



[REDACTED]  
The Ridge SCIO  
40A High Street  
Dunbar  
EH42 1JH

11<sup>th</sup> February 2019

Project ID: 10352928  
Project Name: Black Bull Close/ Backlands CAT Stage 1

Dear [REDACTED]

**Scottish Land Fund**

**Invitation to apply to the next stage and development grant offer**

I am pleased to confirm that we would like to invite you to apply to the next stage in the Scottish Land Fund application process.

We're also offering a development grant of **£10,750** to your organisation as a contribution to the following: Valuation; Business plan; and Community Consultation.

The purpose of this development grant is to help your organisation develop your project so that you can meet our requirements for the next stage in the application process.

While we are pleased to be able to offer you a development grant, this does not commit us to funding your application at the next stage. Competition for our funding is always extremely high and we're only able to support those applications that demonstrate the strongest fit with our criteria.

**Accepting the development grant offer**

Please read the development grant terms and conditions attached to this letter.

If you accept our offer and agree to meet our terms and conditions, the senior or legally responsible contact named on your application form must sign the declaration at Annex A of this letter. You must return the signed offer letter attached to the terms and conditions, to the following address by **11<sup>th</sup> of March 2019**:

Scottish Land Fund  
The National Lottery Community Fund  
Pacific House  
70 Wellington Street  
Glasgow  
G2 6UA

**If you don't return the signed offer letter and terms and conditions by this date, our offer will automatically lapse. If you won't be able to meet this deadline you must contact us immediately.**

The terms and conditions are part of the grant agreement between us, so we must receive them attached to the signed offer letter, with both documents in their original format. **If you detach the terms and conditions or alter either of the documents, we will be unable to accept them and will have to send you a new offer letter, which could lead to a delay in starting your grant.**

Keep the other copy of the offer letter and terms and conditions for your records.

If you have any questions about this offer or our terms and conditions, please call us as soon as possible.

By accepting our terms and conditions, you agree to meet our monitoring requirements. If you don't meet our requirements, including the monitoring requirements, we may withhold payments of this grant or any other grants that your organisation holds with us. We would also be unlikely to fund any further applications from your organisation until the situation is resolved. In some circumstances we might take legal action to recover all or part of the grant.

We will not accept any responsibility for any consequences, whether direct or indirect, that come about from the suspension of any grant, even if any investigation we carry out finds no cause for concern.

### **Starting the development grant**

A Bank or building society details form is enclosed with this offer pack and you must complete and return it along with the signed offer letter and a copy of a recent bank statement for your nominated bank account.

After we've received your signed grant agreement, bank or building society details form and statement we'll get in touch to confirm your grant has started or to let you know if there is anything else you need to do.

You must start your development grant within 3 months of the date that we receive your signed grant agreement. You should contact us if you think there may be a problem with this.



[REDACTED] will be your funding officer for the development grant, and will be in touch soon to arrange a time to discuss it in more detail. He will tell you more about how we will pay and monitor your grant and you will have the opportunity to ask any questions you may have. You can contact [REDACTED] by email at [REDACTED]

### **Monitoring**

At the end of the development grant we will send you a monitoring form to report on how far you have completed your development activities and how you have spent the grant. You will need to complete this before we can consider your stage two application.

### **The next stage in the application process**

We'll email your application form for stage 2 separately.

Before you complete the form you should read the programme guidance notes again to check what we will fund and the outcomes we want to achieve for this programme. You may also find our guide to outcomes "Getting funding and planning successful projects" helpful. You can find this on our website.

We will expect you to complete the work funded by this development grant and meet all the monitoring requirements for this development grant before we make a decision on your stage 2 application.

To help you develop your application we recommend that at stage 2 we expect to see:

- Evidence that the risks, obligations, liabilities and costs of owning the property had been fully investigated.
- Evidence that you had considered the impact of your project to ensure that it did not adversely affect nearby facilities or businesses.
- More detail of the sources of funding for the post-acquisition development
- Evidence that your organisation has an appropriate number of ordinary members to demonstrate community engagement and participation.

### **Stage 2 Application deadline**

Your stage 2 application form and any other requested documents must be returned to the following address within 6 months of this offer (although we would expect most applications to be submitted well before then):

Scottish Land Fund  
The National Lottery Community Fund  
Pacific House  
70 Wellington Street  
Glasgow G2 6UA

If you will not be able to submit your stage 2 application to us within 6 months please contact your Funding Officer to discuss a realistic timescale for submission. We will not be able to hold a place in the next round indefinitely but will try to accommodate your timescales. We'll acknowledge receipt of your application within 10 working days.

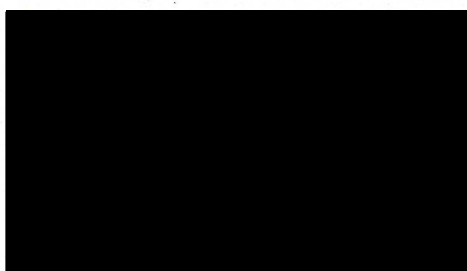
**Your development grant must be claimed, used in full and monitoring completed before we can make a decision on your next stage application.**

#### **Decision dates**

We aim to tell you whether you have been successful at the next stage in the process within three months of receipt of your completed stage 2 application.

We wish you every success with your development work and your next application and look forward to hearing from you soon.

Yours sincerely



Delivered by



Funded by



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

The Scottish Land Fund is funded by the Scottish Government and made available through The National Lottery Community Fund. The Scottish Land Fund is being delivered on behalf of the Scottish Government by a partnership between the National Lottery Community Fund and Highlands and Islands Enterprise. There are no lottery funds used in the Scottish Land Fund.

Enclosed:

- development grant terms and conditions (attached to this letter)
- a copy of this offer letter and the terms and conditions for your records
- Bank or building society details form



## Annex A

**Name of Organisation:** The Ridge SCIO

**Project ID:** 10352928

**Project Name:** Black Bull Close/ Backlands CAT Stage 1

### Who must sign the offer letter?







The senior or legally responsible contact named in your application form must sign this offer letter. They must be at least 18 years old and hold a senior position in your organisation as follows:

Organisation type	Senior/Legally responsible contact's role in your organisation
Organisations incorporated under the Companies Act	Director or company secretary
Local authorities and statutory health bodies	Chief executive or director
Schools	Head teacher
Town or parish councils	Clerk to the council or office bearer
Community councils (Scotland only)	Chair
All other types of organisation	Chair, vice chair or treasurer

### Declaration




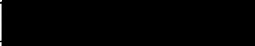
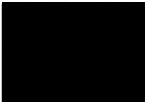
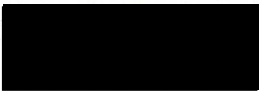
I am/we are authorised on behalf of the organisation named above to accept this offer of grant on the terms and conditions stated.

### Senior/Legally responsible contact

Title	Forenames (in full)	Surname
		
Position in organisation		
		
Signed		Date
		

**Second signatory (companies only)**

If your organisation is a company, this letter must be signed by two people. This second signatory must be a director or the company secretary and a different person to the senior/legally responsible contact named above.

Title	Forenames (in full)	Surname
		
Position in organisation		
		
Signed		Date
		

**What happens if our senior/legally responsible contact has changed?**

If your senior or legally responsible contact has changed since you submitted your application, contact the funding officer named in this letter who will send you the relevant form to complete. You must return a completed form with your signed offer letter. Your new legally responsible contact must sign this offer letter.

Return your signed offer AND the terms and conditions together and in their original format to:

Scottish Land Fund  
The National Lottery Community Fund  
Pacific House  
70 Wellington Street  
Glasgow  
G2 6UA