**Date**

**Applicant/group**

 **Address**

 **Project Name**

**Project Details**

Quotes/ costings minimum of 2 for comparison.

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
| **Total** |  |

|  |
| --- |
| Date heard  |
| Number of quotes received  |
| Approved/ not Approved  |
| CC member contact  |
| Expected completion date  |

**Benefits/Aims**

#--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------***Office use only***

Date

Notes

Fund number

source

Drone Hill/RES/Microgrant /CC

[**www.restonscotland.com**](http://www.restonscotland.com)

**RESTON & AUCHENCROW COMMUNITY COUNCIL ‘WISH LIST FUND’ PROTOCOLS**

**Applications should be received by the 5th of the month prior to advertised meeting.**

**Followed by a short explanation/presentation at the following meeting explaining the request.**

AIM– to distribute the monies allocated by local Windfarms to Reston & Auchencrow Community Council.

These monies to be used for the benefit of the residents and organisations in Reston & Auchencrow within the Reston Auchencrow Boundary

The Windfarm monies to be used to fulfil existing and future items on the Reston & Auchencrow ‘Wish List’

MANAGING THE FUNDS

**1** The fund to be distributed by a committee composed of a Quorum of Community Councilors, including Treasurer, plus minimum of 2 residents from Reston & Auchencrow.

**2** The committee to meet at least 5 times per year to discuss the Wish List and any Funding Requests

**3** The Annual General Meeting to be held on same date as the Community Council AGM.

**4** The Community Council to maintain the Wish List; adding any future suggestions from residents; therefore, a Living document.

**5** The Community Council responsible for managing and monitoring spending of Wish List monies. Also, for completing any required Windfarm Reports.

**6** Reston & Auchencrow Wish List and availability of funds to be clearly advertised at all times in Reston and Auchencrow.

**7** Access to monies by application form, to include reasons for bid, proposed benefits to the local community, and 2 equipment cost quotes where possible. Funding requests can be presented by groups or individuals.

**8** Applicationsto be presented to Wish List Administrator/Chairperson by 5th day of the month prior to Community Council meetings to enable Wish List committee to review before the meeting. If received after that date, the application will go forward to the next meeting of the community council.

**9** Any Committee Members, including Community Councilors, must declare ‘conflicts of interest’ when requests are being discussed and not participate in voting.

APPLICANT

**10** Minutes of Wish List meetings to be maintained and decisions recorded. Funding applications to be retained for lifetime of Windfarm monies being received by Reston & Auchencrow Community Council

**11** Any changes to these protocols require agreement of Community Council at the AGM

**12** Due to the criteria specified by the funding bodies we are unable to fund any requests which conflict with SBC responsibilities

**13** By submitting your application, you agree to allow Reston and Auchencrow community council to retain your personal data on their database in order to process your application. We will use the information you give us to help assess your application and administer any grant we award you. We may also publish this information on our website/Facebook page or use it to analyse our grant making for our own research.

**14** We do not make retrospective award.

**15** All awards must be spent within a year or returned to the fund.

**16** It is a requirement once the application is complete to let us know how the funding has achieved the applications outcomes, failure to inform us can restrict future applications

 Contact robert2son@outlook.com These protocols are subject to change at an AGM dated May 2018