



Caithness Beatrice Community Fund Application Guidelines

Before you begin

Please note: this form is only for applications to the Caithness Beatrice Community Fund.

Application forms can be requested from SSE or downloaded from www.sse.com/communityfunds/CaithnessBeatrice/. These documents will be updated from time to time. Please make sure you have the latest version. Application forms must not be hand written. If you're struggling, please contact your Community Fund Manager using the details below.

All sections of the application form must be completed and you must send us the other documents we ask for. In order to give your application the best chance of success, please provide as much information about your project as possible. Incomplete applications will be returned.

Key information

Who can I contact if I have any questions or need guidance completing this form?

Fiona Morrison
Community Funds Manager
01463 728376
fiona.morrison@sse.com

How much is the overall fund worth?

Area Community Council area will have £74,000 available for applications in each year providing a total of £370,000 per community council area over the 5-year life of the fund.

How much can I apply for?

- Between £251 and £10,000 Main Grants Application Form.
- Strategic Grants applications for £10,001 - £20,000, are subject to a two-stage process. Initially a proposal form is submitted to the panel for their decision, if they agree they will request a full application to be submitted to the next panel meeting.
- **The maximum application to the fund will be £20,000**

Where does this money come from?

BOWL operates an 84-turbine offshore wind farm set in Moray Firth. The BOWL Caithness Beatrice Community Investment Fund has been established as a means of enabling us to contribute to the communities impacted from the construction of the wind farm.

Which areas can benefit from the fund?

The community council areas of Sinclair's Bay, Wick, Tannach & District, Latheron, Lybster & Clyth and Berriedale & Dunbeath.

How are decisions made?

A local advisory panel, made up of local residents and representatives from the above community council areas make decisions on grant awards.

When are decisions made?

Deadline	Panel meets
2 August 2018	25 September 2018
21 December 2018	26 February 2019
12 April 2019	11 June 2019

- We'll contact you within two weeks of the panel meeting date to let you know whether your application has been successful or not.
- Applications received after the deadline will automatically be submitted for the next round.
- You can apply for more than one grant per year, but not in the same round and not towards the same expense.
- Previous awards must be completed or in the process of delivery prior to the panel considering any further applications from a group

What can grants be used for?

Community-focussed or charitable activities which:

- Encourage community activity and promote community spirit
- Ensure adequate access to services for all community members including those with disabilities
- Improve local infrastructure and connectivity
- Build the local economy including opportunities for apprenticeships and training
- Build community capacity and cohesion between groups
- Develop or maintain community assets.
- Heritage, Culture and Arts
- Health and Wellbeing including sports

For revenue projects, it is important to bear in mind that there is no guarantee of ongoing support. A key focus of the fund is sustainability and as such we would encourage groups to be working towards being self sustainable where possible.

Applications where efforts have been made to explore other possible sources of grant funding and/or where *reasonable* efforts have been made to raise money through local fundraising activity will be looked upon favourably.

Who can apply?

- Groups or organisations which need funding to support projects or activities consistent with the purposes listed above may apply for a grant.
- You don't need to be a registered charity to apply, but your organisation must have a constitution (governing document or set of rules) and be set up on a not-for-profit basis. If you are unsure if your group is eligible, contact us for advice.

When must grants be spent by?

- Any grant received should be spent within 12 months of being awarded, although we understand that on occasions there are delays to completing projects which are outwith the control of the organisation. In these cases, we would request that you contact the fund manager to discuss the delay and to allow the panel to grant an extension if they feel it is warranted.

Are there any activities you're unable to support?

- Projects which do not benefit people living within the community council areas of Sinclair's Bay, Wick, Tannach & District, Latheron, Lybster & Clyth and Berriedale & Dunbeath.

- Individuals, or groups without a constitution
- Applications which relate solely to direct staffing costs
- The advancement of religion or politics (including requests to support the core activities of religious or political groups)
- The purchase of second hand vehicles, plant and equipment (which don't meet the fund specification – contact Fund manager to discuss)
- The purchase of firearms
- Costs of energy consumption (instead we encourage funding to be used to provide energy efficiency measures which help reduce energy consumption)
- The repayment of loans or payment of debts
- Trips Abroad
- Costs already incurred or activities which will take place before the panel have made a decision on an application (retrospective funding).
- Payments towards areas generally understood to be the primary responsibility of statutory authorities.
- Applications that are for the sole benefit to flora and fauna. Applicants are invited to demonstrate the direct benefit to the local community and/or service users in cases where the grant application is concerned with flora and fauna.
- Anti-wind farm/renewable energy activities, including activities contrary to the interests of SSE and its subsidiaries.

Help completing the application form

General guidelines

- All sections of the application form must be completed. A separate sheet may be included.
- Please don't write '**see attached**' on any part of the form as a substitute for information – although if you wish to include other documents (besides your constitution and accounts) with which to support and supplement your application then you are welcome to do so.
- Please round figures up to the nearest pound.

Section 1

- Make sure the main contact is someone, who is familiar with both the workings of the group and the grant application, as this person may be contacted for a short telephone interview. Please make sure they will be available in the six weeks following the next deadline and let us know if they are away for any time during this period.
- We can only consider applications from constituted groups. The name of your group should be the name written on your constitution (or governing document). This must also be the name on your bank account. You must send us a copy of your **signed** constitution with your application.
- Your type of organisation will be the legal status of your organisation e.g. a company limited by guarantee, a charity etc
- You don't have to be a registered charity, but if you are, please supply the Charity Number.

Section 2

- A copy of your most recent annual accounts must be included with your application. They should be **signed** by a member of your management. We will be unable to process your application if you do not send these or if your accounts are out of date. Please include a copy of your most recent bank statement.
- Groups who have not yet completed one full year must provide a projection of income and expenditure for the group's first year of operation, this is just an outline of where you anticipate receiving funding from and what you will be spending this on. Please include any evidence you can of funding pledged or secured, and include details of all your group's income and expenditure, not just that which relates to this

application.

- Please tell us what the difference was in your last year's accounts between the money coming in and going out (your surplus or deficit). Please also tell us about any unrestricted reserves you have and tell us if these cannot be used for the project you are applying for help with. (Unrestricted reserves are general funds held by the organisation, as opposed to restricted reserves which will have been provided by a funder or donor only for a particular purpose or project.)

Section 3

- Please describe your project – its background, overall aims and the activities involved.
- Your project should address a current need or gap in community provision.
- Please give an accurate list of the costs involved in the work, service, project or items for which you need the grant. If the grant requested does not cover all the costs, you should make clear which costs it will cover or go towards and go on to show how you intend to meet the other costs to ensure that the project will go ahead.
- We require quotations if your grant request is for equipment, vehicles or refurbishment work. Please supply at least two competitive quotes for work between £1,000 and £10,000 and at least three competitive quotes for work above £10,000. If this is not possible or appropriate, please tell us why.
- Tell us where any other funding for this project is coming from, for example local fundraising or other grants. Please indicate whether the funding has been received or pledged. If you are awaiting a decision on a funding application, tell us when you expect to hear the outcome.
- If your project is time specific then please make sure your application is made in plenty of time to receive a decision before the project takes place.
- If the grant being requested includes salary costs as part of the project, then please tell us what the hourly rate to be paid is. SSE is a Living Wage Friendly Funder; therefore we would expect any roles paid for through a grant to meet or exceed the Living Wage. If it does not, then we can work with you to find a solution to this. Please see the Living Wage website <http://www.livingwage.org.uk/friendly-funders>.
- Please note that 'account name' should give the exact name in which your account is held. We expect this to be the same as the name of your group (as shown on your constitution) and if it isn't we may not be able to give you a grant. We cannot deposit money to bank accounts in the name of an individual.
- We expect groups to require at least two unrelated people to authorise cheques from their account. If this is not the case, we may not be able to award you a grant.

Section 4

- Safety is our key priority. Please give evidence that you have considered the safety implications of your project, if applicable, and provide evidence of this by providing documentation to show the correct policies are in place i.e. Child Protection/ Vulnerable Adults policy, insurance certificates or licences.
- Please do not provide your original constitution as we will not be able to return it to you. A photocopy or scan is acceptable. Please ensure that the copy supplied is signed and dated.
- We are happy to accept any business plans, drawings or photographs or other to support your application.

Sending your application to us

- Don't forget to sign and date the application form. If you need a decision within a certain timescale, make sure you meet the relevant deadline – see above for dates.
- We cannot assess an application without a copy of a signed constitution (or other governing document) and we also need a copy of your most recent audited accounts or, for new groups, a projection of the first year's income and expenditure.
- Copy of your organisations most recent bank statements
- We require at least two competitive quotations for equipment, vehicles or refurbishment work. Please supply these. If

this is not possible or appropriate, please tell us why.

- Please check you pay the correct postage for the size and weight of your application. We do not take responsibility for the return or non-delivery of applications sent with insufficient postage.

Please return completed forms to fiona.morrison@sse.com or, if you don't have access to the internet, by Royal Mail to:
Fiona Morrison, Corporate Affairs, SSE, 10 Henderson Road, Inverness, IV1 1SN.

What happens next?

In most cases, we'll contact you by phone to ask for any additional information needed, sometimes this isn't necessary. It's important that you will be available during the six weeks following the deadline. If you will be unavailable for any time during that period, please include a note to that effect attached to the application, as your application may not be considered if we can't contact you. You'll be notified of the Advisory Panel's decision in writing by the dates stated above. Any grant received must be spent within one year of award.