



Educational Fund Application Pack

Applications are invited from Schools, social work departments and any voluntary sector organisation whose purpose is educating children and young people in the following post code areas: **IV15** - Dingwall town; **IV6** - Muir of Ord; **IV7**- Conon Bridge and Maryburgh; **IV14** - Strathpeffer and IV16 - Evanton.

You can apply for **£250 - £400**.

Although usually the application will be for one disadvantaged student there may be times when a group of students apply so that they can pool the resources for something like a training course for more than one person.

You can apply for any item which will benefit a student's education and without which their education would suffer. e.g., a laptop or play equipment or a piece of software.

There are some things we won't fund such as the cost of transport or driving lessons. If you are unsure, please email us for clarification.

The closing date is **27th November 2023**.

You will hear within 6 weeks of the closing date whether you have been successful or not. The decision is made by an elected group who form the GoodWill Committee and are not employed by the Distillery. We will consider how crucial the fund is to the student's education and base our decision on whether we feel you have evidenced that their education would be diminished without the fund.

Usually, we would not be able to fund a student more than once, however the organisation can make more than one application for different students.

The decision of the Committee is final. However, if your proposal is unsuccessful you can ask for feedback and rewrite your application to submit when the next round of funding is open.

The funds will be made by bank transfer within one week of our decision being made. We would ask for proof of purchase within four weeks of transferring the funds.

If you need more information or want to discuss your application please do not phone the Distillery but email us at goodwillfund@glenwyvis.com

Your application is confidential and no details will be made public so as not to compromise the student's confidentiality.

Please send the completed application pack to goodwillfund@glenwyvis.com.

GlenWyvis Community Benefit Society

Goodwill Fund

Education Assistance Application Form

To provide equipment to children whose education would suffer without such provision.

Applicant Information

Full Name _____ Date: _____
Last First .

Organisation
Address: _____

Street Address

City Post Code

Contact phone number: _____ Email _____

OSCR Registration
Number: *(if applicable)* _____

How did you hear about the GoodWill Fund?

Have you applied for the GoodWill Fund before? YES NO

Please tell us what you would like us to fund and how this will make a difference to your student in relation to their education?: (Max 500 words)

Statutory Funding

Have you requested this equipment from the local authority?

YES

NO

Is this something your local authority offers funding for?

YES

NO

Proposal costs

How much grant is sought from the fund?

£ _____

Proposed start date: _____

Proposed finish date: _____

If the cost is greater than the Grant Funding, how will the balance be funded?;

Confidentiality

The details of all educational grant applications will remain confidential unless the GoodWill Fund is specifically requested to release information by all of the following: the applicant, their parent or guardian and the sponsoring body.

GDPR

Successful application forms will be kept until the remit of the grant has been fulfilled at which point, they will be securely deleted. Anonymised data relating to the application will be retained for future planning. Unsuccessful application forms will be deleted after each funding round.

Declaration and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application is successful, I understand that the applicant will be bound to use the grant for the purposes specified in the application.

*** Please retain a copy of this form for your own records. ***

Signature: _____ Date: _____

Terms of Reference

GlenWyvis Community Benefit Society: Purpose and Community Benefit Fund Sub-Committee

1 Introduction

At its meeting in December 2020 the Management Committee (MC) of the GlenWyvis Community Benefit Society (“GCBS”) decided to establish a Community Benefit Fund to be called the GoodWill Fund (“GWF”) together with a Sub-Committee to administer that fund. This approach to dispensing financial aid within the community was approved at the AGM of the Society held on 28 January 2021.

The formation of the GWF is the first important step in fulfilling the Society’s core purpose set out in the Society’s Rules namely “to exist in order to carry on business for the benefit of the community” The original objects clause more narrowly referred to ‘providing education and information about the culture, history and society of Ross-Shire’ however, at the Special Members Meeting following the AGM in 2022 it was agreed that this be expanded as follows:

- a) to support the learning needs of disadvantaged children in Ross-shire (the educational support element)'
- b) providing education and information about the culture, history and society of Ross-Shire (the cultural element);
and
- c) to encourage economic activity in the IV postcode area (the entrepreneurial element);

2 Fund Value and Grant Amounts

The Society will retain the right to decide what monies are contributed to the fund and when those contributions are to be made. In addition, GCBS may solicit or receive financial donations to be credited to the fund, or to a specific element of the fund.

Initially a decision has been taken to contribute 5% of GCBS’s on-line sales to the Fund. The Fund shall be held and managed within the accounts of GCBS. At each round of Applications, the GCBS with guidance from the Sub-Committee will agree the maximum total value of Grants to be awarded in that round and the maximum and minimum value of any Grant to be awarded.

The upper and lower limits of Grants to be awarded will be kept under review taking account of the value of the Fund at any one time to ensure that the GWF can effectively support as many Applicants as possible. Any restrictions on the project types to be supported will also be kept under review but the intention is to encourage Applications from as wide a spectrum as possible and the GWF is committed to encouraging equality, diversity and inclusion among its Applicants and Grantees.

Initially the value of Grants to be awarded will be a maximum of £2,500, except for Educational Grants where the maximum will be £400.

The Sub-Committee appointed to assess Grant Applications reserves the right to award a Grant amounting to all or part of the sum requested in the application.

The first year of operation will start in January 2023.

3. Aims of the Fund and Grant Eligibility

The GWF aims to support the three aims as outlined in Section 1 (above).

Schools, Public Sector bodies and other organisations, whether registered charities or not, will have the additional requirements of not using our funding as a substitute for their core or statutory requirements. Also, that our funding will be treated as an additional resource and not result in any reduction in central funding to the areas of benefit.

Educational: the purpose of this funding is to provide laptop computers, specialised hardware or software, internet access or other equipment to children whose education would suffer without such provision. Grants under the Educational support element must be supported by a letter from the school or organisation where a disadvantaged pupil is being educated or supported, affirming that there is a need and that the pupil will be able to make use of the equipment to enhance their education. The equipment will be owned by the school and cannot be sold or transferred to another person until it is at least four years old.

Cultural: the purpose of this element of the Fund is to support projects that enhance an understanding of the culture, history and society of Ross-shire.

Entrepreneurial: the purpose of this element of the Fund is to support the recovery and entrepreneurial development of existing and new businesses and organisations within the IV postcode by the provision of Grants. If recipients of any Grant find themselves in a future position of being able to repay all or part of the Grant provided then GWBS will gratefully accept such repayment and add that to the monies for GWF. However, repayment will not be compulsory and will be dependent on the recipient's ability to repay at some time in the future.

Past and present employees, members of the Management Committee or any Subcommittees of GCBS and close relatives are not eligible to apply for a Grant.

4. Confidentiality and UK GDPR

All processes established for the GWF and Sub-Committee will include any necessary confidentiality provisions and will be compliant with UK General Data Protection Regulation (GDPR) (<https://www.gov.uk/data-protection>).

5 Membership of the GWF Sub-Committee

The GWF Sub-Committee will comprise two Independent Members and a member of the Management Committee ("MC"). The Independent Members will be subject to election by the Members of the GCBS and will serve for a two-year period. The Sub-Committee will have the power but not the obligation to co-opt additional expertise on an *ad hoc* basis for the consideration of Grant Applications where it is deemed necessary.

6 Role of the GWF Sub-Committee

This Sub-Committee has delegated responsibility for:

- a) establishing and keeping under review the rules and process for applying for Grants from the Fund and advising the MC of any proposed changes that become necessary.
- b) establishing a process for the evaluation of Applications and any subsequent decision on awarding Grants and advising the MC of any proposed changes that become necessary.
- c) Tracking the progress of awarded Grants and reporting back to the MC on progress and outcomes.

The preliminary draft operating procedures for the Sub-Committee are given in Appendix 1.

The Sub-Committee will seek approval from GCBS for the procedures that it establishes and any subsequent amendments before requesting any Applications for Grant.

The Sub-Committee, through its Chair, is authorised to call upon administrative support from any employees of GCBS to assist with receiving, logging and generally dealing with Applications and administering any meetings of the Sub-Committee.

7 Governance

Where not otherwise provided herein the GWF and associated Sub-Committee will act in accordance with the rules and procedures of GCBS and these are attached in Appendix 2

Appendix 1: GWF Sub-Committee Operating Procedures

1. Call for Applications

The availability of Grants from the Fund will be advertised on the Society's website and elsewhere at least four weeks before the closing date for Applications to be submitted. All Applications will be assessed and both successful and unsuccessful Applicants notified within six to eight weeks of the closing date for applications.

2. Assessment of Applications

All Applications must fall within one of the categories set out by GCBS which are currently: Educational, Cultural and Entrepreneurial and not be from any persons or organizations deemed ineligible.

Applications will be considered against a set of criteria pertinent to the category into which they fall. These will be agreed with the GCBS MC.

No later than four weeks after the closing date the Sub-Committee will meet, in person or online, to review the Applications received. The Sub-Committee members will alternate acting as the lead discussant for each individual Application and preparing the final summary for review by the MC.

For any Applications where the Sub-Committee is unable to come to a decision due to outstanding questions a GoogleMeet or similar will be organised with the Applicants and Sub-Committee Members to discuss these. Following this the funding decision will be made.

Sub-Committee decisions on each Application will be by majority. However, in the circumstance that the MC representative on the Sub-Committee is not part of the majority the decision will be deferred to the MC.

3. Grant Approval, Applicant Notification and Payment

The summary funding recommendations will be presented by the Sub-Committee's MC representative at a restricted session of the next available MC meeting for final approval. If possible the other Sub-Committee members will also be in attendance but this is not mandatory. All decisions will be minuted and key points of Applicant feedback agreed.

Feedback to Applicants will be provided by the relevant Sub-Committee Member via a short call followed by a formal e-mail. Acceptance of the Grant by the Applicants will be via template response to the e-mail which will include a contractual undertaking regarding the use of the funds.

4. Document Retention and Storage

All Application Forms, Minutes and other Sub-Committee documents will be stored in a secure, password protected area only accessible to members of the Sub-Committee and the MC.

The Application Forms for rejected projects will be securely deleted once the decision has been communicated to the Applicant.

5. Application and Progress Tracking

For information purposes the Sub-Committee will maintain an Excel spreadsheet of Applications received e.g., applying organisation, title of project, date received, and date decision made and excluding any personal information.

In addition to a Final Report Applicants receiving a Grant will be required to provide progress updates to the Selection Committee at regular intervals depending on the duration of the Grant. Subsequent Grant payments will be dependent on satisfactory progress.