

2024-25 YLAG Fund Guidance on Completing your Application

General Guidance

The 2024-25 YLAG Fund is designed by young people for young people. **The overall budget is £10,000 and applicants may apply for up to £4,000.**

Please ensure you read the [Fund Specific Objectives and Criteria](#) prior to completing your application.

If considering an application, we recommend that you contact the OH CLLD Coordinator (ohclld@cne-siar.gov.uk) at an early stage to discuss your project and ensure its eligibility, although this is not essential for your application to be considered. Please also contact the CLLD Coordinator if you have any queries about this fund or the application process, or are unable to provide any of the evidence requested. **Please note that the latest date for submitting queries is Wednesday 9th October 2024.**

To be considered, applications must be submitted no later than **midnight on Sunday 20th October 2024** and applicants must demonstrate that the project they are seeking funding for can be completed and all funds spent no later than **Friday 28th February 2025**.

About the application portal

Application form format

Applications should be completed and submitted via the online application portal. Anyone unable to do so, requiring special assistance or encountering any issues with the website, should contact the CLLD Coordinator urgently.

Saving a draft to complete later

You may start an application, save it and return to it at a later date. To do so, go to the “Saving the form” section at the bottom of the “Introduction” page, i.e. the opening page of the application form, and follow the instructions. If this is your first time using the portal, you will have to register first.

Once you have registered and started a form linked to your profile, you can save any progress at any point by clicking the “save” button at the bottom of each page. When you save your application, you will receive a confirmation email with a link that will allow you to return to the form. You can also access and, prior to submitting, edit your application form – and any other form created through the portal – via the following link: <https://eileansiar-self.achieveservice.com/MyRequests>

Printing/ saving your application for your own purposes

Should you wish to download a copy or print your application form, you can do so straight after submission. When you click “Submit” to submit your form, a screen will appear with your case reference number. The “Download PDF” button below this will enable you to download a pdf version of your application to save to your own files or print.

Once you close this window, the only way of accessing a pdf version of your application is by requesting this from the CLLD secretariat. You will still be able to access the form and the information you inputted via the online platform however.

Manoeuvring sections in the application form

The application form has been divided into sections to make it easier to manoeuvre. An overview of the various sections will be visible at the top of the page, below the fund title. You can manoeuvre through the application form either by clicking on the sections at the top of the page or by using the “Previous” and “Next” buttons at the bottom of the page.

Once a section has been completed, you can move to the next by clicking “Next” at the bottom of the page, or you may return to the previous page by clicking “Previous”. As you work your way through the application, any sections which haven't yet been fully completed will appear read in the section overview. All sections will have to be fully completed before the application form can be submitted.

The Application Form

Section 1: Introduction

This page provides key information about the Fund.

At the bottom of this page, you are able to save the application form to return to it at a later stage. Follow the steps described under “Saving a draft to complete later” to do so.

Section 2: Your Group or Organisation

This section gathers information about the applicant to ensure that they are eligible for funding from the 2024-25 Outer Hebrides CLLD YLAG Fund. Please provide all relevant detail about your group or organisation, using the prompts on this page.

Applicant's details

- 2.1 Please provide the name of the group/organisation in whose name the application is being made.
- 2.2 If your group/organisation is commonly known by, or trades under, a different name, please tell us that name, too. This will help the YLAG recognise the group/organisation and any work you are involved in.
- 2.3 In order to confirm your eligibility for a grant, we will need to know your group/organisation's legal form. Please select the legal form that best describes your

organisation. If your organisation's legal form isn't listed but you believe you are eligible, please select "Other", then enter your organisation's legal form into the text box that appears. Further details about who is eligible to apply can be found in the [Fund Specific Objectives and Criteria](#).

- 2.4 Please provide your group/organisation's governing document confirming its legal form, such as your constitution, Memorandum of Understanding, Set of Rules etc.
- 2.5 Please let us know if you are a registered Scottish Charity (SCIO).
- 2.6 If you are a SCIO, please provide evidence of your charitable status. This will normally be a copy of your registration with OSCR.

Online presence

- 2.7 Website and social media links are not essential but allow the YLAG to gain a better understanding of the work you are involved in. It also allows us to follow your page(s).

Partnership arrangements

- 2.8 Increased cooperation is a large part of CLLD's overarching vision and partnership working, whether formally or informally, is therefore strongly encouraged. Should this application be for a project delivered in partnership with others, please let us know who the partners are and provide details about how the partnership will operate, e.g. each partner's role and main responsibilities, especially with regards to finance.

Gàidhlig

- 2.9 Am b' fheàrr leibh a bhith a' conaltradh sa Ghàidhlig? Tha sinn a' tuigsinn gu bheil a' Ghàidhlig cudromach do na coimhearsnachdan againn agus ro dheònach conaltradh a chumail sa Ghàidhlig. Mas e sin na roghainneachadh sibh, cuiribh "tioc" dhan bhucas seo. | Tick this box if you would prefer to communicate with us in Gaelic.

Section 3: Contact details

Registered Address

- 3.1 Please provide your group/organisation's registered address, including the postcode. We will require this to confirm your eligibility for the grant and also to issue a contract should your application be successful. You may autofill your address by entering your postcode, clicking "Search" and selecting the correct address from the drop-down list. You aren't required to use this function though and can choose to enter your address manually instead.

Authorised signatories and role/s, including for bank accounts

- 3.2 Please provide contact details for one or more authorised signatories for your group/organisation. We require these details for legal reasons and this person should also authorise the application. Should we have any queries about your application, to inform you of decisions and, if successful, to put in place funding arrangements, we will contact the named authorised signatory. They may then delegate to another person. Contact will normally be made by email in the first instance although at times we may phone, especially when a response is needed urgently, so please provide details for both.

Main contact

- 3.3 Should someone other than an authorised signatory be leading on the day-to-day management of the project, e.g. someone in an administrative capacity or a development officer, please also provide their details. Responding “No” to the question about whether the named authorised signatory is also the main contact will open a section that will allow you to provide the main contact’s details.

Add additional authorised signatories

- 3.4 Should your organisation have a number of authorised signatories, you may provide their name(s) here. Not every applicant will have to complete this section, however, you will have to provide us with the details of a signatory with authority over your organisation’s bank account. Providing additional signatories will also enable us to contact another authorised person e.g. if the initial signatory isn’t responding due to absence or illness. Should you wish to add more than one additional authorised signatory, enter details for the first signatory, then click the “Add signatory” box. Their name and contact details will then be listed with an arrow pointing right beside them. Clicking on these will expand the details, enabling you to make changes. It will also open a further section in which you can add another signatory.

Section 4: Your Project

This is your opportunity to tell us about your project and what YLAG funding would enable you to do. Your answers in this section will form a major part in assessing your project for eligibility, fit with YLAG aims, demand for your project and its achievability. If possible, provide data/evidence to back up statements and SMART (specific, measurable, achievable, realistic and timely) measures for assessing impact.

- 4.1 Provide a project name. This should be indicative of what the project is.
- 4.2 Tell us about what you do and what you would like the YLAG to provide you with funding for. Make sure to provide as much relevant context as possible, e.g. by explaining how the project contributes to your wider aims and ambitions or enables you to overcome barriers you are currently facing.
- 4.3 Set out which of the YLAG’s priorities for 2024-25 your project will support and how. Projects will have to contribute to at least one of the priorities to be deemed eligible for CLLD funding. Alignment with more than one priority is likely to be an advantage. The YLAG’s priorities for 2024-25 are:
- empowering young people;
 - dùthchas & dualchas;¹
 - entrepreneurship;

¹ These two Gaelic terms are not easily translated into English but encompass a wide range of activities, sentiments and attitudes related to life in the Outer Hebrides. They could cover activity geared towards sustainability and environmental goals, traditional skills and activities, or Gaelic language and heritage.

- mental health; and
 - personal & professional development.
- 4.4 Tell us how many young people are likely to directly benefit from your project and in what capacity, e.g. as attendees, visitors, clients, suppliers, contributors etc. Please be realistic in your assessment and explain how you have derived at the figures.
- 4.5 Tell us about the immediate outcomes you expect from your project to have and what its legacy (i.e. an impact beyond the current financial year) is hoped to be. If possible, choose a small number of SMART measures. This will allow the YLAG to gauge the contribution your project will make towards achieving their stated aims. Outcomes may be that young people find it easier to find employment due to skills or confidence gained, more community activism, or better mental health due to feeling empowered and knowing where to access support. Ideally your outcomes and long-term benefits should tie in with the YLAG's priorities.
- 4.6 The YLAG have a limited budget available and want to ensure that any project they support provides good value for the money they contribute. Explain to us how you feel you comply with this requirement.
- 4.7 State which community or area will especially benefit from your project. It is up to you how you define "community"; it may cover a geographic area such as a township, council ward or island, or relate to a community of interest.
- 4.8 Explain how your project will (help) address a specific need in the community and provide evidence that the community supports your plans. If there are other offering similar services, explain why your project is needed and would enhance their offer rather than competing with it. You may wish to submit this application in partnership with such a provider to strengthen your case.
- 4.9 Tell us if you expect your project to benefit young people who are care-experienced, disabled, affected by poverty or part of a marginalised group, and if so, how and how many disadvantaged young people are expected to benefit. While projects do not have to support young people from these groups to be deemed eligible, applications that do so are likely to be viewed favourably.
- 4.10 Tell us whether your project will support the Gaelic language and culture and if so, how. While projects do not have to support Gaelic to be deemed eligible, applications that do so are likely to be viewed favourably.
- 4.11 Let us know when, should your application be successful, you intend to start your project and when you expect the work to be completed. Please note that projects must be completed and all financial transactions have taken place by Friday 28th February 2025 at the latest.

Section 5: Funding

This section collates information about your project's finances. As well as stating your financial request to CLLD, it will allow the YLAG to assess how you arrived at your indicative costs, whether they are realistic and if they present good value for money.

Funding requested

- 5.1 This figure should reflect the expected overall (financial) cost of your project, including any match or own funds contributed, but not in-kind contributions.
- 5.2 This figure should reflect the amount of funding you are requesting from the 2024-25 Outer Hebrides YLAG Fund.
- 5.3 If your request to the YLAG is for an element of a larger project, please explain your wider project costs, how you intend to fund these, any match funding already secured or dates you expect to hear from potential funders, and how CLLD will fit into your funding package. Match contributions, both financial and in-kind, are encouraged and may help strengthen your application, but are not essential.
- 5.4 Let us know if you expect that there will be any non-monetary, i.e. in-kind, contributions made to your project and if this is the case, please list what they are likely to be and, if possible, an indicative equivalent cost. Possible examples of in-kind contributions are:
 - Volunteers: If possible, provide an indication of the hours you expect to be contributed to the project by volunteers and what you would expect to pay if someone had to be employed to undertake this work.
 - Organisational support: Members of your staff may undertake work on this project, e.g. in a managerial or admin capacity, but not be specifically funded to work on the project. If possible, provide an indication of the hours you expect them to contribute to the project and what they will be paid for from another budget for these hours.
- 5.5 Equipment and space: Your organisation or other (community) partners may make materials, equipment, space etc available for free or at a reduced rate for this project. List what they are and, if possible, provide an indication of equivalent costs for hire or purchase.
- 5.6 Please let us know if you are VAT registered and will be able to reclaim the VAT content of some or all of the elements you are asking CLLD to fund. Please also tick 'Yes' if you are not yet VAT registered but intend to become so in the foreseeable future and will be able to reclaim some or all of the VAT content then.
CLLD is unable to fund any VAT you are able to reclaim and for any such elements you should therefore request the Net amount (i.e. costs exclusive of VAT).
If you are unable to reclaim VAT, either because you aren't VAT registered or because the costs are ineligible, CLLD can fund VAT content.
Please note: It is the applicant/claimant's responsibility to ensure that they comply with relevant VAT legislation and to bring it to the CLLD secretariat's attention at the earliest possible opportunity if there is a change in circumstances, e.g. because you have become VAT registered.

Budget

- 5.7 Provide as detailed a breakdown as possible of the costs you are expecting to incur and are seeking funding for. If possible, back up your figures e.g. with a current quote. You may attach the budget in a separate document or enter it by “clicking the “Add additional budget item” box and entering items separately. Either way, you should provide a description of the item (Project Items), a description of how you have derived at the cost (Description) e.g. referencing a quote or by providing a link to the item to be purchased, and the expected Cost. If you have received quotes, these should also be attached.
- 5.8 If using the online form, the total amount will automatically be calculated based on the sum of the costs you list. The total should correspond with either the predicted overall cost as stated in Section 5.1 or the figure requested from CLLD as stated in Section 5.2. If your request to the YLAG is for an element of a larger project, please use Section 5.3 to explain your wider project costs, your (intended) funding package and how CLLD will fit into this.
- 5.9 Let us know if you expect that there will be any non-monetary, i.e. in-kind, contributions made to your project and if this is the case, please list what they are likely to be and, if possible, an indicative equivalent cost. Possible examples of in-kind contributions are:
- Volunteers: If possible, provide an indication of the hours you expect to be contributed to the project by volunteers and what you would expect to pay if someone had to be employed to undertake this work.
 - Organisational support: Members of your staff may undertake work on this project, e.g. in a managerial or admin capacity, but not be specifically funded to work on the project. If possible, provide an indication of the hours you expect them to contribute to the project and what they will be paid for from another budget for these hours.
 - Equipment and space: Your organisation or other partners may make materials, equipment, space etc available for free or at a reduced rate for this project. List what they are and, if possible, provide an indication of equivalent costs for hire or purchase.
- 5.10 Any CLLD funding awarded will normally be paid out retrospectively once the applicant provides evidence of expenditure. Please confirm that you are aware of this and will either be able to provide the required upfront finance or that you have come to an alternative arrangement – in writing – with the CLLD Coordinator. Ticking either option falsely could result in your grant offer, if awarded, being withdrawn at a later stage.

Section 6: Bank Details

Should your application be successful, payment will be made via BACS to the account you provide details of in this section.

- 6.1 Please provide details of your organisation’s bank account. This should be in your group/organisation’s name and match the details on the bank statement you provide in support of this application.

- 6.2 Attach a recent bank statement from within the last 3 months. This should be for the same account that you have provided details of in Section 6.1. This will allow us to verify that the account is in your group/organisation's name and that it is an active account. The document will not be shared any further.
- 6.3 If your group/organisation requires more than one signatory to make withdrawals from your bank account or if the application is being completed by an authorised signatory who does not have responsibility for your organisation's bank account, please ensure that the person(s) with responsibility for the bank account is/are aware of this application and that their details are listed in Section 3.4.

Section 7: Compliance

Please confirm that you are aware of and will comply with the following legislation and regulations.

Fair Work First

- 7.1 CLLD is funded by the Scottish Government and as such all work delivered must be in line with the Scottish Government's Fair Work First principles. Some of these not only apply to work specifically relating to the project but to the organisation as a whole. It is the applicant's responsibility to ensure that they comply with Fair Work First principles and confirmation of this will be sought prior to any funding being paid. In particular, we would like to draw your attention to the requirements for payment of at least the real Living Wage and for appropriate channels for effective workers' voice.

Procurement

- 7.2 Successful applicants will have to confirm that appropriate procurement procedures were, or will be, carried out to ensure that fairness, transparency and value for money is achieved. You may be required to provide all documentation and evidence that demonstrates how you arrived at the costs and how in doing so you consider them to be reasonable. Organisations bound by Public Contracts (Scotland) regulations should follow these. Organisations not bound by PCS rules should normally seek three comparable quotes and opt for the lowest offer, or award contracts based on a scoring matrix assessing price-quality criteria. If this is not practical, you may consider benchmarking (comparing costs e.g. staffing, against other organisations or within your organisation) or price comparisons (e.g. for items with particular specification). Where there is no viable alternative (e.g. use of a local venue), a single quote may suffice. Should you be unsure of what is required of you or be considering a non-standard procurement route, please contact the CLLD Coordinator as early as possible and before entering into any binding agreement with a supplier.

Minimal Financial Assistance

- 7.3 Any CLLD funding awarded must be compliant with the Subsidy Control Act 2022. It is likely that, if there is an element of subsidy, it will be provided under the Minimal Financial Assistance (MFA) provisions of the Subsidy Control Act 2022 (previously known as De Minimis State Aid under EU law), which enables an applicant to receive up to a maximum level of subsidy without engaging the subsidy control rules. This allowance is £315,000 in total over the current and preceding two financial years. Should your application be (fully or partially)

successful, any subsidy awarded to you from this fund will be relevant if you wish to apply, or have applied, for any other subsidy. It will be your obligation to comply with, and to demonstrate compliance with, subsidy control legislation.

Section 8: Advertising and Promotion

- 8.1 As well as providing communities with the means to undertake direct action, the YLAG hopes that the 2024-25 YLAG Fund will help raise their profile and highlight the benefit they, and the wider CLLD programme, bring to our islands. We would therefore like you to tell us how you intend to acknowledge any funding you are awarded and how this will help contribute to the YLAG's aims to raise awareness of their work and value.
- 8.2 Please confirm whether we may add you to our mailing list. This will allow us to contact you with further information on the current and future CLLD programmes such as funding opportunities. If you would like an alternative email to the authorised signatory's to be added to the mailing list, please provide this in the box provided. Your response to this question will have no bearing on the success of your application.
- 8.3 As part of the final project report, claimants will be asked to provide visual (photo or video) material as well as wider information about the progress YLAG funding allowed them to make. The visual and written feedback provided may be used for promotional purposes and in some instances wording or images may be edited to suit the required format or medium, however, the original sentiment will always be retained. Please confirm that you are aware of this requirement and that you will endeavour to gather suitable material at appropriate times, e.g. during an event when funded equipment is being put to its intended use.
- 8.4 Please confirm that, should you be awarded YLAG funding, delivery details of your project may be publicised to communicate benefits and share learning, e.g. through case studies and site visits. You may also be asked to provide visual (photo or video) material and/or verbal feedback (e.g. quotes or project evaluations) that can be used for promotional and learning purposes and in some instances, we may request to visit your site to take suitable photos or videos. Material may be requested and published by the YLAG, Outer Hebrides CLLD, the Scottish Government or a suitable third-party nominee, e.g. the Scottish Rural Network (SRN).

Section 9: Supporting Documents

- 9.1 Please tick the appropriate boxes to confirm which supporting documents you have attached. Please note that while we welcome documents that provide wider background to our applications, such as a business plan or feedback surveys, the YLAG will be assessing your application first and foremost on the detail provided in the application form. Aside from the budget, which can be either attached or entered into the form, documents should not be attached in lieu of providing information in the form.
- 9.2 You may at this stage attach any final documents.

Section 10: Authorisation

Data Protection

- 10.1 Ensure you carefully read the terms relating to Data Protection before confirming you accept them.

Authorisation

- 10.2 Read the authorisation section carefully before confirming that you agree to the terms and have the necessary authority to do so.

Submitting your application

This is the final step before submitting your application. Please note that, **once submitted, you will be unable to edit your application form again**, so please make sure you are confident that you have completed the application form to the best of your ability and attached all supporting documentation before clicking “Submit”.

For further information, support or guidance, please contact the Outer Hebrides CLLD Coordinator by emailing ohclld@cne-siar.gov.uk.

Gur math a thèid leibh!