

# cairn

A Guide to the Cairn Community Fund

We are committed to working towards building better communities across Scotland. The Cairn Community Fund has been established to encourage our tenants and others to work together to improve their communities.

## How do I apply to the Cairn Community Fund?

Contact the Communications & Engagement Team for an application form and an informal chat or help with your project and application. Completed forms should be returned to:

Communications & Engagement Team  
Cairn Housing Association  
Bellevue House  
22 Hopetoun Street  
Edinburgh EH7 4GH

Phone: 0800 990 3405  
Email: [enquiries@cairnha.com](mailto:enquiries@cairnha.com)

## Who can apply?

You can apply to the Cairn Community Fund if you are a Cairn tenant, resident or other customer (including shared owners or owners receiving a factoring service from Cairn). Applications are also invited from voluntary organisations or community groups developing projects that will benefit the communities in which we operate. Applications must come from at least two people.

Schools within our communities are eligible to apply for non statutory provision, i.e. voluntary projects and extra curricula activities which will impact positively on the local area or community.

Priority may be given to applications from Registered Tenant Organisations or tenant groups who are moving towards a formal constitution.

## Who can't apply?

- Local authorities and public bodies
- Registered Social Landlords
- Organisations trading for profit
- An individual (applications must be signed by two people acting in the interests of the wider community)

## How much can I apply for?

You can apply for a grant of up to £1,000. It's not a requirement for funding but we may look more favourably on projects that have identified other sources of income or funding for their project.

## What are the criteria for projects?

The project for which you are applying for must meet at least one of the following objectives:

- A focus on Cairn tenancy sustainment or financial inclusion. For example; starter pack or furniture projects, to help support tenants moving from temporary accommodation to a secure tenancy, projects providing financial guidance and support to Cairn tenants or projects tackling fuel poverty.
- Enhance the quality of life in communities. For example; projects that promote safe, healthy and vibrant communities or provide support for events that encourage community cohesion.
- Environmental improvements such as community clean-up projects, community allotments and garden projects or healthy eating projects.
- Encourage tenant participation that will positively impact on Cairn tenants and their families.
- Reduce isolation or improve health (mental or physical).
- Encourage partnership working or engagement with other organisations that will benefit Cairn tenants/residents or communities.
- Sponsorship may be considered if there is also a benefit to a local Cairn community through the sponsorship.
- There may be additional funds available, allocated at the discretion of Cairn's Executive Team, which in some cases may be targeted towards particular groups or projects, as a result of bequests left to Cairn Housing Association as a legacy gift.

## What the grant money can be spent on

- Buying or hiring equipment and tools to enable a project to take place
- Buying materials such as paint, plants, wood and compost
- Paying someone to perform a task such as a gardener or joiner (this must be part of a project of learning or engagement)
- Hiring venues, pay for catering or pay for activities for community events
- Paying appropriate volunteer expenses

## What the grant money can't be spent on

- Decoration or paintings purely to improve the aesthetics of an area

- Simple or aesthetic garden improvements, such as flowers or benches
- Normal social group activities such as meals or parties
- Trips/days out that are not part of a larger project

## What happens next?

All grant awards are subject to the availability of funds. Grant awards will be considered on a rolling basis by the Cairn Community Fund Panel.

You will receive a letter acknowledging your application within 10 working days advising of the date of the next Community Fund Panel meeting. You will be sent confirmation and feedback on the panel's decision within 10 working days of their meeting.

## How often can I apply?

You can submit applications for different projects at any time. However, we aim to support applications from across all areas where Cairn has housing so multiple applications from one community are unlikely to be successful. New applications for previously successful or unsuccessful projects will not be considered until one year after the original application was considered.

## What records need to be kept by successful applicants?

We will ask you to complete an end of project evaluation that will include financial evidence of how the grant was spent. Successful applicants are expected to cooperate in promoting the Community Fund and successful projects through Cairn Focus, our website, annual reports and any other relevant publications. We expect to receive good quality photographs from your project to help us promote the Community Fund.

## Will the grant award cover ongoing running costs?

The Community Fund will not ordinarily pay for the ongoing running costs of projects. Cairn expects successful applicants to be responsible for the successful delivery of their projects and any ongoing maintenance and liability. Cairn will provide the initial funding for projects through the Community Fund grant award but will not be liable for any ongoing costs of maintaining the projects activities after the initial grant has been spent.

You may wish to request a contribution to these costs as part of your grant and these costs should be fully estimated and itemised in your application.