



## Hill of Towie Wind Farm Community Fund

### Application Guidance Notes

#### Introduction

Thank you for your interest in the Hill of Towie Wind Farm Community Fund. This fund is made available to the community by the developer RES, with the aim of supporting local activities which enhance quality of life for those living and working in the area.

The Grant Scheme is designed to assist local community groups to access funding to help them to play a continuing or more effective part in the life of the community.

The Grant Scheme has two aims:

- to improve the social and community life within of the area of benefit
- to safeguard and improve the natural environment and promote its proper use

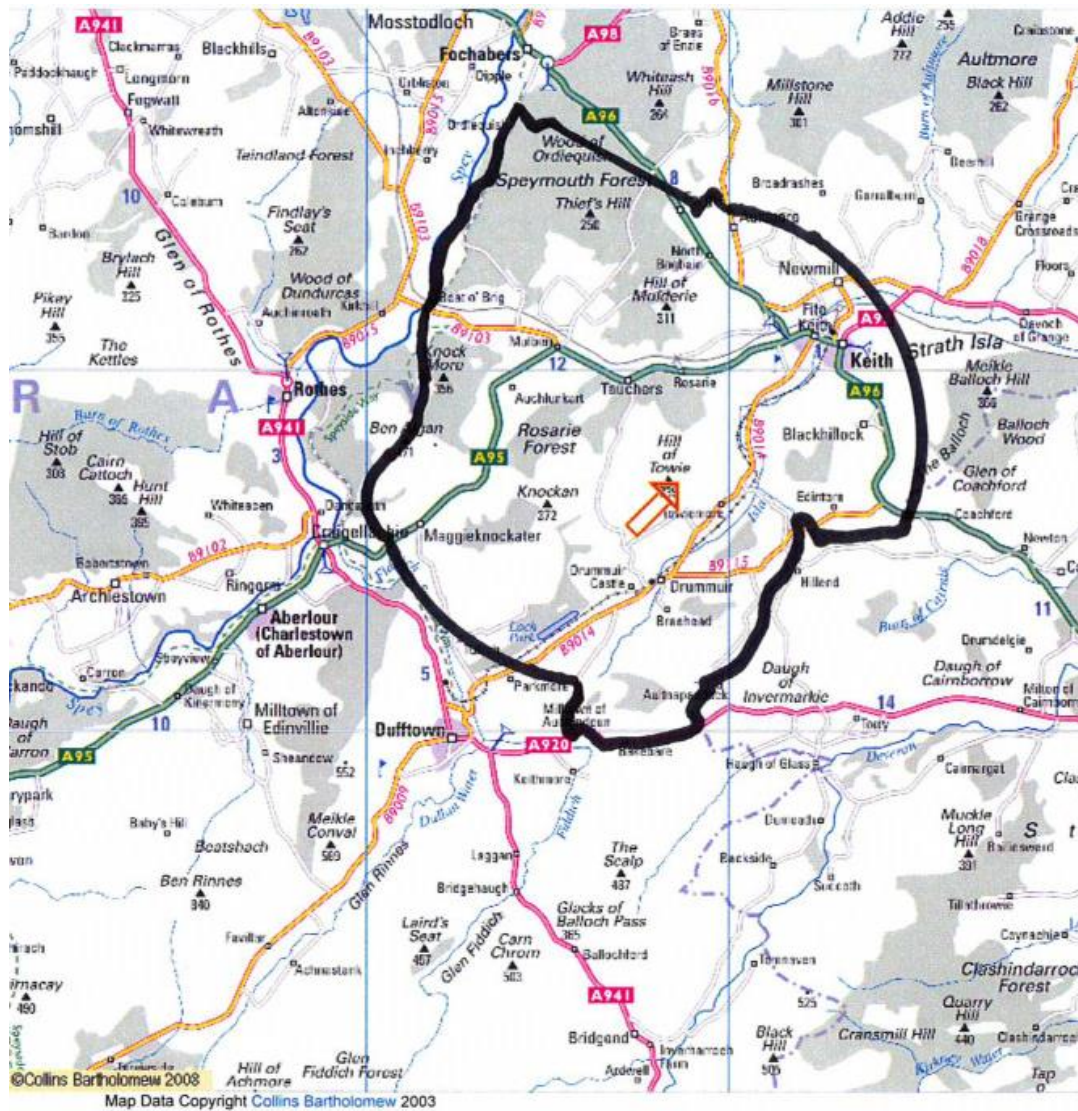
Your proposal must meet one of the aims listed above and should achieve a measurable outcome.

#### Who Can Apply?

The Grant Scheme is only open to community groups who meet two criteria. Firstly **the group should be properly constituted**. This means, for example, that an informal group of keen hill walkers who meet occasionally would not qualify. However, a hill walking club with a constitution and an elected committee of three or more persons would be eligible.

In addition, the applicant group will have a bank account and ensure that no signatories for cheques are related.

Secondly, **the group must operate mainly in the area of benefit**. All grants must be used to benefit those communities within the area of benefit – see the area of benefit map. So, an environmental group whose activities are focussed within the area of benefit would clearly be eligible. However, a group which operates outside the area of benefit, even though the committee members reside within the area, would not qualify



Area of Benefit Map – see REAP website or office for a larger copy

## When Can a Group Apply?

There are typically 2 funding rounds each year, with closing dates published on the REAP website ([www.reapscotland.org.uk](http://www.reapscotland.org.uk)) and on the application forms. Applications are invited at any time of the year and applicants are advised not to “leave it to the last minute” before making an application.

Applications received no later than 7 days before the deadline will be checked to ensure all the supporting information requested has been included. After this, applications will be forwarded to the Panel as they stand, and incomplete applications may be declined.

## The Application Process

The Hill of Towie Wind Farm Community Fund is keen to make the application process as simple as possible and assistance is readily available to help your group complete the form. Applications for a grant must only be made on the Grant Scheme application form. Please complete the correct form – for applications less than £1,000 use the shortened form and for applications of £1,000 or more please use the main application form.

To assess your application fairly, the Decision Making Panel (DMP) may require additional information so please be prepared to make available other documents as required. Receipt

of your application will be acknowledged by email. For large applications (£20,000 or more) the DMP 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 applications for capital projects would 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 Hill of Towie Community Benefit Fund. It may also show how one phase of work can be completed without being dependent on other funding bids being successful.

All applicants will be advised of the DMP's decision shortly after the meeting. Successful applicants will be sent an acceptance of grant form for 3 committee members to sign, and will receive their funding as soon as possible after this is returned to the REAP office.

### **Guidelines for the Completion of the Application Form**

1. Most of the questions require simple, factual answers. If a question does not apply to your application please enter "not applicable". Incomplete application forms may cause delay and may be returned.
2. The main contact for this application is the person the DMP can contact for clarification or further information – it is not necessarily the Chairperson or Secretary of the applicant group. The main contact could be a member of the committee or a senior employee.
3. Tell us as much as you can about your project – what your group would like to do, how it will benefit the community and what items or activities your group needs to make the project successful.  
Be specific rather than general e.g. instead of saying 'the community supports this' give real life examples e.g. '50 people came to our last coffee morning', or '10 local businesses donated to our fundraising efforts', or 'we spoke to these 4 groups and 20 people said they would like to take up the activities we want to offer'.  
You are welcome to submit one or two pieces of supporting evidence such as photos, plans or drawings, or letters of support if you wish, although this is not essential.
4. Tell us how you will know if the project has been a success and how, if possible, you could keep it going.
5. Remember that the Hill of Towie Wind Farm Community Fund has its own aims – make sure that your group's project meets one of those aims as well as your own.
6. Be realistic about the costs of your project. Please provide 2 like-for-like, competitive quotes wherever possible e.g. for materials, equipment, refurbishment of premises or other work or services. If it is not possible to provide 2 quotes you must explain why.
7. Please ensure that your entire Committee has read and agreed to the Terms & Conditions and that the essential signatures are in place.
8. Your referees should be people who know the work of the applicant group but are not part of the organisation. A good choice of referee is someone who lives reasonably locally and knows about your group's day- to-day activities.
9. Finally, make sure that all the required documents accompany your group's application form.



### What the Grant Scheme will Fund

The scheme will consider applications for a wide range of purchases and activities. However, there are some exceptions. **The Grant Scheme will not fund the following:**

1. individuals
2. any group or activity which promotes religion (other than assistance to religious groups with a social purpose such as youth groups)
3. any group or activity which promotes a political party or purpose
4. a contribution to running costs over £200
5. repayment of loans or debts
6. any activity outwith the aims of the Hill of Towie Wind Farm Community Fund, REAP's aims and objectives or those of the applicant's founding documents
7. any activity which replaces statutory services other than those which enhance or add to existing services
8. any expenses incurred prior to the date of the DMP's assessment of the application

### Grant spend and reporting requirements

Applicant groups 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. Failure to report will prejudice future applications.

### Getting Help to Complete the Application Form

If your group is in any doubt as to whether they would qualify for a grant or if you are unsure whether your proposed purchases would be eligible please discuss this with staff at REAP. If you have difficulty completing an application form, REAP will be pleased to assist.

### Contacts

REAP, 177 Mid Street, Keith, Moray, AB55 5BL. Tel: 01542 888070

e-mail: [info@reapscotland.org.uk](mailto:info@reapscotland.org.uk)

web site: [www.reapscotland.org.uk](http://www.reapscotland.org.uk)

### Data Protection

By completing the application form you give consent for REAP to contact you in regards to your application and, if successful, in regard to reporting requirements and publicity of the fund. Your application form will be shared with DMP members and the funder RES, 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-privacypolicy-statement/>



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