

Climate Ready Forth Valley: Local Knowledge and Lived Experience Event Fund

Guidance notes

Overview

The *Climate Ready Forth Valley: Local Knowledge and Lived Experience Fund* ('the Fund') is a grant fund distributed by FEL Scotland on behalf of Scottish Government.

Its objective is to enable community groups to contribute their stories of local climate impacts and adaptation based on their local knowledge, lived experience and community values, to help shape future Climate Ready planning.

The Fund aims to cover the costs of eligible community groups who organise, host and promote events that bring their communities together to share what climate impact and adaptation means to them, locally. In addition to funding, FEL Scotland will provide groups with a resource pack and support from our team.

Collected stories and experiences will be anonymised and used to support future understanding of how climate adaptation planning can prioritise key issues, positively address challenges and better support people and places across the region in a fair and just way.

About the Fund

Offers of funding and amounts will be made at FEL's discretion. As a guide £225 will be offered to groups hosting up to 15 people, per event. However, groups are encouraged to let us know, using the EOI, how much they require to cover the costs of putting on their events, even if more than £225.

Applicants will be notified of the outcome of their EOI within 5 business days of all information and any clarification.

The applicant host will be responsible for

- Organising and hosting the event
- Ensuring a nominated note taker accurately records key themes and points
- Completing the online report form and submitting it by the deadline

Key dates

- Midday, 12 March 2026 – Fund closes
- 5pm, 16 March 2026 - Deadline for submitting completed online forms to FEL

Priority Communities

We are keen to support an even spread of events across Clackmannanshire, Stirling, Falkirk and the national Park. **Areas outside of the Forth Valley region are not eligible for funding.**

Eligibility Criteria

This fund is open to Forth Valley residents only.

Applicant should be able to provide, on request, the following documentation:

- A bank statement in the organisation's name (not an individual's name)
- A committee with at least 3 unrelated members
- A constitution or similar governing document
- Most recent audited signed accounts, or similar evidence of financial management

If your group isn't able to provide accounts or any of the other documents requested, please get in touch to discuss alternatives. Assistance can be provided by our partner Third Sector Interfaces, CTSI (Clackmannanshire); CVS (Falkirk); and SVE (Stirling) all of which can also provide advice and practical support around governance.

Event timing

- Your event should take place between 2 February 2026 and 16 March 2026.
- All responses should be electronically submitted to FEL Scotland as directed by 5pm 16 March
- If you need to change the agreed date of the funded event, this must be agreed in advance with FEL Scotland.

Deadline for Expression of Interest (EOI) in the Fund

- The deadline for submitting EOI is Monday 9 March 2026.
- FEL Scotland reserves the right to close funding earlier than this date if the fund is at risk of becoming oversubscribed.

IMPORTANT Payment of funds

- FEL will pay 100% of the grant fund awarded in advance of the event and upon receipt of both of the following:
 - A signed copy of the letter of agreement
 - An invoice (inclusive of VAT) made out to FEL Scotland for the full grant amount
- Where appropriate and agreed in writing in advance, FEL will pay supplier invoices directly in place of awarding a grant to the applicant.

Eligible costs

Eligible costs include costs of hosting an inclusive event, facilitating and accurately recording views expressed in response to the consultation and reasonable out-of-pocket expenses. Please get in touch if you wish to discuss any costs not covered below:

- Venue hire (or other contribution to the upkeep of the space used)
- Catering or refreshments (excluding alcohol)
- Promotional materials
- Fees of facilitators, scribes or support such as translators
- Fees related to child-care or child-friendly activities
- Costs of making the event accessible to people with additional needs
- Reasonable transport expenses of participants travelling by public transport
- Hire of audio-visual equipment

The following costs are not eligible:

- Salary or staff costs
- Fees of speakers
- Fees of photographers or videographers, bloggers or similar
- Paid advertising
- Production of materials for long-term use (E.G. Brochures, Place Plans)
- Alcohol
- Prizes

Final report:

Please keep notes of key themes discussed (E.G. Flooding, Energy infrastructure etc.) with names of any specific places mentioned along with the stories or experiences shared in the session. You can preview the report form here:

<https://airtable.com/app0d1DWISugRTs6T/paggAFk2nW8uXmqBw/form>

Please note, the form may not save any changes made to it, particularly if you need to write up your report over several sessions. We recommend you write your report somewhere it can be easily backed up and then copy and paste a final version into the form.

Safeguarding

Please note that it is a condition of grant that the recipient organisation has robust safeguarding policies, procedures and good practice in place to prevent any harm and abuse to all people it has contact with

- Guidance on Protection of Children and Vulnerable Adults (PCVA) can be found at: <https://www.volunteerscotland.net/for-organisations/disclosure-services/>
- A sample PCVA policy and further support and guidance is available at: <http://www.volunteerscotland.net/disclosure-services/resources/>

Membership of FEL Scotland

The Fund is open to both FEL members and non-members, though we encourage non-member organisations to join FEL (for free) and subscribe to the monthly newsletter to stay up to date with the latest news and opportunities.

Questions

Please contact Stuart@FELScotland.org