



Edintore Wind Farm Community Benefit Fund
Standard Grants Application form

For grants of over £1,000

Please read the guidance notes when completing the form.

Closing Deadline: 5pm on Friday 25th August 2023

If your application is submitted at least seven days before the deadline, we will check it for completeness. Otherwise your application will go to the panel as it stands and maybe rejected if incomplete or lacking supporting evidence.

Section 1: About your organisation

Name of the group (this should be the name on your founding document or constitution)	
Keith in Flower	
Name of your project (a short name describing your project, that could be used in publicity)	
Workshop and store repair — Phase 2	
Main Contact and address for correspondence	
Full Name:	
Position within the organisation:	
Address:	
Postcode:	
Telephone:	
Email:	keithinflower@kcr.fm
Organisation website address:	https://www.facebook.com/keithinflower
Application Number (Office use only)	E5/2023

Tell us about your organisation.

Keith in flower is a small group of volunteers who look after the town's hanging baskets, towers, planters etc. Keith in Flower was started by the late Dave Carson, who saw the need to brighten up the town following council cutbacks. He spoke to Keith Community Council and formed a sub committee.

Although the committee members have changed over the years, the aim has always remained the same. We have an almost new committee in 2023, following the loss of Dave earlier in the year. Our new committee members are more proactive and work better as a team than ever before.

We aim to expand our floral displays in coming years — we're currently looking at other towns displays for inspiration and putting together a plan for the future.

Where does your organisation meet or where does it carry out its main activities?

We meet regularly for committee meetings at Appin House, Keith. Our operations are based at the community shed at Seafield Park, where we store all our equipment, compost, tools etc. We fill the reservoirs in our planters and baskets 2-3 times per week with our bowser.

Type of organisation (Please tick all those that apply)

Constituted Community Group	<input checked="" type="checkbox"/>	Registered Scottish Charity Charity No .	
Not a registered charity but having charitable aims	<input checked="" type="checkbox"/>	Awaiting registration as a Scottish Charity	
Company limited by guarantee Company number.....	<input type="checkbox"/>	Community Interest Company Company number .	
Social enterprise	<input type="checkbox"/>	Co-operative	

How many people are involved in running your group? (please enter a figure/s)

Committee Members		Directors	
Members		Part time paid staff	
Volunteers		Full time paid staff	

Section 2: Your finances

Organisation Bank or Building Society details

Name of Account:	
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Account number:	
Sort code:	
Name of bank:	
Address of bank/building society:	
Postcode:	
Date of financial year end:	
How many signatures are required on cheques:	
Is your organisation registered for VAT?	
Yes	No X

Section 3: About your project

<p>What assets or activities do you want us to fund? (How will you use the grant money?)</p> <p>Our 'sister' Keith Christmas Lights committee share the storage shed/workshop at Seafield park with us, Keith Show and other community organisations. Recently, our community council was granted funds to replace the roof and repair the rear wall of the building.</p> <p>These works are now well underway, with the majority of the work scheduled for mid October. This is phase one of the project. Phase 2 is to replace the tin sheets on the front face of the building and replace both the main garage door and 2 small personnel doors.</p> <p>Our plan had been to apply to this fund for all materials to complete phase 2, however having had recent donations to Keith Christmas Lights and Keith in flower, our groups are able to fund the materials for the front wall ourselves, covering roughly half of the project cost and leaving just the doors and accessories to be funded.</p> <p>We'd like you to fund the 2 steel single doors and the roller garage door</p>

Section 3: About your project

What is the need you have identified and how will your project meet it?

The building has sat in disrepair for some time. Our members have patched and repaired the building as much as possible since it was damaged in the snow of 2010 and the condition declined rapidly thereafter.

One of the small entry doors to the shed is wooden and very rotten. We've painted it in the past but it now requires to be replaced, along with a steel panel which currently acts as a makeshift door. The large main door to the shed is home made and although we've added new locks, it is very insecure. It also requires annual repairs and painting.

The whole front wall is made from a wooden frame with small corrugated sheets, many of which are loose, rotten or damaged. The majority of the wooden framework on the building front is rot free, so we only require to repair small areas of framework to install the doors. The building is now around 100 years old and has had very few major repairs over this time. It is hoped that by completing major repairs now, that it will last another 100 years to continue serving the community.

We've supplied an individual quote / online valuation for each door and one for door flashings, plus a combined quote from a local tradesman who is overseeing phase 1 of the project. (Our preferred since his knowledge is essential to the project) We've also included a price showing the value of the materials we'll be purchasing ourselves.

As usual, our committees will provide as much labour as possible to keep costs low, and provide fixings, consumables, PPE etc for the project.

Section 3: About your project

How does the project link into other initiatives in the community?

The project will be the finishing part of the building repair project, enabling Keith in Flower, Keith Christmas Lights, Keith Show and other organisations to continue using the building as a workshop and store. These groups are all very community orientated.

How has the community demonstrated its support for the project?

The community are always very supportive of the work that goes on in our workshop. We often have members of the public visiting while we work, coming to see how we're getting on or offering a hand. Members of the public are aware of the hundreds of hours of work our floral and Christmas displays take each year, with much of the work completed in the workshop. The results of the project will be visible when driving into Keith on the A96, but the real benefits will be to the security of our equipment inside the shed and the ease of access to our members.

Section 3: About your project

How many people will benefit from your project? (Please enter a figure)

6000+ (Everyone in Keith will benefit from the above mentioned continued running of the community organisations and their work in the building, plus visitors, tourists etc)

How will you make sure as many people as possible can benefit from it?

The workshop will continue to be used by the community organisations, therefore benefitting the community as much as possible.

How many are from the primary area of benefit? (Please enter a figure)

Estimated 4500

Which of the fund aims does our project meet? Please tick all that apply

Improving the social and community life within the area of benefit	X
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Improving the environment of the area of benefit	
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Providing benefit to the community beyond the 25-year lifespan of the wind farm	X
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When will your project take place? (Start date must be after grant received and finish date within a year of grant award)

Start Date	November 2023	Finish Date	January 2024 / Sooner if possible
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Section 4: Financing your project

How much will your project cost in total? (Please give a breakdown, including the value of an contribution you are making in cash or e.g. in volunteer hours)

Profile Sheets, fixings etc. (Our Contribution) £4081.20

Quote 2 - £4400 (Total of Quote 1 is £4675.45)

Total - £8481.20

Are you applying for funding from elsewhere for this work?

Yes — please give details below		No	X
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Phase 1 funded by Hill of Towie community benefit fund and supported by Keith Community Council

How much funding are you asking Edintore Community Benefit Fund for?
Please enter a figure. This can be up to 100% of costs

£4400 (52%)

Section 5: Monitoring and evaluating your project

How will you know your project was successful or how will you measure the results?

The result will mean peace of mind for our volunteers that our equipment is safe. We'll also all benefit from the doors, since they'll be used daily by our volunteers.

How will your project keeps going once any grant assistance runs out?

The project shouldn't need any continued financial assistance but if small repairs are required, this will be carried out by our groups.

Please give contact details of two independent referees who know the group and its work.

Name		Name	
Address		Address	
Postcode		Postcode	
Tel No		Tel No	

Your office bearers must also give their approval and agreement

Declaration:

We confirm that the information given on this form is accurate to the best of my knowledge. We also confirm that the grant will not be used for any other purpose than stated above.

(Please sign in black ink)

	Main contact	
Name:		
Position:		
Signature:		Date:
	Second contact	
	Chair Vice Chair Secreta or Treasurer must also si n in ink below	

Name:			
Position:			
Address:		Telephone:	
		Email	
Signature:	Date		

Complete applications and supporting evidence **MUST** be received by the **DEADLINE**.

Applications received after the deadline will not be forwarded for consideration.

Please use the check list on page 13 and sign to confirm you have included everything.

By completing this form you give consent for REAP to contact you in regards to your application and, if successful, any reporting requirements and to contact you regarding publicity of the fund. Your application form will be shared with Decision Making Panel members and the funder Edintore Windfarm Ltd, who are asked to store your documents securely and to destroy them safely. Copies of your application will be stored securely at the REAP office in hard copy and on computers and kept for as long as necessary. Your details will not be shared with any other third parties without your prior consent. For more information see REAP's privacy policy <http://www.reapscotland.org.uk/data-protection-and-privacy-policy-statement/>

Section 6: Terms and Conditions

Applicants understand and agree that:

1. Any grant awarded must be used only for the purposes in the application form. If the Edintore Wind Farm Community Benefit Fund ('the Fund') wishes to change any aspect of the application this will be explained in writing to the applicant. Any unspent funds will be returned to the Fund.
2. No change to the use of the grant is to be made without prior written permission from the Fund.
3. Equipment or assets purchased with a grant may not be sold or disposed of without written permission from the Fund.
4. Any grant awarded cannot be used to pay for costs incurred prior to the date of grant approval or start date of the proposed project, whichever is later.
5. The award of a grant to a group or for a project does not represent any commitment to fund any subsequent work.
6. No changes can be made to the applicant group's constitution during the period covered by the grant as regards its purposes, payment to members of the governing body, distribution of assets or admission of members without prior written consent from the Fund.
7. It is expected any required relevant policies will be in place with regard to e.g. health and safety, equal opportunities, protection of children.
8. The applicant group will inform the Fund of any changes to their bank or building society account details.

9. Applicants will acknowledge the Fund in any published materials and publicity of their project. The applicant group agrees to allow and participate in any publicity by the Fund.
10. Assisted projects may be subject to monitoring in terms of grant spend and activities achieved as agreed with the Fund. Successful applicants will be expected to implement evaluation procedures as appropriate.
11. The grant will not be increased in the event of any overspend.
12. The applicant group will keep all financial records and accounts, including receipts for items purchased with the grant, for at least two years from payment of the grant. The group will make these available to the Fund on request. This does not release the applicant group from statutory obligations to keep financial records for longer periods.
13. Edintore Wind Farm Community Benefit Fund reserves the right to withhold or request repayment of a grant or any part of it in the following circumstances:
 - a) If there is any breach of this contract
 - b) If the application form and supporting documentation was completed dishonestly or with incorrect or misleading information
 - c) If the applicant group does not take steps to ensure equal opportunities in their employment practices, membership and the delivery of the services
 - d) If any member of the governing body, staff or volunteers have acted dishonestly or negligently in respect of their work for the Fund at any time during the project.
 - e) If the applicant group fails to complete the project within the time specified on the Award of Grant Letter.
 - f) If the applicant group ceases to operate, is dissolved or insolvent or is put into administration, receivership or liquidation (sequestration), or an arrangement is made with creditors.
14. If the applicant group is dissolved, the governing body will agree a solution relating to the disposal of equipment or assets with the Fund.
15. These terms and conditions will remain in force so long as any of the grant funds remain unspent and until the relevant reporting and evaluation procedures set out in the Award of Grant Letter have been met. In the case of capital expenditure, these terms and conditions will remain in force until the end of the normal working life of the asset(s).
16. Applicants must complete their project event or purchases within 12 months of the award date and submit an "End of Award" report within six months of the completion of the event or purchase of the funded equipment/services. Any future applications to the fund will not be considered if the panel has not received an End of Award report.
17. The decision of the panel members is final.
18. The community fund is not to be construed in any way as being compensation for the operation and/or existence of the wind farm.

To be signed by either Main contact (same contact as on pa0A1\

 Chairperson

 Vice-Chairperson Treasurer

(Please sign in black ink)

Name	
Signed	
Position in Group	
Date	

Please check and sign below to ensure you have included all of the required details and documents with your application.

Check list	
All boxes of the form have been completed	
The application form has been signed by the main contact and a second contact (page 10)	
The terms and conditions have been read and signed (page 12)	
You have included a copy of your constitution or Memorandum & Articles of Association	
You have included a copy of your latest audited accounts or a recent bank statement	
Two competitive written quotes for each item or service being purchased (see guidance notes)	
Confirmation of any statutory permissions required (e.g. planning permission) if applicable	
Signed:	

All signatures must be handwritten in ink, electronic signatures are not acceptable.

Please submit completed applications to:

REAP

177 Mid Street

Keith AB55 5BL

For further information or help completing the application please contact REAP.

Phone: 01542 888070

Email: info@reapscotland.org.uk

Website: www.reapscotland.org.uk

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