

## HUDSON HIRSEL FUND

### GUIDANCE FOR GRANT APPLICANTS

Based on Frequently Asked Questions - specifically to ensure that grant applications are robustly completed.

#### ***1. Who is involved in this Fund?***

- The Fund is owned by the Hudson Hirsell Limited Liability Partnership which is building quality houses at Leet Haugh and has a secondary aim of helping the Coldstream community, through its Hudson Hirsell Fund.
- The Fund is administered by Coldstream Community Trust (SC027990), a regulated charity, based in Coldstream Community Centre.
- The Trust has a sub-committee – Hudson Hirsell Fund Awards Panel - of approved persons who will decide upon grant applications.

#### ***2. Grant Application Deadlines?***

Grants will be invited two times a year, as follows:-

- Late Spring – invite applications to be submitted up to and including 1<sup>st</sup> May. Hirsell Fund Award Panel meets in mid-May and grants awarded by the end of May.
- Autumn – invite applications to be submitted up to and including 1st November. Hirsell Fund Award Panel meets in mid-November and grants awarded by the end of November.

Grant invitation dates and submission deadlines will appear at appropriate times

- on the Trust website [www.coldstreamcommunity.com](http://www.coldstreamcommunity.com)
- on the Community Centre internal and external notice boards
- in the '*Coldstream Community News*' and the '*Berwickshire News*'
- Facebook

#### ***3. Grant Application Availability?***

Grant application forms can be obtained in the following ways:-

- Download a copy from the Community Trust website ([www.coldstreamcommunity.com](http://www.coldstreamcommunity.com))
- Download a copy from the Hudson Hirsell website ([www.hudsonhirsell.com](http://www.hudsonhirsell.com))

- By post to your letter box if you live in Coldstream
- By hand from the Community Centre (01890 883332)

#### ***4. Submitting your application?***

Grant applications can be submitted in the following ways:-

- By post to: Hudson Hirsell Fund. Coldstream Community Trust, Community Centre, High Street, Coldstream, TD12 4AP
- By e-mail to: admin@coldstreamcommunity.com
- We prefer grant applications submitted in digital, PDF format.

The Hudson Hirsell Fund is set up for the advancement of public benefit within the community of Coldstream and environs, specifically:

- The advancement of education
- The advancement of citizenship or community development; (including rural or town regeneration and the promotion of civic responsibility, volunteering, the voluntary sector or the effectiveness or the efficiency of charities)
- The advancement of the arts, heritage, culture or science
- The provision or improvement of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life of the public at large
- The advancement of environmental protection or improvement

Grant applications must advance one or more of the above aims. Over the years the HHF Awards Panel will seek to maintain a balance, encouraging projects of great benefit to a small number of the very needy and others of wider benefit to the many. Similarly, the panel will seek to establish a balance between those who meet only one aim and those who meet more than one.

The fund can award grants which

- Contribute towards running costs or capital initiatives
- are 'seed funding' for larger projects
- help organisations maintain the momentum of their basic aims and objectives
- are entirely new initiatives

#### ***6. What Organisations in the Coldstream area do we fund?***

Organisations in the area covered by Coldstream and District Community Council:

- Voluntary Organisations with an approved constitution.
- Charities regulated by the Charity Regulator, OSCR.

- Community Interest Companies where there is clear evidence that assets are locked in the community.

However, organisations or individuals not listed immediately above can still apply for grants if they can demonstrate compliance with the list in item 5 and the funding will make a difference.

We can also consider funding organisations that are newly-formed if they can demonstrate they are likely to be effective in the community.

### ***7. Who don't we fund?***

- Businesses and private sector bodies
- Political Parties
- Pressure Groups
- Voluntary Organisations that are not constituted and accountable
- Bodies outside the Coldstream and District Community Council area
- Coldstream Community Trust
- Local Authorities

However, we will consider funding bodies outside the Coldstream and District Community Council area if the activities they are involved in will impact positively on our district.

### ***8. How much can we fund?***

- The level of available grant funding depends on the sale of houses at Leet Haugh and can therefore vary.
- For the time being, grants up to £3,000 can be considered.
- However, there is likely to be competition for the funding and therefore your grant application has to answer robustly the funding questions.
- The upper limit of funding can change and the community would be notified of this through the Trust website [www.coldstreamcommunity.com](http://www.coldstreamcommunity.com) and the media.

### ***9. Grant Conditions?***

- We need to see evidence that the grant has been spent on the aim and objective you applied for. If there is no evidence, then the grant should be returned and the body is then barred from claiming a grant for another 2 years.
- Bodies cannot claim more than one grant in a calendar year, unless there are exceptional circumstances.
- If you are awarded a grant, you will be asked to acknowledge Hudson Hirsell LLP within your grant-receiving body and externally.

### ***10. Completing the grant application form?***

- We have made the grant application process as simple as possible.
- Please complete the question boxes as fully and honestly as possible.
- Please ensure that the supporting documents asked for are appended
- Any weaknesses in your grant application may result in failure, or delay, in processing your grant application.

### ***11. Advice on hand***

The Community Trust cannot help you complete your grant application but help is generally on hand in ensuring that you are answering the grant application questions correctly. Contact details are in 3 and 4 above.

### ***12. Who makes the decisions on grant applications***

A transparent sub-committee of the Coldstream Community Trust called 'Hudson Hirsell Fund Awards Panel'. The Panel is chaired by a Trustee and administered by the Trust Secretary. Both these officials are on the sub-committee to ensure transparency and accountability.

The Panel includes:

- A Hudson Hirsell representative who has the casting vote on any grant awards, should there be a decision stalemate
- Principals from Coldstream Civic Week, usually persons under 30 years old.
- 5 other adults from the community with a good gender mix.

This constitutes up to 10 persons. Each person has grant procedures to follow when assessing grant applications.

Should any of the above people have a vested interest in any of the organisations or individuals applying for grants, then they must declare an interest and cannot vote on a grant application. Declarations are recorded in the records.

### ***13. Acknowledging Hudson Hirsell***

Should you be awarded a grant, Hudson Hirsell would expect you to acknowledge the company within your organisation and externally. There will be advice on hand in an awards letter.