



Koehler
RENEWABLE ENERGY



Edintore Wind Farm Community Benefit Fund

Guidance notes for Grant Applicants

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, with priority given to the primary area of benefit.

Eligibility – who can apply?

1. Your application **must meet at least one** of the fund aims which 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
2. The grant scheme is open to:
 - Community groups and organisations
 - Registered charities
 - Social enterprises (A social enterprise is a specific type of business where 100% of profits are reinvested into the business's social or environmental purpose i.e. they operate on a not-for-(private)-profit basis.)
3. A community 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.
4. The proposed project must fall within one of the two defined 'areas of benefit'. The primary area of benefit is a 5 miles 'as the crow flies' radius from the centre of Edintore Wind Farm (see area of benefit map). The secondary area is the area beyond the primary area of benefit boundary.

Priority will be given to applicants operating within the primary area of benefit, or projects benefitting communities within the primary area of benefit. After this, priority will be given to applications from within the secondary area of benefit on their merit, strength of fit with fund aims and proximity to the primary area.

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. (However the grant scheme *will* fund religious groups in order to provide social activities for the community such as youth group or coffee mornings, or to support physical infrastructure such as building repairs, maintenance or improvements).
- Retrospective funding (funds for work that has already taken place) or debt finance (i.e. loan payments).
- Individuals.

If your organisation has successfully applied to this fund before and completed a project, you must fulfil the reporting requirements for previous applications before applying again (see 'Reporting Requirements' p3).

When can I apply?

The fund will meet once or twice yearly depending on funds available for award. You can submit applications at any time. It is advisable not to apply at the last minute to allow time to get quotes and supporting information and for any follow-up queries to be answered.

Please complete your application fully. **Incomplete applications will be returned to the applicant for completion before the application deadline. Those that are incomplete after the closing date for applications will not be considered for funding.**

The closing date for applications is approximately 4 weeks before each Panel meeting and will be publicised in posters, local press and on the REAP web site (www.reapscotland.org.uk). For further information phone REAP on 01542 888070 or email info@reapscotland.org.uk

Help with applying

If you are not sure if your group is eligible to apply, or your project costs are eligible for funding, please get in touch with REAP for an informal chat before applying. If you need some support or advice to complete an application form, please get in touch with REAP, who will be happy to help.

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.

Please submit completed application forms and any supporting evidence to the REAP office, 177 Mid Street, Keith, AB55 5BL. Signatures must be handwritten, electronic signatures are not acceptable.

REAP will acknowledge receipt of your application and advise you of the date of the next Decision Making Panel meeting. You may be asked to provide further information or documentation so that your application can be assessed as fairly as possible.

All eligible applications will be assessed at the Decision Making Panel meeting, and applicants will be advised of the decision shortly after the meeting. The decision of the Panel is final. Successful applicants will receive their funding as soon as possible by electronic transfer to their nominated bank account.

Reporting requirements

Successful applicants must provide a report within 6 months of the project or activity being completed, or within a year from the award of grant. Support is available with this if required.

The report should include:

- A project account which itemises spending, is supported by evidence such as photocopies of receipts or invoices, and is signed by 2 group members. (A template report is available if required.)
- 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.

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 and 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 constitution or governing document.

Please make sure the main contact person 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 the project or activity you are applying for.

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. Requiring a single signatory for cheques is not acceptable and would mean your organisation is not eligible to apply to this fund.

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?

You may include other relevant information with your application if you wish e.g. letters of support, photographs, but this is not essential. If your project or activity fits with other things already 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 monies should be spent **within one year** of receiving funds. Be realistic about timescales. If your activity or project is on-going please give a date when you think all the grant money will be spent and write 'ongoing' after it.

Section 4: Financing your project

Be realistic about costs. Tell us where you have estimated. **Please provide 2 competitive quotes where possible - for services or contract work as well as for goods or equipment etc.**

Where it is not possible to provide 2 quotes, you must explain why in writing.

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 and the panel will not impose a choice of supplier on you.

You can apply for up to 100% of your project costs from the Fund. Tell us about any other funds you have secured or are planning to apply to for this project or activity. Tell us if you plan to use any of your organisation's own funds.

Please also tell us about 'in kind' contributions such as loans of equipment, donated services and your volunteers' time. For example: To paint playpark equipment in 3 parks – total cost £4,600

Cost of paint and brushes £2,770

Loan of overalls worth £150 (the cost of buying new overalls)

Volunteer time £1,680 (10 adult volunteers giving 24hrs each, valued at £7/hr)

Total amount applied for £2,770

You can value volunteer hours in a number of ways e.g. using the minimum wage for an hourly rate or e.g. valuing unskilled work at £50/day, skilled work at up to £150, professional services at £350/day.

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

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? Please tell us how you will measure the success of the project e.g. collect feedback, complete a piece of work, reduce costs etc. Will the project be self-sustaining or do you plan to fundraise or apply for further funding? If the project or activity has no ongoing costs please write 'n/a'.

Referees

Please give the name and contact details of two 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. Please sign in ink, electronic 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 quotes

If it is not possible to provide all the documentation required an explanation must be provided in writing.

Contact

For more information 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)