



Edintore Wind Farm Community Benefit Fund

Small Grants Application form

For grants of up to £1,000

To be completed in conjunction with the guidance notes.

Closing date 15th March 2019

Section 1: About your organisation

Name of the group (this should be the name on your founding document or constitution)

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Name of your project (a short name describing your project, that could be used in publicity)

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Main Contact and address for correspondence

Full Name:

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Position within the organisation:

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Address:

--	--

Postcode:

--	--

Telephone:

--	--

Email:

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Organisation website address:

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Application Number (Office use only)

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Tell us about your organisation

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

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Type of organisation (Please tick all those that apply)

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

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

Committee Members	<input type="checkbox"/>	Directors	<input type="checkbox"/>
Members	<input type="checkbox"/>	Part time paid staff	<input type="checkbox"/>
Volunteers	<input type="checkbox"/>	Full time paid staff	<input type="checkbox"/>

Section 2: Your organisation's finances

Organisation Bank or Building Society details	
Name of Account:	
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	<input type="checkbox"/>	No	<input type="checkbox"/>

Section 3: About your project

Which of the fund aims does your project meet? (Please tick all that apply)	
Improving the social and community life within the area of benefit	<input type="checkbox"/>
Improving the environment of the area of benefit	<input type="checkbox"/>
Providing benefit to the community beyond the 25-year lifespan of the wind farm	<input type="checkbox"/>

How will you use the money? Tell us about your project

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

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How many of them are in the primary area of benefit? (please enter a figure)

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When will your project take place?

Start Date		Finish Date	
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Section 4: Financing your project

How much will your project cost in total? (Please give us a breakdown.)

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How much funding are you asking Edintore Community Benefit Fund for?

(This can be up to 100% of project costs. For small grants this is to a maximum of £999.99.)

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Section 5: Monitoring and evaluating your project

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

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

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:			
<i>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.</i>			
(Please sign in black ink)			
	Main contact (same person as Page 1)		Second contact (either Chair, Treasurer or Secretary)
Name:		Name:	
Position:		Position:	
Signature:		Signature:	
Date:		Date:	

Complete applications and supporting evidence MUST be received by the DEADLINE. We regret that any form which is unclear will be returned and incomplete applications will not be passed to the panel after the closing date.

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

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 receipt of the application form 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 of 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 page 1)
Chairperson
Vice-Chairperson
Treasurer

(Please sign in black ink)

Name	
Signed	
Position in Group	
Date	

Incomplete applications will be returned for completion. Applications incomplete or lacking supporting evidence after the deadline will not be forwarded for consideration

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 5)	
The terms and conditions have been read and signed (page 7)	
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)	
Signed:	

Please submit completed applications to:

REAP,
177 Mid Street,
Keith,
AB55 5BL

Phone: 01542 888070
Email: info@reapscotland.org.uk
Website: www.reapscotland.org.uk

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