

KILBRAUR WINDFARM COMMUNITY BENEFIT TRUST FUND

(Scottish Charity No SC040268)

Guidelines and Notes for Applicants

It is important that you read these Guidelines and Notes along with our “Grant Making and Monitoring Policy” which can be found on our website www.kilbraur.com.before completing your application form.

What is the Kilbraur Windfarm Community Benefit Trust Fund?

The Kilbraur Windfarm Community Benefit Trust (KWCBT) is a registered charity, registered number SC040268, benefiting the Community Council areas of Brora, Golspie and Rogart. The KWCBT Fund is a Charitable Trust funded by Kilbraur Wind Energy Ltd and aimed at community-led organisations delivering charitable activity that benefits their community. The activities must provide some measure of economic, environmental, educational, social or cultural benefit for people living in the area.

The fund is managed by a board of six trustees nominated by Brora, Golspie and Rogart Community Councils. Each Community Council will nominate 2 individuals to be Trustees. In attendance at the quarterly grant awarding meetings will be two observers, one each from Highland Council and Kilbraur Wind Energy Ltd. From time to time there may be other observer participants as required.

Kilbraur Wind Energy Ltd will pay funds throughout the year into the Trust Fund while the Kilbraur Wind Farm is operational.

The trust operates FOUR schemes – Main Grant Scheme and Small Grants consisting of:- Microgrant Scheme administered by Community Councils, Employment Support Grant Microgrant administered by Community Councils and Path Maintenance Grant.

Who can apply?

Your group can apply if you can demonstrate you:

- are a community-led organisation
- are a not-for-profit run group
- are working in and involving people from the communities of Brora, Golspie and Rogart
- have an adopted Constitution OR Set of Rules dated and signed as a true copy. If you don't have a constitution or bank account you can apply if your group is supported by a constituted voluntary organisation, where it is permissible under their constitution and where relevant, charity law. In these circumstances your group should apply **in your own name**, but provide the bank details, the constitution and the accounts/statements of income and expenditure and a bank statement for the constituted group
- have a bank account in the name of your group which requires at least two signatures
- can provide a copy of your accounts or statement of income and expenditure. These must be either audited or confirmed as Independently Examined and be no more than 24 months old.
- can spend the grant within one year
- the activity will fit with our charitable purposes

How much can we apply for?

- There is no upper limit for the Main Grant Scheme, but applicants should be mindful that

the Trust's usual maximum grant is £20,000. Please contact the secretary to discuss applications that are likely to be above this amount. The secretary will forward request to the trustees and you may be contacted by a Trustee to discuss further. This will be reviewed from time to time.

- Groups are eligible to apply to the Trust if they have an outstanding end of project report from a previous Trust Fund grant, however any grant awarded will not be paid to the group until the previous grant has been accounted for.
- For projects of £4,000 or less the Trustees may make a 100% grant available at their discretion. Otherwise grants of up to 80% may be awarded. The amount and source of other funding (e.g. other windfarms, local authority assistance, other funders, own funds) should be detailed at Item 4 on page 9 of the application form.

When can we apply?

- The Trust has set four closing dates in a year for applications – the last Friday of February, May, August and November. The closing date for submission of applications will be advertised in the Press.

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
- Individuals unless the application is for a bursary for individual members of community groups to participate in training courses
- Religious organisations
- Companies who aim to distribute a profit
- Projects already started
- We cannot fund schools. However, Parent Teacher Associations/Parent Councils can apply if they are appropriately constituted

For the avoidance of doubt, the Trust will not consider:

- Activities which are not a fit with our charitable purposes
- Organisations with restrictions on membership and cannot demonstrate public benefit
- Applications for salaries and related employment costs.
- Political, religious, entertainment, or hospitality purposes
- Any purpose adverse to KWEL's interest in the Kilbraur Wind Farm
- Any purpose, or service that the Highland Council is obliged to provide
- Projects that involve improvement work to a building **unless** your group own the building, or have a lease on the property of not less than 10 years
- Applications for unspecified items e.g. contingency money
- Retrospective applications, for example we would not accept an application for an event that has already taken place
- The Trust will not consider applications for CCTV unless it is to protect a community owned building

Payment of Grants

- Claims for payment will be made on the submission of invoices and proof of expenditure identified in bank statements. Copies of invoice and bank statements will be acceptable. There is an End of Grant Report to complete.
- Generally the claim for payment of the grant should be submitted when the project has been completed along with the End of Grant Report.
- If you have applied under the 80% rule – the 80% is based on the final overall project cost and the award will either be the amount you requested or 80% of the final overall project cost – whichever is lowest. Any interim drawdown will be paid at 80% of amount claimed.

Please use the notes on the following pages to complete 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, we will ask you for the missing information. 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.

Please note that we do not accept supporting documentation taken as a photo/scan on a smartphone or tablet.

Please note that in-kind contributions are not acceptable.

Question 1

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, then it is essential that you contact us and update the details.

Question 2

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.

We need to know how the aims and objectives of your group meet the aims and objectives of the Trust Fund. This would help with the application process.

Question 3

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

- If your group wants funding from the Trust 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 evidence this and if you don't own the property, how long is a lease and supply us with a copy of the lease which should have at least 10 years to run.
- 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.

If your project is an event it is important to tell us the date of 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 that you submit your application as early as is practicable.

It is also 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 provides some measure of economic, educational, environmental, social or cultural benefit for people living within the communities is eligible for support within the area of benefit. Grants may be awarded to build on existing activities or to initiate new activities:

The following types of activities could be included:

- Equipment for community groups
- 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 which has at least 10 years to run.)
- Community events, festivals and trips
- Practical activities
- Activity based environmental schemes
- Production of community-run newspapers
- Local surveys, questionnaires and community profiles undertaken by community groups
- Training and educational courses
- Interpretation or translation costs as required by community groups
- Bursaries for individual members of community groups to participate in training courses – these courses to be relevant to the operations of the group.
- Costs to community groups of participating in networks and visiting other community projects

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:

- Activities which are not a fit with our charitable purposes
- Organisations with restrictions on membership and cannot demonstrate public benefit
- Applications for salaries and related employment costs.
- Projects that involve improvement work to a building/property **unless** your group own the building/property, or have a lease on the building/property of not less than 10 years
- Applications for unspecified items e.g. contingency money
- Retrospective applications, for example we would not accept an application for an event that has already taken place
- The Trustees will not consider applications for CCTV unless it is to protect a community owned building
- **Question 4**

It is important that you provide a detailed breakdown of all the costs for your project. Please note that your group must provide a minimum of two quotes/estimates. A photocopy of the catalogue page to demonstrate the costs is acceptable. In the interests of community spirit and sustainability it would be much appreciated if quotes/estimates could be sourced from local businesses. We understand this may not always be possible due to the nature of a specific project.

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

If you are asking for a contribution towards 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, that you have planning and other statutory consents and that your landowner agreements are in place where necessary.

There is no upper limit for the Main Grant Scheme, but applicants should be mindful that the Trust's usual maximum grant is £20,000. You must contact the secretary to discuss applications that are likely to be above this amount. The secretary will forward request to the trustees and you may be contacted by a Trustee to discuss further.

Groups are eligible to apply to the Trust if they have an outstanding end of project report from a previous Trust Fund grant, however any grant awarded will not be paid to the group until the previous grant has been accounted for.

Grants of up to 80% may be awarded. The amount and source of other funding (e.g. other windfarms, local authority assistance, other funders, own funds) should be detailed at Item 4 on page 9 of the application form. For projects of £4000 or less the Trustees may make 100% available at their discretion.

Question 5

It is important that you complete this section very carefully as all grants will be authorised by two Trustees. The bank account details must be in the name of the group, payments cannot be made payable to individuals. We will write to let you know if your application is successful and the amount you have been awarded. Unless otherwise requested, Kilbraur Wind Farm Community Benefit Trust funding will be paid direct into an organisation's bank account.

Question 6

Please tell us 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 7

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 500 and 600", then this would be acceptable. It is important that you give as much information as possible to ensure we assess your application appropriately.

Question 8

Please ensure that you have signed and dated the form.

Question 9

Please complete the checklist for your Kilbraur Windfarm Community Benefit Trust Fund application. Send the completed form with all supporting documentation to the address on the final page of the application form which should be signed by two signatories. or emailed to:- info@kilbraurwindfarmcbt.co.uk,

What happens next?

As soon as we have received a completed application form with all the necessary documentation you will receive an acknowledgement letter, **this letter will contain a reference number and it is important that you quote this if you contact us again.**

Applications will be considered at the next quarterly meeting.

When a decision has been made about your application you will receive a letter telling you what the Trustees have decided. The Trustee's decision is final and they reserve the right not to explain their decision.

Will we be monitored?

If you receive a grant you will be monitored in order to:

- Assess whether the grant is being spent on the activities approved
- Identify where a project is proceeding according to plan
- Identify whether the grants scheme as a whole is meeting its purpose
- Accumulate information on the activities funded from the scheme

Who makes the decision?

The Trustees of the Kilbraur Wind Farm Community Benefit Trust.

When do applications need to be submitted?

The Trust has set four closing dates in a year for applications – the last Friday of February, May, August and November. The Trustees aim to meet 6-8 weeks the closing date after to assess the applications. An advertisement will be in the press advertising the closing date for applications.

KILBRAUR WINDFARM COMMUNITY BENEFIT TRUST FUND
(Scottish Charity No SC040268)

THE APPLICATION FORM

It is important that you read the notes before you complete this application form

About your group

1. Name of group

Name of main contact in the group

Title

First name

Surname

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Post held

Address for correspondence

Postcode

Tel

Fax

<input type="text"/>	<input type="text"/>
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Email

Has your group made a previous application to the Trust Fund? Yes/No

If 'Yes' please tell us the Reference Number(s) of the previous application(s)

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About this grant

- 2. What does your organisation do? (refer to guidelines – Question 2)**

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- 3. What does your organisation want to do with the grant from the Trust Fund? (refer to Guidelines – Question 3)**

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- a) Please explain how your proposal will benefit the number of people identified:**

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4. Please give a detailed breakdown of all the costs. **Please make sure you support these costs with quotes, estimates or catalogue pages, planning and other statutory consents, and landowner agreements or leases where necessary.** (It is important that you read all the guidelines in Question 4 before completing this section.). **N.B. A minimum of two quotes/estimates are required. If your request is > £4,000 you need to comply with the 80% rule i.e your claim must be 80% or less of the total project cost.**

If you are registered for VAT please do not include VAT in your application.

☐ Please tick that you are not VAT registered.

Item (Continue on a separate sheet if necessary)	Cost £
Total project costs	
Additional Funding Sources <i>(continue additional funding information here or on a separate sheet if necessary, enter the source below and amount to the right.</i>	Amount £
Total amount of funding from other Sources	
Total amount requested from Trust Fund	

About your financial details (refer to Guidelines – Question 5)

5a If you currently have unrestricted reserves i.e. available funds not earmarked/ringfenced for other purposes please state why the unrestricted funds cannot be used. If you are in any doubt about this question please contact us for clarification.

5b Please give us details of your group's bank account or bank account details of the organisation that is prepared to administer any money on your behalf.

Group Name on Account

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Bank / Building Society Name

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Bank / Building Society Address

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Sort Code

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Account Number

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Building Society Roll Number (if applicable)

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Please give the names of two bank signatories and their positions for your organisation, or the organisation that is supporting you.

1.	Name	Position
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2.	Name	Position
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5. How many people are involved with your group? (refer to Guidelines – Q6)

Committee Members Volunteers Paid Staff Total Membership

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6. How many people will benefit from this project? (refer to Guidelines – Q7)

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7. Signature on behalf of the organisation

I confirm that to the best of my knowledge and belief all replies given on this application form are true and accurate. I agree to provide additional supporting information as required by Kilbraur Windfarm Community Benefit Trust. I understand that where appropriate the Trustees may liaise with other local Grant providers in connection with the application. I further confirm that this application is made on the basis that if successful, then I/the organisation agrees to the following conditions:

Use the grant only for the purpose agreed in the offer letter

Complete an End of Project Report as requested

Agree to any additional monitoring as required

In the event that your group was to close within twelve months from receipt of a grant any assets purchased with this grant will be given, or transferred to another local voluntary organisation with similar aims and objectives.

Signed:

Position:

PRINT NAME:

Date:

DATA PROTECTION / GDPR

To access the fund, we will require consent from you to hold your data. Personal data will be held and processed in accordance with the requirements of the General Data Protection Regulation 2018. Kilbraur Windfarm Community Benefit Trust will use the information we hold from applicants for the Fund for the following purposes:

Part or all of the information you provide us with will be held on a computer. This information will be used for the administration, payment and monitoring of applications and grants and for producing statistics. Where appropriate the Trustees may liaise with other local Grant providers in connection with applications.

KWEL and the Kilbraur Windfarm Community Benefit Trust reserve the right to publicise details of grants awarded.

Please ask to read our full Kilbraur Windfarm Community Benefit Trust's Privacy Statement. Should you wish to check or amend the data we hold on you, or to request deletion of data, please contact Iain Miller, KWCBT Tel 01408 633064.

Please tick the boxes below and sign, thank you:

☐ I consent to Kilbraur Windfarm Community Benefit Trust processing my data for the purposes listed above.

Signed:

Position:

PRINT NAME:

Date:

Please make sure that you send this form back to us fully completed and that you have verified your enclosures against the checklist.

8. I/We have read and understood the Kilbraur Windfarm Community Benefit Trust "Grant Making and Monitoring Policy" which can be found on the Kilbraur Windfarm Community Benefit Trust website: www.kilbraur.com

Please tick ☐

9. I/We have enclosed the following documentation:

ITEM	TICK
The Completed Application Form (pages 7-12)	
Copy of your Constitution	
Statement of Accounts	
Statement of Income and Expenditure	
Projected Income (for new groups)	
TWO Quotes/Estimates of Costs	
Plans/Drawings	
Planning Consents	
Other Statutory Consents	
Landowner Agreements or Lease	
VAT Registration Number	
Appropriate policies – eg child protection	
Signature on behalf of an organisation	
Data Protection Consent	
Other -	
Other -	

Part or all of the information you provide us with will be held on a computer. This information will be used for the administration of applications and grants and for producing statistics. KWEL and the Kilbraur Windfarm Community Benefit Trust reserve the right to publicise details of grants awarded

Please return the completed application form and required documents to:

**The Secretary
Kilbraur Windfarm Community Benefit Trust
Voluntary Groups Sutherland
c/o E&SCAB, Station Road, Golspie. KW10 6SN**

Or email: info@kilbraurwindfarmcbt.co.uk

*Kilbraur Windfarm Community Benefit Trust Fund
Scottish Charity No SC040268
Registered Address: c/o E&SCAB, Station Road, Golspie. KW10 6SN*