



Stewarton Initiatives Lottery Small Grant Programme Guidelines for awards up to £500

The Stewarton Initiatives (SI) Lottery is focused on raising funds to reinvest back into community projects and groups that will benefit the town as a whole. By participating, residents invest in the local area and in the community for the future. The allocation of the monthly pot is:

- 50% to a random lucky winner each month
- 25% towards Stewarton Initiatives led projects in the local community
- 25% to local organisations and groups through a bid and community vote system online

The fund aims to benefit projects within the Stewarton community with the following priorities:

- Any project which supports the priorities within the [Stewarton Community Action Plan](#)
 - Community Safety
 - Improving Town Appearance and Environment
 - Housing and Infrastructure
 - Roads, Traffic and Parking
 - Improve Community Spirit, Activities and Facilities

Applications for projects outwith these priorities will be considered, however applications for recurring costs are unlikely to be funded.

Grants will be awarded all year round.

SI offers grants of up to £500 through proceeds from its Lottery. Grants awarded may vary dependent on income from lottery ticket sales and SI may not be able to award the full amount applied for.

Applying to Stewarton Initiatives Lottery Small Grant fund does not restrict you from making an application to other grants programmes.

Any grant received must be spent within one year of award and a completion report is also required at the end of that one-year period.

We cannot consider applications from groups in receipt of a current Stewarton Initiatives Lottery Small Grants award. You will need to wait 12 months from the date your grant was approved prior to reapplying and you will need to submit any outstanding completion reports for previous awards.



Eligibility Criteria:

- Only constituted groups, with a governing document, can apply. Multiple groups with the same constitution count as one group, and may not apply individually within a year.
- Annual income in the most recent financial year must be less than £250,000
- A bank account must be set up in the name of the group
- There must be at least 3 unrelated members on your management committee
- There must be at least 2 unrelated cheque signatories
- Committee meetings must have a quorum of at least 3 unrelated members present

This fund DOES NOT support the following:

- Organisations with an annual income of more than £250,000
- Statutory organisations
- Work in schools, during school/lesson hours
- Individuals
- Costs already incurred or activities which will take place before we have made a decision on funding (retrospective funding)
- Trips abroad
- The purchase of second-hand vehicles
- Projects which are mainly for the advancement of religion or politics
- Projects which do not benefit people in Stewarton
- Any other project which does not meet the criteria set out by our grants sub-committee

Supporting Documents required

- A copy of your constitution / governing document
- A copy of your most recent annual accounts which must be signed by the independent examiner
- A copy of your most official recent bank statement showing the bank, your group name as the account holder, the account number and sort code.

What happens next

- We will check your application is in order and has been submitted with the necessary information.
- You may be contacted if you do not submit all the required information and supporting documents we have requested in order to process your application, so please review the Supporting Documents checklist above carefully to ensure everything is in order BEFORE submitting your application.
- You will be informed of the outcome of your application by email.
- SI may visit your organisation or project for a progress update.
- Receipts must be provided for purchases made with the grant award, and the end-of-grant report form filled in and returned within a year.

Use of Information

SI may wish to use, for publicity purposes e.g. website, newsletter, any photographs contained within or supplied with Grant Report Forms and therefore unless advised



to the contrary they shall assume there is no restriction on the use of such photographs and, where necessary, parental consent has been given. Individuals appearing in photographs will not be named.

Grant Application Forms, Grant Report Forms and any supporting documents (including photographs) are required, by law, to be retained for a minimum of 7 years from the end of the financial year in which Grant was paid as part of the accounting records of SI.

The personal details of the individuals who have made Grant Applications and provided Grant Reports are used only as outlined above and will not be provided to third parties except as required by law.