

## **COMMUNITY FUND CRITERIA**



### **What is the Community Fund?**

Albyn Housing has a Community Fund that provides small grants to local community groups. Grants of up to £500 are available for specific community projects that benefit the local community.

Projects should fit with Albyn's charitable objectives:

“the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage”

**Area:** Communities in the Highlands & Moray, where Albyn has housing stock - you can contact us to check your area

**Suitable for:** Voluntary or community organisations

**Funding size:** Up to £500 per annum

**Application deadline:** The fund will be open for applications from 01/04/2026.

All applications will be informed of the fund decision within 28 days of us receiving your application.

If there is funding left at the end of this period, we will continue to accept applications throughout the financial year until the funding limit is reached?

### **Who can apply?**

You can apply if your organisation has a turnover in the last financial year of no more than £30,000 is a:

- voluntary or community organisation
- registered charity
- constituted group or club
- school community projects (so long as your project benefits and involves the communities around the school)

### **Who cannot apply?**

Who we cannot accept applications from:

- individuals
- sole traders
- companies that can pay profits to directors, shareholders or members (including Companies Limited by Shares)
- organisations based outside Albyn's area of operation
- organisations that have already sent us an application and are waiting for a decision
- one organisation applying on behalf of another

We do not accept applications written for you by private businesses or consultants.

You will not be eligible if you've already sent an application to Albyn and are waiting for a decision.

We will only consider one application per organisation per financial year.

### **What can be funded?**

We can fund:

- equipment
- one-off events
- transport
- small land or building/ refurbishment projects

### **What cannot be funded?**

We cannot fund:

- retrospective costs
- alcohol
- contingency costs, loans, endowments or interest
- electricity generation and feed-in tariff payments
- political or religious activities
- profit-making activities
- fundraising activities where the proceeds will be passed on as grants to individuals or other organisations
- statutory activities

### **What information do I need to apply?**

We ask you for information about your project.

We ask for the legal name of your organisation, its address and what type of organisation it is. Check these details before applying. Also check any registration numbers if you have them – like a charity number or company number. It may slow down your application if these details are not right. (N.B. You do not have to be a charity to apply).

We ask for the contact details, home addresses and dates of birth of two different people from your organisation.

We need a different email address for each person.

One person should be someone we can talk to if we have any questions about your project.

The other should be an office bearer of your organisation. Both need to live in the UK.

These two people cannot be related. Related can mean:

- related by marriage
- in a civil partnership with each other
- in a long-term relationship with each other
- related through a long-term partner
- living together at the same address
- related by blood

We will also need a copy of your governing document *if you have one*, e.g. constitution.

We ask for a copy of your latest accounts to check the organisations turnover. If you do not have yearly accounts e.g. because you're a new organisation (less than 15 months old) that's OK. We can still look at your application.

We ask for a copy of your **organisation's** most recent bank statement that is dated within the last 3 months. We cannot make payments to individuals.

It should show:

- the bank logo
- your organisation's legal name
- address the statements are sent to
- your bank's name
- the sort code and account number
- date the statement was issued
- balance

Your bank account must have a minimum of two signatories, and they must not be related.

### **Decision making process and timescales**

You will get an acknowledgement we have received your application within 14 days of receipt.

The funding window will be open from 1 April annually

You can expect written confirmation of the decision within 28 days of us receiving your application.

We will contact you if we require any further information.

If your application is successful, we will contact you to complete an evaluation by the end of January in the financial year the funding is awarded.

### **How do I apply?**

If you want to make an application for your community project, fill out the application form and submit it to [communityfund@albynhousing.org.uk](mailto:communityfund@albynhousing.org.uk)

You can also contact us on 0300 323 0990 Option 4.