University of St Andrews  Local Community Fund
Criteria
For groups and activities in St Andrews and neighbouring communities.

Background
The University of St Andrews are looking to develop a greater connection with the projects it supports and increase engagement with communities. To enable this increased engagement, a Local Community Fund is launching which will enable the University to actively contemplate engagement and support with potential partners in a gathered field. Through our community fund, we will be able to develop a narrative with funded organisations as well as enabling opportunities for feedback to allow the criteria of the fund to adapt over time.

How Much Funding Is Available?
Applications will be accepted from the minimum level of £250 to the maximum of £3000. The maximum available within any 12 month period will be £3000 for any applicant (single/organisation or group). For example, an application of £500 in Round 1 and then an application of £2500 in Round 2 will be accepted and considered.

Who Assesses My Application?
For all applications a formal panel will be made of University staff.

Who Can Apply?
Location Criteria
Applications will be accepted from organisations and groups from across Fife. However, it is essential that dependent on location, activities funded must either have an impact on St Andrews and the neighbouring communities and/or demonstrate a clear opportunity to increase engagement with the University.

What kind of projects will be funded?
Applications must demonstrate the following:
1. Benefit communities in the local area (St Andrews and neighbouring communities) and/or
2. Increase engagement between the University and the community.

Priority will be given to applications which, in addition, do all or some of the following:
3. Promote knowledge exchange and widening participation.
4. Promote environmental sustainability within the local area.
5. Promote diversity and inclusion within the local area.
6. Promote and celebrate St Andrews and the local area’s heritage, whether physical or cultural.

- All applications will be considered on a case-by-case basis.
- A decision to fund a particular project does not necessarily mean that a project of that nature will automatically be supported in the future. Similarly, a decision not to fund a particular project does not mean that no such projects will ever be supported in the future.
- Because of the demand for the fund, applicants are advised that they are unlikely to be supported unless they can demonstrate that they have a strong case in at least two of the criteria.
- The figure awarded is at the discretion of the panel.
Schemes that can promote greater community cohesion will be supported. The fund will prioritise small, grassroots charities and community organisations over larger organisations. The fund will support local branches of national charities if they are financially independent and locally managed, and national charities if they have a distinctive offering to the local community.

**What kind of projects will not be funded?**
Funding will not ordinarily be provided for:

- Capital projects or to cover day-to-day running costs e.g. staff costs, rent or building maintenance and subsistence.
- We will also not **normally** fund the continuation of existing projects unless an improvement to the project can clearly be demonstrated.
- We recognise that repeat funding for activities can be difficult and therefore we will consider repeat applications on a case by case basis and for a maximum of two times over a five year period.
- Statutory bodies including schools. We will, however, fund organisations that work with statutory bodies or activities based on the premises of statutory bodies.
- For-profit organisations.
- Individuals.
- The promotion of religious or political beliefs.
- Activities where there isn't evidence of a will to engage positively with the University of St Andrews.

**What if I’m not part of an organisation?**
If you are not part of any sort of organisation, we suggest you contact an eligible one and ask them to sponsor your application. In this scenario, all funding must be paid to the organisation’s bank accounts and the receiving organisation is ultimately responsible for the project and its delivery. We cannot make awards to individuals.

**Students and Staff of the University of St Andrews**
Applications will be accepted providing the project clearly benefits the local community and are sponsored by an organisation (as detailed above).

**Additional Information**

**When will I hear if my application has been funded?**
We aim to let you know no later than a month after the closing date for submitting applications.

**Project Start Dates**
Following on from acknowledgment of a successful application, we expect that funding will be in your bank account within 3-4 weeks. We do not recommend that you start your project before the money arrives in your account.

**What happens when my project ends?**
Following on from the completion of your project, we will expect a report on the benefits of the awarded funds. This report could be written or a presentation (video, verbal, PowerPoint, etc). Your report should be submitted within one month of completion of the project unless otherwise agreed. You will also need to return any unspent money to us once your project ends.

**Do I have to acknowledge the University of St Andrews in my communications?**
Yes. Successful organisations will sign a short funding agreement outlining our expectations and must acknowledge the support of the University of St Andrews in any materials published for the project and in the accounts and annual report of the organisation. A template to acknowledge University support will be provided along with the University’s logo.

**Do I have to let the University of St Andrews acknowledge me in its publicity?**
Yes, but if there are, for example, privacy concerns regarding individuals involved (including the privacy of the applicant/grant-holders), we will work with you to ensure these are accommodated.
How often will we be in contact with the University during the project?
The only formal contact required once your project has been funded is the end-of-grant report. However, one of the primary aims of this fund is to increase engagement between the University and the community, therefore we would like to get to know your organisation, your project, and its people as we are keen to develop sustainable relationships with our awardees.

To enable us to promote the Local Community Fund and raise the profile of your project, we may also wish to contact you to carry out interviews or take photographs of your project in action. Requests will be made prior to any visits and we appreciate dependent on the project or organisation in question, this request may not always be suitable.

Reapplying and Appeals procedure
Unsuccessful applications will be provided with feedback on their application. Although not a guarantee for future success, where possible, unsuccessful applications will be advised on improvement opportunities. This does not guarantee success in the next funding round.

Based on the Local Community Fund’s clear criterion on projects it will and will not fund, the University will not consider appeals.

Additional Resources
The Local Community Fund provides financial support to the community. Should you require alternate resources (e.g. volunteers, vehicle support, expertise or other assets) which the University may be able to help with, please contact community@st-andrews.ac.uk with further information on your needs.

Additional Questions
Please contact the team on community@st-andrews.ac.uk