

Edintore Wind Farm Community Benefit Fund

Guidance notes for Grant Applicants

Background

Thank you for your interest in Edintore Wind Farm Community Benefit Fund. This grant fund is made available to the community by Edintore Wind Farm Ltd., with the aim of supporting sustainable improvements to the physical, social, economic and environmental aspects of the local area. Priority is given to the area of benefit. (See area of benefit map)

The aims of the fund are:

- Improving the social and community life within the area of benefit
- Improving the environment of the area of benefit
- Providing benefit to the community beyond the 25-year lifespan of the wind farm

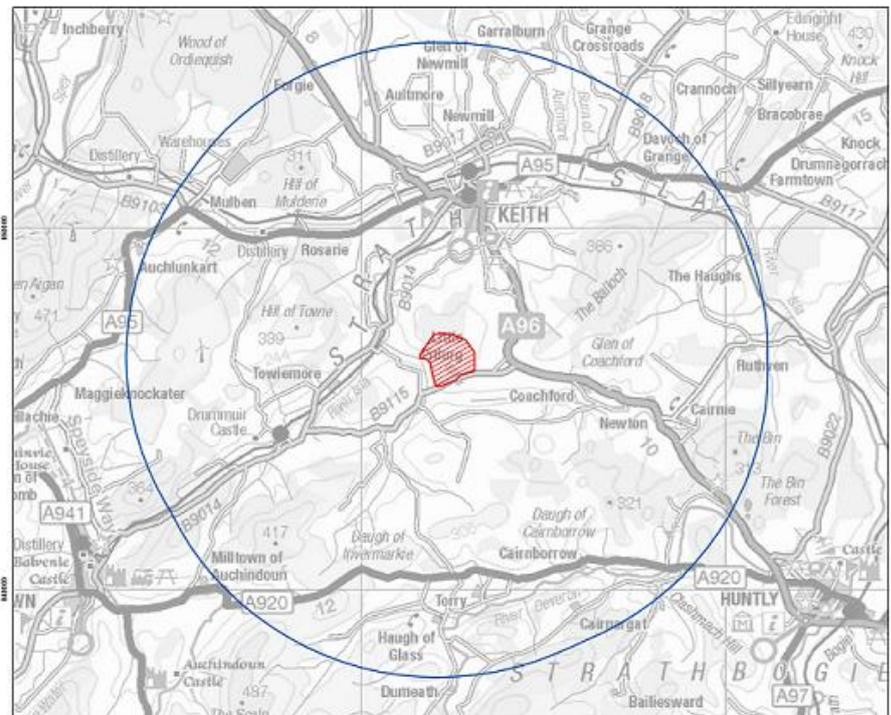
Eligibility – who can apply?

1. Your application must meet at least one of the fund aims above.
2. The grant scheme is open to community groups, organisations, charities and social enterprises* that operate on a not-for-(private)-profit basis. Your group or organisation must be formally constituted i.e. have a constitution or governing document that sets out how they operate. It must also have a bank account in its name with at least 2 unrelated signatories.

* A social enterprise is a specific type of independent businesses that exists to deliver a specific social and/or environmental mission. They operate on a not-for-profit model, with any profits or surpluses go towards their mission

3. The proposed project must fall within one of the two defined 'areas of benefit'. The primary area of benefit is a 5 mile 'as the crow flies' radius from the centre of Edintore Wind Farm (see area of benefit map). The secondary area is beyond the primary area of benefit boundary.

Priority will be given to applications from groups operating within the area of benefit, or projects benefitting communities within the primary area of benefit. After this, priority will be given to applications based on their merit and proximity to the primary area of benefit.



MMap of Edintore Primary Area of Benefit
(Larger map on REAP website or available from REAP office)

The grant scheme will not fund:

- Projects or activities that are considered to be statutory responsibilities of the Local Authority or other Government bodies, other than those that enhance or build on existing services.
- Groups or activities that promote a political party or purpose, including anti-renewable energy / anti-wind farm.
- Groups or activities that promote religion, other than to religious groups in order to provide social activities (such as youth group or coffee mornings) or to support physical infrastructure (such as building repairs, maintenance or improvements).
- Retrospective funding and debt finance (e.g. loan payments).
- Individuals.

When can I apply?

The fund Decision Making Panel will meet once or twice yearly to assess applications, depending on the value and volume of applications received. Applications can be submitted at any time. It is advisable not to leave applying until the last minute to allow time to gather quotes and supporting information and for any follow-up queries to be answered.

The closing date for applications is approximately 4-5 weeks before each Panel meeting and will be published on the application forms and the REAP web site (www.reapscotland.org.uk).

For further information contact REAP by phone on 01542 888070 or email info@reapscotland.org.uk

Help with applying

The process for applying is straightforward and help is available if needed. If you are not sure if your group is eligible to apply, or your project costs are eligible for funding, please contact REAP for an informal discussion. If you have any difficulties completing an application form, REAP will be happy to provide support.

The application process

You must fill in an application form to apply. Use the Small Grants Application form for grants of up to £1000. For grants of £1000 or more, please use the Standard Grant Application form.

For large applications (£20,000 or more) the Decision Making Panel may ask that a representative from the applicant group makes a presentation in support of their application.

Applicants are advised to provide an adequate, proportionate amount of information. For example, larger capital projects should provide a complete financial breakdown of the project, including any planned or available match funding, and a project plan. A project plan is also useful for projects seeking match funding as it helps illustrate which specific part of a project is being funded by the Edintore Community Benefit Fund. It may also show how one project phase can be completed without being dependent on successful applications to other funders.

Please bear in mind the timescale for grant spend when planning larger projects. Successful applicants have one year from the date of their letter of award to report on grant spending.

As Planning Permission can take more than a year to secure you may wish to have it in place before applying, or to apply for funding to secure Planning Permission separately, before applying to funders for further project costs. You can get advice about Planning Permission and how long Planning Permission lasts from your local authority.

Submit completed application forms and any supporting evidence to the REAP office, 177 Mid Street, Keith, AB55 5BL or by email to info@reapscotland.org.uk. REAP will acknowledge receipt of your application by email. You may be asked to provide further information or documentation so that your application can be assessed as fairly as possible.

If your application is submitted at least seven days before the deadline, REAP staff 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.

All eligible applications will be assessed at the Decision Making Panel meeting. Applicants will be advised of the decision by email shortly after the meeting. Successful applicants will be asked to complete and submit an acceptance of grant form. As soon as possible after receipt of the form, applicants will receive their funding by electronic transfer to their nominated bank account.

The Fund reserves the right to request additional information, including requesting to meet the applicant to answer questions about the application.

The decision of the Panel is final.

Reporting requirements

It is essential that successful applicants provide a report within 6 months of the project or activity being completed, or within a year from the award of grant. Providing a timely report is part of the terms and conditions of grant award and late reporting is a breach of these terms.

The report should include:

- A project account which itemises spending, supported by evidence such as photocopies of receipts, signed by 2 members of your group or organisation.
- Information on what the grant money was spent on and what difference the grant made to your group or the project. If possible, please include one or two photos and a quote that can be used in the Fund's annual report.

A template report and/or support with reporting requirements is available if needed – contact REAP
Failure to report or late reporting may prejudice future applications.

Application Form Guidance notes

Please answer in your own words and give straightforward and factual answers. Enter 'n/a' if any boxes do not apply. Please fill in all of the form. Incomplete forms may cause delay or be rejected.

Section 1: About Your Organisation

Fill in the name of your organisation as it is shown on your documentation and bank account.

Please ensure the main contact will be available to answer any queries or provide any missing information.

The main contact should be a committee member or senior employee who knows about your project.

Section 2: Your Organisation's finances

Please fill in your organisation's bank account details carefully.

Successful applications will have funds paid electronically to this bank account.

The date of the financial year end is the date your accounts are made up to.

Your organisation bank account must require at least 2 signatories from unrelated members. A single signatory for cheques is not acceptable.

Section 3: About your project

Give as much information as you can about your project. How it has come about? What would you like to do? What you need to make that happen? Who supports your project?

Be specific rather than general e.g. instead of saying 'the community supports this' give examples e.g. '30 people came to our last event, or 'group A, group b and group c all said they would like to borrow the equipment we are applying for' or '45 residents in our area have told us they would like to see this happen'.

You may include a few letters of support, photographs or other information in support of your application if you wish but this is not essential. If your project or activity fits with other things happening in the community, tell us about that.

Which of the aims of the fund does your project meet? It must meet at least one aim and may meet more than one – tick all those that apply.

The start date must be after the date of the next panel meeting, and within one year of receiving funds. Be realistic about timescales. In some cases it is difficult to give a finish date because the activity is on-going. In this case state give a date when you think that all of the grant applied for will be used and write 'ongoing' after it.

Section 4: Financing your project

Be realistic about costs. Please provide 2 competitive, like-for-like quotes (or other evidence of costs) wherever possible - for services or contract work, goods or equipment etc. Where it is not possible to provide 2 quotes, you must explain why.

Where appropriate, please explain how you propose to maintain your purchase in future years and provide for its upkeep. The panel recognises that there are many factors that contribute to selecting a preferred supplier, not only cost. You can explain your choice of preferred supplier if it is not the lowest cost option.

You can apply for up to 100% of your project costs from the Fund. If you are also applying to other funders, or have secured funding, or will use any of your organisation's own funds, please tell us about that.

Please also tell us about 'in kind' contributions such as loans of equipment, donated services and your volunteers' time. You can value volunteer hours in a number of ways e.g. using the minimum wage for an hourly rate or valuing unskilled work at £50/day, skilled work at up to £150/day, professional services at £350/day.

Section 5: Monitoring and evaluating your project

How will you know it has been a success and, if possible, how will you keep it going after funding runs out? If the funding is for a project with no on-going costs please write 'n/a'.

Referees

Please give the name and contact details of local people who are not directly involved in your project but know about it and your organisation, and are happy to act as referees.

Declaration

Make sure everyone involved in submitting the application has read and agreed the terms and conditions. Applications must be signed in ink. Typed signatures are not acceptable.

Please ensure all the signatures are in place and make sure you submit any supporting evidence needed.

Include all the supporting documentation required:

- **latest annual accounts or a recent bank statement**
- **a copy of your constitution or governing document**
- **signed terms and conditions**
- **two competitive, like-for-like quotes (or other evidence of costs)**
- **confirmation of and a timeline for obtaining any statutory permissions required (e.g. Planning Permission)**

If it is not possible to provide all the documentation required you must explain why in writing.

Contact

REAP, 177 Mid Street, Keith, AB55 5BL

01542 888070

info@reapscotland.org.uk

www.reapscotland.org.uk

REAP is a company limited by guarantee (No 316989) and a Scottish Charity (SC037988)