

# Guidelines & Notes for applicants

It is important you read these Guidelines & notes before completing your application form.

## What is the Kirkgunzeon Community Wind Farm Fund?

Kirkgunzeon Community Wind Farm Fund is a Scottish Charitable Incorporated Organisation which receives funds from Plascow Renewables to distribute to community projects in Kirkgunzeon and the surrounding area. The fund is managed by a board of Trustees representing the community and Plascow Renewables.

## Fund Priorities

- Educational
- Social/community benefit
- Environmental
- Economy/Employment

## Who can apply?

Your group can apply if you:

- Are a small community led organisation;
- Are a not-for-profit group;
- Is working in or are involving people from the community of Kirkgunzeon or if outside these Kirkgunzeon, the beneficiaries must be living in the Kirkgunzeon (e.g. Schools).
- Have a constitution, dated and signed as “adopted” by the Chair, or other senior office holder on behalf of the group; have a bank account, in the name of your group, which requires at least two signature;
- Can provide a copy of your most recent accounts or statement of income and expenditure **and** a bank statement. These must be Independently Examined and signed as approved by your Chair or other senior office holder;
- Can spend the grant within one year or return it, or part of it, to the Fund.
- Previous applicants are eligible to apply to the Fund (if they have an outstanding end of project report from a previous grant any grant awarded will not be paid to the group until the previous grant has been accounted for).
- Grants of up to 75% may be awarded however groups are encouraged to apply for part funding for their project and fundraise or seek the additional funding they require from other sources. For smaller projects, grants of up to 100% may be available at the discretion of the Trustees.
- Before any money is committed, the Group has to agree and return one copy of the Terms and Conditions duly signed

## When can we apply?

- Applications can be submitted throughout the year and each application will be considered on its merits every 3 months

## Who cannot apply to the Trust Fund?

The rules of the Trust Fund prevent the following groups/individuals from applying.

- Political Organisations
- National Organisations, unless the group is a local branch with local management/accountability arrangements and bank account
- Projects already started.

## Individual applicants

### Eligibility Criteria

- Resident in Kirkgunzeon and the surrounding area

***Please use the notes on the following pages to complete the application form.***

## **The Application Form**

***PLEASE NOTE - If you do not complete all the relevant boxes and supply us with the supporting documents outlined in this document your application will be returned to you with a request to complete the missing information or provide the missing documents. It is only when we have received the completed form and all the information that we will be in a position to start the assessment process of your application.***

### **Question 1 (Groups and Individuals)**

Please state the name, address and the postcode of your group. Please also provide a contact name for any correspondence; this must also be the person who signs the form on behalf of the group. If any of these details change whilst your application is being processed it is essential that you contact us and update the details.

### **Question 2 (Maximum 250 words) (Groups)**

Please give details of what your organisation does including your aims and objectives. For example sports activities/coaching, music or arts activities, mothers and toddlers activities or social activities for people with disabilities. These examples cover just a few of the possibilities. The information you supply in this section will provide the basis for our assessment of your application and it is therefore important that you give a full explanation of your group's activities. It would also help with the assessment process if you tell us about the aims and objectives of your group and how your application to the Fund will meet these aims and objectives.

### **Question 3 (Maximum 500 words) (All Applicants)**

Please give details of what your organisation wants to do with the grant awarded from the Fund and how you will do it. For example:

- if your group wants funding from the Fund to carry out improvements to a building or land used by the community then we need to know how this grant will make a difference to the usage of the building/land. You should also let us know if you own the building and if not how long your lease is, and supply us with a copy of the lease
- or if you want funding to purchase equipment for the organisation your group runs then you need to tell us what difference this grant will make to the organisation/community.
- Individual need

**If your project is an event it is important to tell us the date for the proposed event.** It should be noted that applications received less than two months before the event date cannot be assured of receiving the funding in time for the event, and we would therefore request you submit your applications as early as is practicable. It is important to note that you cannot make an application to the Trust on behalf of another group, and that the project is aimed at meeting the aims and objectives of your group.

### **What kind of project/activity could be supported?**

Any project/activity that meets the priorities above and is for benefit for people living within the community is eligible for support for example:

- build on existing activities or to initiate new activities.
- small scale equipment for community groups;
- minor repairs and improvements to buildings/land used for community purposes, however if the building/land is not owned by your group you will need to provide us with a copy of the lease agreement;
- small scale community events, festivals and trips,
- small scale practical activities;
- activity based environmental schemes;
- production of community run newspapers;

- training and educational courses;

### **What kind of project/activity could not be supported?**

The following list gives you some idea of what the Trust Fund is unable to support:

- An identical project previously having received funding from the Trust Fund, for example you cannot apply for the group's running costs more than once, and if you were awarded a grant for a trip one year, your group cannot apply for an identical trip in subsequent years. However the Trust Fund will consider an application for another trip provided you could demonstrate that it involves different people or your group are going to a different place, or if your group has previously received funding for equipment you may apply for equipment again provided it is clearly different from your previous application;
- applications for unspecified items e.g. contingency money;
- retrospective applications, for example we would not accept an application for an event, which has already taken place;

### **Question 4 (All applicants)**

Please let us know where your project will take place and how the people in Kirkgunzeon will benefit

### **Question 5**

**It is important that you provide a detailed breakdown of all the costs for your project, and provide quotes/estimates or even a photocopy of the catalogue page to demonstrate the costs.**

If you want, for example, sports equipment, it is important that you provide an itemised and costed list. It is not enough to say that you want equipment without itemising the costs.

If you are asking for a contribution toward the costs of a more expensive project it is important that you provide us with a detailed breakdown of the total costs and the contribution you require. In addition you will have to demonstrate how you are going to raise the balance required to undertake the project, and that you have planning and other statutory consents and you landowner agreements in place where necessary.

The fund is a small fund so be realistic about how much you apply for.

### **Question 6 (All applicants)**

It is important that you complete this section very carefully as all grants will be paid by BACS

The bank account details must be in the name of the group and if your application is successful we will write to you to let you know when the payments will be made.

### **Question 7 (Groups)**

Please tell us who and how many people are in your group. We would like to know how many people are either members of your group or are regularly involved in your activities.

### **Question 8 (Groups)**

Please let us know how many people will benefit from this project. **We want to know how many people will be involved in the activities that the grant will fund.** Please ensure you give actual numbers in this section, writing the „whole community“ will not be acceptable. However if you were to say, for example, “between 50 and 60“ this would be acceptable. It is important that you give as much information as possible to ensure we assess your application appropriately.

### **Question 9 (All applicants )**

We require two signatories for the application, the main contact and another office bearer of your organisation. Individuals if under 18 a parent must countersign)

Send the completed form with all supporting documentation to the address on the final page of the application form.

## What Next

### Stage 1

- Once we have received your completed application form and supporting documentation you will receive a letter of acknowledgement and it will be assessed by the trustees.
- You may be asked to come and give a presentation
- If you are successful with your application we will write to you with a conditional grant offer which will need to be signed by both named persons on the application form and returned to the trustees.

### Stage 2

- Once we have received the signed conditional grant offer, payment will be made by BACS to your nominated bank account.
- Start your project

### Stage 3

- You will be required to monitor your project in order to:
- assess whether the grant is being spent on the activities approved
- ensure that the project is proceeding according to plan
- accumulate information on the activities funded
- what impact/difference the grant has made

### stage 4

- You will be required to complete an end of project report for the trustees and return it to the address below
- Please retain all invoices pertaining to the project as we may ask to see them
- If you do not return your end of project report and other information requested this would be a breach of the terms and conditions of the grant and you may have to return the funds to the trustees and would not be eligible to apply again.