12. Successful applicants must retain their own project records for 7 years for audit purposes.
13. **You must not begin any part of the project or make financial commitments until funding has been approved in writing.**
14. NCCBC reserves the right to apply additional **Specific Conditions** to any funding as appropriate.