



**ORKNEY**  
ISLANDS COUNCIL



Community Development Fund (CDF)

# Summary Guide

## Community Development Fund (CDF)

Full guidelines for the CDF can be found in the Scheme Guidelines, available on request from the Council, Business Gateway or via the Council's website <http://www.orkney.gov.uk/Council/C/Community-Development-Fund.htm>.

This flyer provides outline details of the Council's support for community development projects. All prospective applicants should discuss their project proposal with a member of staff in the Council's Economic Development Service before submitting an application.

### Please note

Application assistance cannot be given retrospectively of a funding approach. Any costs committed before an approach has been made will be deemed ineligible for CDF support. You may start work before your application has been approved, although this will be at your own risk as there is no guarantee of assistance until you have a formal written decision from the Council.

Grants are paid out only on submission of evidence of actual expenditure. In exceptional circumstances there can be the opportunity to receive up front grant payments to ensure a positive cash flow is maintained throughout the project. However, this is at the discretion of the Council's Head of Finance and there would need to be a clear justification for the request.

## Summary

The CDF aims to support projects which will provide benefit to, or be available to, the community as a whole, providing widespread and long-lasting community benefit.

Formally-constituted community groups can apply such as community councils, development trusts, community associations and heritage societies.

The fund can offer support up to a rate of 50% of capital expenditure, up to a maximum grant of £100,000.


Capital projects with a minimum project cost of £5,000 may be eligible for support. Revenue costs, routine maintenance and like-for-like replacement proposals are not eligible.

To be eligible for assistance, any property to be improved must be in total control of the applicant and in the ownership of a locally-based organisation. Any lease of a property to be developed using CDF should be as long as possible and for a minimum of 15 years.

It is intended that projects supported through CDF should be able to ensure sustainability for a minimum of 15 years. All projects must commence within one year of approval and final claims submitted within three years of the date of offer.

## Available support

**CDF was established to primarily support projects with recreation as the main theme. All assistance is discretionary and each project will be considered by the Council's CDF Sub-committee on its own merits. Examples of projects that may be supported include:**

-  community facilities;
-  sporting facilities;
-  heritage projects; and
-  environmental projects.

### **In addition:**

Applicant groups wishing to undertake feasibility studies to determine the need for, viability and sustainability of major capital projects, can apply for grants of 50% of costs, up to maximum grant of £10,000.

An approval decision can be carried out through delegated powers by the Corporate Director of Enterprise and Sustainable Regeneration. Any request above the £10,000 threshold will be presented to the CDF Sub-Committee for a decision.

The CDF does not support commercial proposals. Although all projects involve some forms of economic activity, this should be to ensure sustainability, rather than profit.

The CDF does not support the purchase of road vehicles due to sustainability issues.

**Your Community Development Fund application should aim to demonstrate positive attributes in respect of the following factors:**

- evidence of need (for example, this could be demonstrated by a local survey and letters of support);
- sustainability;
- achievability;
- serving the local public and having lasting benefits;
- opportunities provided or upgraded;
- enriching quality of life;
- value for money; and
- partnership funding.

**You should ensure the following information is submitted as part of your application:**

- completed and signed application form, which evidences the full funding package;
- a development plan for the project;
- a cash flow for the project (this gives assurance of the viability and sustainability of the project);
- quotations (to ensure best value and justify the requested funding amount).



For further information please visit  
[www.orkney.gov.uk/Council/C/Community-Development-Fund.htm](http://www.orkney.gov.uk/Council/C/Community-Development-Fund.htm)

**Orkney Islands Council | Economic Development**

14 Queen Street, Kirkwall, KW15 1JE

Telephone: (01856) 873535

Email: [economic.development@orkney.gov.uk](mailto:economic.development@orkney.gov.uk)

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