



APPLICATION GUIDANCE NOTES

Community Assistance Fund

Stornoway Port Authority is offering grants to community groups and local charities to support and enable development of specific projects which will benefit the local community. Grants are allocated subject to the criteria listed below.

The deadlines for applications will be March and November of each year. Successful applicants will be notified in April and December. Decisions will be made at the discretion of the Port Authority and their decision is final. The Port Authority will not consider applications or pay grants at any other time. Funding may, however, be granted over a two-year period dependent upon the specific requirements of a project.

Who is Eligible?

- Marine related groups
- Youth organisations
- Community groups

Applicants must be ALL of the following:

- Have local priorities
- A community group
- Lewis and Harris based

We will NOT consider:

- Commercial businesses
- Sponsorship
- Individuals
- Travel expenses
- General running costs
- National charities with national/international impact.

The type of projects we are looking for:

We are looking for **SMART** projects. This means that your project must adhere to the following;

Specific: The project must be well defined.

Measurable: The project goals must be tangible and measurable

Attainable: The project must be achievable, based on available resources and existing constraints.

Realistic: The project should be realistic within the availability of resources, knowledge and time.

Time-bound: The project must have a deadline or defined end.



Meeting the criteria does not guarantee funding, as decisions are made at the discretion of the Port Authority, and availability of funding.

If you meet the criteria and wish to apply, please download the application form from our website: www.stornowayportauthority.com

The application form will require a range of information which will include the following:

- A description of the project and funding requirements
- What benefit your project will bring, and for whom.
- How you are going to measure or monitor these benefits.
- The expected expenditure budget of the project and anticipated timescale.
- Details of other funding relating to the project.

Please be aware of the following

- Any unsigned applications will not be processed.
- Application forms are only considered twice per annum. If, pending a decision from the Port Authority, your organisation's financial circumstances change and you wish to withdraw or amend your application please advise as soon as possible.
- Your application should meet all the criteria.
- Applications must be submitted by post or electronically within the deadline.
- All questions on the form should be answered.
- A copy of your most recent audited accounts, minutes of the most recent AGM and a copy of your constitution should accompany the application.
- Quotes for costs, where available, should be attached to the application.

You will receive an acknowledgement that the application has been received and the date your application will be considered. Annual applications will not be accepted.

Complete and return to Stornoway Port Authority by post:

Amity House
Esplanade Quay
Stornoway
Isle of Lewis
HS1 2XS

Or email to: sypa@stornowayport.com with the subject "Community Assistance Funding Application"



APPLICATION FORM

Before filling in the form, please read the associated guidance notes.

Name of Organisation:	
Address:	
Telephone:	
Email:	
Charity Number (if applicable):	
Date Established:	

Tick the appropriate box

	YES	NO
Is your group or organisation marine based?		
Are you a youth group or organisation?		
Are you a community group?		

If you answered 'No' to the questions above, please state what type of organisation you are and how you meet the criteria.

Tick the appropriate box

	YES	NO
Are you part of a larger organisation?		
Do you have any other funding in place for this project?		

Describe the structure of your committee/board, including any paid staff.



Please give details of your project.

What is the total funding required for your project?

What is the amount of grant requested from the Port Authority?

If the project is spread over 2 years what amount per annum are you applying for?



Please itemise what this funding will be spent on ie a breakdown of the costs. If there is insufficient space, please attach a separate sheet.

How will the community benefit from your project and how many people will benefit from the award?



Tell us how you will measure the benefits of the award.

If you would like to add anything else in support of your application, please do so below:



This form must be signed by a member of your organisation who is an authorised signatory of the group. All correspondence relating to the application will be sent to this individual.

DECLARATION:

To the best of my knowledge, the information given on this form gives a true and accurate account of this organisation's work and requirements.

I confirm that I am authorised to act on behalf of my organisation.

I confirm that my organisation unconditionally authorises Stornoway Port Authority to:

- Publish details of financial support given to my organisation and details of the project
- Use any such details as part of any press release or publication

I agree that, at the end of the funding period, my organisation will provide Stornoway Port Authority with a report detailing how the money was spent. This can be done without the need to obtain the further consent or agreement from me or my organisation.

Signature:			
Name Printed:		Date:	
Position in organisation:			
Name of organisation:			

Please fill out details below.

Address of Organisation:	
Postcode:	
Email:	
Telephone:	

Please ensure you have the following attached before submitting the application:

- Accounts
- Constitution
- Minutes of last AGM
- Quotes