



FAIRLIE COMMUNITY TRUST

SSE HUNTERSTON/FAIRLIE COMMUNITY FUND

APPLICATION GUIDANCE NOTES – FROM £250 UP TO £10,000 AWARDS

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 groups/organisations for grants of over £250 and under £10,000. A separate Small Grant Application Form is available for individuals or groups seeking a grant of up to £250.

In conjunction with SSE, FCT has agreed that the **criteria for awards of between £250 and £10,000** should be as follows:

- Only not-for-profit formally constituted groups or organisations based in Fairlie (KA29 postcode) and which have a significant majority of members who are permanent residents of the village will be eligible for awards. A formally constituted group is one that has a written constitution or governing document that has been signed as adopted by the members of the group or organisation and which stipulates that the group or organisation will produce annual accounts. The group must have a bank account and should have been in existence for at least 12 months prior to applying for an award.
- The award must be used for projects which are of direct benefit to a significant proportion of the residents of Fairlie.
- As available monies each year permit, preference will be given to capital projects which bring some medium to long term benefit to the Fairlie community. Because of the short duration of the funding, running or other similar annual costs of a group or organisation will not be eligible for award.
- Awards may be between £250 and £10,000, always subject to funding availability and community demand.
- Awards in excess of £10,000 may be considered in special circumstances. Before submitting an application an informal inquiry must first be made to FCT. Any award over £10,000 will be subject to separate approval by SSE.
- FCT may make awards to itself for projects agreed by FCT.

Awards **cannot be made** for 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 October each year. Application forms **must be received by the last day in 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 respective meetings.

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

Each organisation can only apply for one grant at a time. An organisation may apply for a grant for another project at a later date. Progress on any previously approved project will be a major consideration in determining any later grant. FCT may award more than one grant each year to itself where the applications relate to different projects being managed by FCT.

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

Any grant received should only be spent on the specified project and within fifteen months of award. Where all or part of a grant is not spent within this time FCT reserves the right to recover any outstanding balance from the organisation.

Where a grant will not result in an organisation achieving the full tendered/quoted cost of a project it may be possible for FCT to award the grant but not release the money to the applicant until funds to meet the full cost of the project are available to the organisation. In such cases the organisation must provide firm evidence, including bank statements, that the balance of funds is in place and in the control of the organisation. Any such ring-fenced grant will only be held for a period of 12 months after the decision to make a conditional award.

Application Form Completion Guidance

All sections of the application must be completed. Incomplete applications will be returned.

Section 1 - Contact details

The person completing this section should be an office bearer of the organisation applying for the grant and be fully familiar with both the organisation and the proposed project.

Section 2 – About the organisation

You should describe clearly and succinctly in your own words what your organisation does within Fairlie. For grants in excess of £250 your organisation must be formally constituted and have been in existence for at least 12 months prior to its first application for a grant from FCT. It does not have to be a registered charity, but it is preferable if it is. If it is a club there should be a formally approved constitution. There is no upper or lower limit of membership numbers, but a significant majority, generally around two-thirds, should be permanently resident in the KA29 postcode area.

Section 3 – Financial information and bank details

If your organisation has been in existence for at least 12 months it would be expected that audited annual accounts are available. While projects may be eligible for 100% funding, this is only likely when the organisation does not have significant unrestricted funds on account and can show that no other funding source exists or has been approached. In general it is expected that the organisation should be contributing to the cost of the project through its membership or other grant sources. Where an organisation has unrestricted cash reserves well in excess of the

grant requested the request is likely to have a low priority. Note that unrestricted reserves are interpreted as funds held for general purposes of the organisation, as opposed to restricted reserves which will have been provided by a funder or donor for a particular purpose or project. Full details of any restricted funds held by the organisation, including the amount and the nature of and reasons for the restriction, should be provided.

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 – Your project

Because the SSE grant to FCT is of limited duration and total value FCT has decided that it should mainly be used for capital projects that will bring some medium to long term benefit to the Fairlie community. Such projects could include the provision or upgrading of an organisation's or publicly usable facilities through both construction work and the acquisition of equipment, or the acquisition of land or property. Because of the limited duration of the award and the availability of other funding grants, an award will not be given to offset an organisation's running or other annual costs, or for events or projects which will have no tangible or lasting benefit to the community after the end of the award period in 2017.

Your description of the project and how its completion will benefit both the organisation's members and the wider Fairlie community should be clear, succinct and readily understandable by other Fairlie residents. You should explain why it is necessary at this time and the range of ages, interests and abilities of local residents who will be able to benefit from the project.

It would be expected that projects given favourable consideration for grant would be well advanced in terms of concept and planning prior to any application for support being made. It is therefore expected that projects should have been under consideration by the applicant for some time, and that any necessary processes of design, statutory consents, landowner agreement, budget costing, estimates/quotations, etc., that are required for the project should be at an advanced stage.

Preference will be given to projects 'ready to roll' with the award of the grant requested, and able to be completed within 15 months of award. As mentioned in the general introduction to these guidance notes it may be possible for a grant to be awarded but not transferred where other funds are required to achieve the estimated or tendered cost of the project. This will allow organisations to use the award as part of any 'match funding' application. However, any ring fenced award will only be valid for 12 months from the date of award after which it will lapse and become available for later general consideration.

It is important that the costs of the project for which a grant is requested are accurately known and detailed and valid for the period of the grant award. You should ensure that all estimates/ quotations and costs include VAT if applicable.

Depending upon the grant requested, the availability of funds for application, and the demand for funding, a partial award may be made.

Section 5 – Further information

Please do not repeat information already given in other sections, and only use this section to advise on matters which you consider to be relevant and which you have not given elsewhere.

Section 6 – Checklist

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

Please ensure you include all of the requested documentation.

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

Submitting the form

Return the form to the Grant Administrator (address as given on application form) **by the end of September** in the year of application. Receipt of your form will be acknowledged.

What then happens?

After consideration of your application you will be advised in writing by the end of 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 award offered.

At the end of the 15 month period following acceptance of the grant organisations will require to prepare and submit a short report, including photographs or other visuals, showing the completed project in use.