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## Guidelines:

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*These Guidelines are for the information of Community Groups and their co-funders who have a project in mind and wish financial support for a feasibility study from the Scottish Community Projects Fund.*

### GUIDELINES

The Royal Incorporation of Architects in Scotland, through the Scottish Community Projects Fund, is promoting the involvement of local people in the design, use and management of buildings and spaces they use and encouraging them to have more control over decisions affecting their own environment.

#### What is the Scottish Community Projects Fund?

The Scottish Community Projects Fund awards grants to community led organisations who wish to employ an architect or other professional to prepare a feasibility study for building or environmental improvement projects or employment and other initiatives giving social benefit.

It encourages local people to understand and get involved in the building, development and business processes, to express their views in a professional manner, and to ensure that buildings, spaces and other associated activities meet their needs.

Grants are available of up to half the cost of the feasibility study, normally to a maximum of £2,000 inclusive of VAT.

#### What is a Feasibility Study?

A feasibility study is a report that considers whether or not a project could go ahead. There is no one standard type of study; it will depend on the nature of the project.

Normally the appointed professional and his team will respond to an outline brief prepared by the community group, ascertain through personal contact the group's aspirations and requirements, agree a proposal, carry out the necessary research and prepare a report.

The report will include all the professional considerations to determine whether a project is achievable and viable over the longer term, and will guide the group as to whether their ideas should be continued to the next stage of implementation.

The report may include a brief history of the project and its aims, examine alternatives, appraise where applicable the market demand for the project, survey existing buildings or sites, include sketch designs for new or refurbished development, detail capital costs and running or maintenance costs, review legal, building regulation and planning implications, make a business case, suggest sources of funding, and make recommendations for project management and future action.

The report will present your ideas in a professional manner and be the main tool to help secure support from both the regulatory authorities and funding sources, and enable your project to proceed.

#### Conditions of Grant

Grants are assessed on the basis of information supplied on the SCPF Application Form and in some instances, a report from a locally based professional.

For guidance the following general conditions apply to the Fund:

- The Scottish Community Project Fund only gives grants to community led organisations that are representative and properly constituted. Copies of the constitution and latest accounts should accompany the application.
- Project initiatives should provide wide community benefit, and there must be no personal gain for a small number of individuals involved.
- Preliminary consultation work is acceptable, but grants will not be given to projects where the study has commenced or is completed prior to the application being

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received. Work may commence after acknowledgement of an application but this does not imply a grant will be awarded.

- Eligible projects may include refurbishment, renovation, new building and associated landscape works, environmental projects, community plans and employment generating projects.
- The application must include a brief for the study, estimated costs, evidence of local consultation and support, management proposals for the study, and an estimated timescale for its commencement and completion.
- Before an award is made a proposal will be required from a professional. If this is not available at the time of initial application, it may be submitted at a later date, but should be agreed with the SCPF before a commission is made.

### Grants will not be awarded to:

- Projects where detailed design work only is required.
- Projects which require basic repair work only
- Organisations, which are funded by statutory bodies such as educational, and health authorities.
- Groups with sufficient financial resources to cover the cost of the feasibility study.

***All grants are discretionary and no application automatically receives funding.***

### If you are awarded a Grant:

- A copy of the report must be submitted to the RIAS, who reserve the right to reproduce in official publications any part of the report carried out under the scheme.
- It is proposed to follow the progress of the project from completion of the feasibility

Study to completion of the development, and to highlight the methodologies and procedures employed to fund, make appointments, supervise and achieve a working project. This information will eventually be used to evaluate and disseminate information for the benefit of others contemplating similar projects.

- Details of projects may be listed on the RIAS and SCPF web sites and information may be exchanged with other funding organisations to assist them in their appraisal process.
- All reports should carry the Scottish Community Projects Fund logo and an acknowledgement to the Fund.
- The Group should supply on request a report and photographs describing either progress with, or completion of, the project, at a suitable future date.
- The SCPF reserve the right to inspect the accounts of the group, which is the subject of the award at any time given suitable notice.

### Assessment

The Scottish Community Projects Fund Assessment Board, consisting of experienced professional and businesspersons, meets regularly.

The Assessment Board, whose decision is final, will carefully consider the application and the result will be communicated in writing. No further correspondence will be entered into.

Occasionally the applicant may be asked to provide further information or clarify a point, in which case a prompt response is advised, as a decision cannot be made until any requested information is received.

### Award of a Grant.

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If a grant is awarded the applicant will receive a letter from the SCPF including the amount of any award, any conditions that may apply, for

Example receipt of a fully worked up proposal, and an indication of the timescale in which the grant must be taken up.

Normally six months is considered appropriate for the take up of grant with a maximum of twelve months.

If for any reason, the applicant is unable to take up the grant offer, say due to a change in circumstance or in securing matching funding, the SCPF should be informed as soon as possible, so that the grant can be re-directed to others.

Similarly if the timescale notified in the award letter cannot be achieved, the SCPF should be informed immediately this fact becomes apparent.

The SCPF funding arrangements are such that awards cannot be held open indefinitely.

### Payment of the Grant

Payment will be made by the SCPF to the applicant after the report is complete, or exceptionally at prior agreed stages in the study.

On completion of the report the applicant should forward one copy together with the appropriate invoice(s) to the SCPF.

Payment will be made on the basis of the original award and no additional contributions will be made by SCPF in the event of the costs exceeding this.

Once received it is the applicant's responsibility to pay their professional advisor(s) as soon as possible.

### Examples of Projects Funded:

- Community centres of all kinds in urban areas.
- Village halls and low cost housing schemes in rural areas

- Housing estate refurbishment, environmental improvement, and new layout alternatives.
- Low cost housing for rent
- Local employment workshop initiatives
- Environmental improvements to public areas, parks and playgrounds.
- City farms.
- Alternative community plans in response to large-scale public and private developments.
- Community arts and cultural centres
- Multi-use sports leisure and recreational projects.
- Community education projects.
- Conversion of redundant buildings for community use.
- Youth centres.
- Facilities for elderly people.
- Access improvements for people with disabilities.
- Self build housing projects.
- Re-use of derelict or unused ground.

### Applications

Enquiries and Applications forms can be obtained from, and should be returned to:

**Scottish Community Projects Fund**  
**The Royal Incorporation of Architects in Scotland**  
**15 Rutland Square**  
**Edinburgh EH1 2BE**

**Tel: 0131 229 7545**

**Fax: 0131 228 2188**

**E-mail: johara@rias.org.uk**

**The application form is available on e-mail (Microsoft Word 2000) and responses in this medium are acceptable.**

**Remember the Scottish Community Projects Fund is here to act as a facilitator to make your ideas achievable**

*Whilst the information in the guide is believed and understood by SCPF to be correct and valid, SCPF cannot give any warranty or guarantee whatsoever as to the accuracy/authenticity of the information upon which the guide is based and the reader is therefore advised not to place strict reliance on this information but instead to carry out whatever authentication is deemed necessary*

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