



## FAIRLIE COMMUNITY TRUST

### SSE HUNTERSTON/FAIRLIE COMMUNITY FUND

### SMALL GRANT APPLICATION GUIDANCE NOTES

**General Introduction** Fairlie Community Trust (FCT) is the recipient of community benefit funding as provided by Scottish and Southern Energy (SSE) in relation to the wind turbine test facility at Hunterston. The total sum to be provided to FCT by SSE over the five year life of the test facility (2013-2017) is £62,500.

These guidance notes relate to applications by individuals or informal groups for grants of up to £250. It is probable that the total sum available each year for such grants will be around £1,000

The grants are available to assist individuals or informal groups of individuals who have been permanently resident in Fairlie (KA29 postcode) for at least 12 months make a contribution to the repair, provision or replacement of amenities benefiting the Fairlie community, or provide support for events and activities to which all residents of Fairlie have access.

Please note that in accordance with SSE policy grants **cannot** be made to support the following:

- Projects that involve or include the advancement of religion or party politics.
- Projects that are the statutory responsibility of statutory authorities.
- Where an award is to replace or compensate for the loss of statutory funding.
- Projects contrary to the interests of, or likely to bring into disrepute, Scottish Enterprise, SSE, or its subsidiaries.
- Projects which are anti-renewable energy or wind farm development.
- Retrospective funding, ie paying for costs incurred before a decision on an application for an award has been made.
- The costs of energy consumption.
- Individuals for their direct personal gain.

Submitted applications satisfying the criteria above will be considered in June and October each year. Application forms **must be received by the last day in May/September each year.**

Awards will be determined by the Directors and Management Committee Members of FCT and applicants will be advised by letter of the outcome within two weeks of the June/October meetings.

Unsuccessful applicants will be able to receive feedback on the reason(s) for no award.

Each individual/group can only apply for one grant at a time. An individual/group may apply for a grant for another project/event/activity at a later date. Progress on any previously approved award will be a major consideration in determining any later grant.

Any grant received should be fully spent within fifteen months of award.

Grants cannot be made for expenses already incurred on a project, or for a project which has already physically started.

## ***Application Form Completion Guidance***

All sections of the Small Grant Application Form must be completed. Incomplete applications will be returned.

### ***Section 1 - Contact details***

The person completing this section should be the individual or representative of an informal group of individuals applying for the grant.

### ***Section 2 – About you and your group***

Describe briefly who you are. You can be an individual or an informal group formed to promote the project, event or activity for which the grant is sought, including similar projects in the past. Your group may be an ad hoc committee organising a local one off, annual or other regular event or activity within Fairlie.

### ***Section 3 – Details of grant requested***

Describe briefly what you seek the grant for. State clearly whether it is to support an event or activity or is related to some project. If it is an event, activity or project that requires consent from other organisations such as the local authority you should confirm that these consents are in place. State clearly whether the event is a 'one off' or has been or will be repeated. You should provide information about any funds you or your group already hold and will be used for the event, activity or project.

The account name at your bank should give the exact name in which your account is held and as given in Section 1.

### ***Section 4 – Further information***

If you feel that information additional to that in Section 3 is required, please provide this briefly and succinctly.

### ***Section 5 – Checklist***

Check your application carefully to ensure it is complete as incomplete applications will be returned.

Please ensure you include any requested documentation.

Please ensure that your application is signed and dated by the person whose name is included in Section 1.

If your project, event or activity involves children or vulnerable adults a copy (if applicable) of your Child Protection/Vulnerable Adult Policy (further advice on this aspect can be provided by FCT).

### ***Submitting the form***

Return the form to the Grant Administrator (address as given on application form) by either the end of May or the end of September in each year as appropriate to the date of signature. Receipt of your form will be acknowledged.

### ***What then happens?***

After consideration of your application you will be advised by the end of June/October of the outcome. While no discussion can be entered into about the decision, it is possible that informal advice can be given about why an application was not successful in whole or part.

Successful applicants will be given THREE WEEKS after the date of award to accept or decline in writing any grant offered.

You should advise FCT of the date of the supported event or the completion of the supported project.