Scottish Land Fund
Ionmhas Fearainn na h-Alba

Delivered by
THE NATIONAL LOTTERY COMMUNITY FUND

HIE Highlands and Islands Enterprise
Iomairt na Gàidhealtachd 's nan Eilean

Funded by
Scottish Government
Riaghaltas na h-Alba
gov.scot

Stage One

November 2023

Important information to check before you start your application

Completing the form

- Once you have answered every question email your completed form and accompanying documents to scottishlandfund@tnlcommunityfund.org.uk putting the name of your organisation into the email subject line.

- We prefer to receive application forms by email, however if you don't have access to email please post your application to: Scottish Land Fund
The National Lottery Community Fund
70 Wellington Street
Glasgow
G2 6AU

Deadline for applications

- There are no closing dates for the Scottish Land Fund. Applications can be made at any time. You should send us your application no less than 4 months before you expect to start your project, however, if you need stage 1 development funding, you should apply earlier, and no less than 6 months before you expect to start your project.

- We may be able to process applications for time sensitive applications more quickly; you should discuss options with your Scottish Land Fund Adviser if you have limited time to make a purchase.

Help with your application form

- If you have any questions about the Scottish Land Fund or completing this application form, you can discuss this with your Scottish Land Fund Adviser. If you need the form in a different format (for example large print), please contact our Advice Team by email at advicescotland@tnlcommunityfund.org.uk by phone on 0300 123 7110
- Our website http://www.tnlcommunityfund.org.uk/scotland has further information, advice and tips to help you complete your application.

Part one: Organisation details

1. What is the full legal name of your organisation, as shown on your governing document?

Please check this - if the full legal name is incorrect it may delay your application.

2. If your organisation uses a different name in your day-to-day work, what is it?

Click here to enter text.

3. What is the main or registered address for your organisation?

If we offer you a grant, this is the address we'll send our offer letter to, so make sure you can safely receive post at this address. We recommend this to be your organisation's office address, but if you don't have an office your registered address may be a home address.

Organisation name	
Address	Click here to enter text.
Postcode	Click here to enter text.

Phone number one	
Phone number two or text phone	

4. What is the main email address for your organisation?

This should be the email address people use to contact your organisation. It can be a personal email address if your organisation doesn't have an email address.

5. Does your organisation have a website?

Click to select.

If yes, what is its address?

[   ]

6. What type of organisation are you?

Select all options that are relevant to you.

Incorporated Organisation   Click to select

Other   Click to select

Is your organisation a registered charity?

Yes   ☐   No   ☐

Give any reference or registration numbers you have:

Office of the Scottish Charity Regulator	Click here to enter text.
Companies House	Click here to enter text.

Other reference or registration numbers	Click here to enter text.
Please give details:	Click here to enter text.

7. When was your organisation set up?

Give the date when your organisation adopted its current legal status. You should be able to find this on your governing document. All organisations need to provide this. If you don't know the exact day or month, please give us an approximate date.

Date | Click here to enter a date. |

8. What is your VAT status?

For more information on VAT see the [HM Revenue & Customs website](#).

Choose an item.

If you are VAT registered, what is your VAT registration number? Select the country that issued the VAT number from the options provided. Your VAT number should be between 9 and 12 numbers long and have no spaces.

VAT number:

GB - United Kingdom	Click here to enter text.

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9.Tell us about the membership and governance of your organisation.

How many people are on the board or committee that runs your organisation?	Click here to enter text.
How many people are registered as members of your organisation?	Click here to enter text.
How many of your members are voting members?	Click here to enter text.

10. Does your current governing document meet Scottish Land Fund stage two eligibility requirements?

Details of our eligibility requirements are in the programme guidance booklet. If you have any queries about eligibility you can discuss this with a Scottish Land Fund Adviser.

Click to select.

If you have answered no, please detail the changes you will need to make before submitting your stage 2 application. For example, you may plan to adopt a new legal status (SCIO, company limited by guarantee, CIC) or amend your membership clauses.

Write up to 400 characters (about 50 words)

Click here to enter text.

11. Does your organisation currently employ any workers? If so, how many workers does your organisation currently employ?

This includes all directly employed staff, apprentices and contracted or agency staff.

Click here to enter text.

If your organisation currently employs any workers, you will be required to comply with the Scottish Government's Fair Work First Criteria before accessing a grant from the Scottish Land Fund. This includes paying all staff employed by your organisation the Real Living Wage and providing channels for effective employee voice, as outlined in the Fair Work First Guidance.

To allow us to assess your compliance with Fair Work First criteria, please complete the separate "Fair Work First Form," which is available from your Scottish Land Fund Adviser.

12. What is the population size of the geographic area that your organisation operates in?

Click here to enter text.

13. What is your organisation's current financial position?

Select one option and fill in the amounts from your accounts or projection.

☐   Information from the latest accounts approved by your organisation

☐   12 month projection because you've been running less than 15 months. This should give your expected income and expenditure for the 12 months from the date your organisation was set up.

All organisations need to provide this information.

Accounting year ending	

Total income for the year £	

Total expenditure for the year £	

Surplus or deficit at the year-end £	

Total savings or reserves at the year-end £	

You should send a copy of your accounts with your application.

Part two: Contact details

We use the information provided below to carry out some basic identity checks as part of our standard fraud prevention process. All organisations need to provide this.

Our identity check may appear on a credit report, but it's not a credit check and can only be seen by the person we're checking, so their credit rating **will not** be affected. You can find out more in our [Guide to risk analysis, available at on our website](#).

We need personal details for **two different people** involved in your application – a **main contact** (the person we'll usually deal with) for your application and **a senior contact** (who must be an office bearer of your organisation)**.**

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

Main contact

14. Who should we contact if we have questions about your application?

They must be someone who works or volunteers for your organisation.

Title	Click here to enter text.
Forenames	Click here to enter text.
Surnames	Click here to enter text.
Date of birth	Click here to enter a date.
Job title or position	Click here to enter text.

Home address:

Address	Click here to enter text.
Postcode	Click here to enter text.

If they have lived at the above address for less than three years please give their previous address.

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Address	Click here to enter text.
Postcode	Click here to enter text.

Daytime phone	Click here to enter text.
Evening phone	Click here to enter text.
Mobile number	Click here to enter text.

Email	Click here to enter text.

The email address should be one they use for your organisation. We'll use this whenever we get in touch about your project.

Does the main contact have any communication needs?   Click to select

If other, please give details:

Click here to enter text.

Which address should we use for any correspondence?

Click to select

If another address, what should we use?	Click here to enter text.
Postcode	Click here to enter text.

Senior contact

15. Please provide details of a senior contact for your application.

This needs to be a different person and they must be over 18 years old. This person is responsible for ensuring that this application is supported by the organisation applying, the funded activity is delivered and that the organisation keeps us updated on progress.

Title	Click here to enter text.
Forenames	Click here to enter text.
Surnames	Click here to enter text.
Date of birth	Click here to enter a date.

What is their job title or position?

The senior contact must hold one of the following positions. Tick just one box:

Company	☐ director
	☐ company secretary
All other types of organisations	☐ chair
	☐ vice chair
	☐ treasurer

Home address:

Address	Click here to enter text.
Postcode	Click here to enter text.

If they have lived at the above address for less than three years please give their previous address.

Address	Click here to enter text.
Postcode	Click here to enter text.

Daytime phone	Click here to enter text.
Evening phone	Click here to enter text.

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Mobile number	Click here to enter text.

Email	Click here to enter text.

The email address should be one they use for your organisation. We'll use this whenever we get in touch about your project.

Does the senior contact have any communication needs?   Click to select

If other, please give details:

Click here to enter text.

Part three: Proposed project

16. What would you like to call your project?

Give your project a short title, something we can use in publicity if you are successful.

Write up to 70 characters (including spaces).

Click here to enter text.

17. What do you plan to do?

Please provide a brief description of the land, land asset, or building you plan to purchase.

Write up to 2,000 characters (about 300 words).

Click here to enter text.

Please describe how you propose to use the land, land asset, or building you plan to purchase.

Please include a brief summary of community consultation to date regarding your proposal for this specific asset.

Write up to 4,000 characters (about 500 words).

Click here to enter text.

Part four: stage one development

18. Development funding

We can provide funding to help you to develop your project to the point where you will be ready to submit your stage two application for funding to purchase an asset.

Is development funding required?

Click to select.

If yes please briefly detail how you will use this funding and how it will help you develop your project/application. Write up to 2,000 characters (about 300 words).

Click here to enter text.

If yes, how much development funding do you need?

The development costs you can ask us for are explained under **What can you apply for?** in our guidance notes.

- Include the costs of everything you will need to do to develop your project, even if you're not asking us to fund it. However, only include VAT in your costs if you can't recover it from HM Revenue and Customs
- Be as detailed as you can, using clear headings followed by a short description.
- Use a different row for each heading.

Item or activity	Total cost (£)	Amount from us (£)
Click here to enter text.		
Click here to enter text.		
Click here to enter text.		
Click here to enter text.		
Click here to enter text.		
Click here to enter text.		
Total development costs	£0.00	£0.00

If you will need more development funding than you have requested from us please detail where you will get this funding from, and if it is already secure. Write up to 2,000 characters (about 300 words).

Click here to enter text.

Part five: stage two acquisition

19. Project timescales

These dates are not fixed and can be changed later. We need to know the approximate dates when you would expect to use our grant to purchase the asset, and when you would finish the work we fund. The expected purchase date for the land, land asset, or building you want to buy will usually be your start date.

Remember to allow time to complete any development work you have planned between stage one and stage two when you estimate your start date. We will take approximately 8 weeks to process your stage one application and make a decision on development funding, and up to 4 months to assess and make a decision on your stage two application. We can process time sensitive applications more quickly, please discuss this with your Scottish Land Fund Adviser.

Start date	Click here to enter a date.

Finish date	Click here to enter a date.

20. What are your expected total project costs?

This should be indicative of the grant you expect to request in the second stage of the application process. This should not include any development funding you have requested in question 16.

	Total cost (£)	Amount from us (£)	How many years is this funding for?
Capital			Click here to enter.
Revenue			Click here to enter
Total	£0.00	£0.00	

Data protection

The National Lottery Community Fund is a public body with a duty to distribute National Lottery and other money in grants for good causes. We use the personal data you provide, such as contact details for individuals at your organisation, to help you apply for a grant and to assess your application. We may also carry out checks on the individuals as described below. If a grant is awarded, we will use the personal data to manage and monitor the grant, carry out evaluations and research, and to check the money is being used appropriately.

We may share your personal data with organisations which help us with our grant making activities or others which have a legitimate interest in our work or have funded your grant. We will only share personal data which they need to carry out their work and subject to appropriate safety measures.

We may keep in contact with you throughout the life of your grant and send you advice about your grant by email. This will contain useful information on a range of things including how to publicise your grant, information on other funding available and project ideas and tips from other grant holders.

Our Data Protection and Privacy Notice gives more information about how we store and use personal data and the lawful basis for this. Please read the full Notice which is published on our website or contact us to request a hard copy. The Notice may be updated from time to time.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders and contractors. Please read our full policy published on our website. This policy may be updated from time to time.

If you think that there is information in your application that may be exempt from release if requested, then you should let us know when you apply. We will not usually release information about your project whilst it is being assessed. Otherwise we will use our judgement as to whether any exemptions may apply, which we may seek your opinion on. Personal information would be withheld subject to the requirements of data protection laws.

Our approach to fraud

We know the vast majority of the many thousands who seek and use our funding are genuine. However, we sometimes receive fraudulent applications and so we have a duty to carry out checks on individuals at organisations which apply for grants.

The personal information we have collected from you will therefore be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by us and these fraud prevention agencies, your data protection rights and how to contact us, can be found in our full Data Protection and Privacy Notice which is published on our website. Contact us to request a hard copy.

Check your application is complete

By submitting this application you confirm that:

- you have secured quotes for each item within your application
- the senior contact named in question 13 and the board or committee that runs the organisation named in Part one, have authorised this application
- you've read the Standard Terms and Conditions of grant for the programme which you will be required to meet if you receive a grant
- you agree we may use the information you have provided for the purposes described under Data Protection above
- you accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our Freedom of Information Policy which you can find on our website.

You have emailed the following information with your application:

☐ your latest accounts, or a projection if you've been running for less than 15 months, if we don't already have these.

☐ an updated copy of your governing document if you are:

- an unincorporated association **and**
- not registered with OSCR **and**
- your constitution has changed if you have sent it to us previously