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# Community Benefit Fund Application Guidance

Lintel Trust is the charity partner delivering the Community Benefit Fund (CBF) on behalf of the Scottish Procurement Alliance (SPA).

The CBF has been created from surpluses made by SPA’s provision of procurement framework services. SPA created the fund to add further value to community benefits obtained through procurement activities.

# Who Can Apply?

Executive Committee Member organisations can access grant funding of £10,000 annually for the three years they serve. This is in recognition of the contribution they make to SPA.

Applications can be made either by the ECM for a project they are running themselves, or by the community group or charity that they nominate for the grant funding.

# Project Eligibility

For a project to be eligible for a grant from the SPA Community Benefit Fund, the following requirements must be met:

1. All projects must be referred by an Executive Committee Member (ECM) organisation and must be delivered in Scotland.
2. If an ECM has chosen to fund a project which they will be managing themselves, this must be made clear from the start.
3. The project must relate to the community benefit themes identified by the Procurement (Scotland) Act 2014:

* social inclusion
* financial inclusion
* digital participation
* local community projects
* employability
* environmental

1. All projects/organisations must have an Equal Opportunities Policy, or demonstrate they are in the process of adopting a policy that will be in force by the project start date.
2. All projects/organisations must have a Protecting Vulnerable People Policy where the proposed project beneficiaries are vulnerable adults or children under 18.
3. The project must be properly planned, with clear aims, timescales, and targets.
4. The organisation must be able to manage the funds effectively.
5. The project must be able to provide monitoring and evaluation information to Lintel Trust. Lintel Trust will provide each project with the relevant tool/baseline questionnaires for the start and end of each project. The type and level of monitoring will be discussed and agreed prior to the project start date to ensure that the most appropriate method is used. Please speak to Kate Christie (kate.christie@linteltrust.org.uk) about the options available.
6. Project staff must agree to providing a progress update six months after receiving funding and completing of an end of year evaluation form. This enables Lintel trust to report on the impact of the grant in a meaningful way.

We are keen to maximise the impact of CBF awards by assisting with match funding. Lintel Trust is happy to work with you to identify potential sources of match funding – either before or after your CBF award. Please let us know if have already sourced match funding or if you would like help.

# How to Apply

Please use the online application form which has been emailed to you. If you no longer have the link, please contact us to ask us to resend it.

There is no facility to save and return to your application another day so we would recommend saving any long answers elsewhere and pasting the information into the application form.