

# 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 before completing your application form.

### **What is the Kilbraur Wind Farm Community Benefit Trust Fund?**

The KWFCB Trust Fund is a Charitable Trust funded by Kilbraur Wind Energy Ltd and aimed at community-led organisations. The fund is managed by a board of six trustees nominated by Brora, Golspie and Rogart Community Councils with two observers, each from Highland Council and Kilbraur Wind Energy Ltd. The purpose of the Trust is to support any type of activity through small community organisations that benefits their community. The activities must provide some measure of economic, environmental, educational, social or cultural benefit for people living in the area. Kilbraur Wind Energy Ltd will pay annually into the Trust Fund while the Kilbraur Wind Farm is operational.

### **Who can apply?**

Your group can apply if 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

## **How much can we apply for?**

- There is no limit to the amount you can apply for but no group will be eligible to access more than £10,000 in any financial year
- Groups are eligible to apply to the Trust Fund 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, however groups are encouraged to apply for part funding for their project and seek assistance from other sources. The amount and source of other funding (e.g. other windfarms, VAT refunds, local authority assistance, other funders, own funds) should be detailed at Item 4 on page 9 of the application form. For projects of £2500 or less the Trustees may make 100% available at their discretion.

## **When can we apply?**

- Applications should be submitted as quickly as possible. The Trustees meet quarterly and 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

## **For the avoidance of doubt, the community benefit cannot be used for:**

- 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

## **Payment of Grants**

- Claims for payment of the grant are to be made on a claim form to be provided and must be accompanied by invoices. Cheque stubs, photocopies of cheques and statements will not suffice as proof of expenditure.
- Generally the claim for payment of the grant should be submitted when the project has been completed. Projects to be inspected prior to the release of the grant will be selected at random by the Trustees

**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, then 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**

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**

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 Trust Fund will meet these aims and objectives.

### **Question 3**

Please give details of what your organisation wants to do with the grant awarded from the Kilbraur Wind Farm 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 if not how long your lease is 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 noticed 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. 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.)
- 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
- 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:

- 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 Fund Panel 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 and provide at least two 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 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 limit to the amount you can apply for, but no group will be eligible to access more than £10,000 in any financial year.

If your project is costing more than £10,000 then you can apply to the Trust Fund for some of the funding but you will need to demonstrate that you have the rest of the funding or how you intend to get the rest of the funding.

#### **Question 5**

It is important that you complete this section very carefully as all grants will be authorised and signed 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. For further clarification regarding claims for payment, see '**Payments of Grants**'.

#### **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 Wind Farm 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.

### **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 Trust Fund panel have decided. The panel's decision is final. Applications can be submitted throughout the year and each application will be considered on its merits in January, April, July and October each year;

### **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?**

Applications need to be in at least 28 days before the next quarterly meeting. An advertisement will be in the press giving 4-6 weeks notice of the closing date for applications.

# KILBRAUR WIND FARM 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

Have you 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)

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

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



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.)

Item (Continue on a separate sheet if necessary)	Cost £
Any other charges e.g VAT (if applicable), carriage etc Please specify with amounts:	
<b>Total project costs</b>	
<b>Additional Funding Sources</b> <i>(continue additional funding information here or on a separate sheet if necessary, enter the source below and amount to the right.</i>	<b>Amount £</b>
<b>Total amount of funding from other Sources</b>	
<b>Total amount requested from Trust Fund</b>	

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

5. 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

Bank / Building Society Name

Bank / Building Society Address

Sort Code

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Account Number

Building Society Roll Number (if applicable)

**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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**6. How many people are involved with your group? (refer to Guidelines – Q6)**

Committee Members      Volunteers      Paid Staff      Total Membership

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

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**8. 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 Wind Farm Community Benefit Trust. 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:** .....

**Print Name (in capital letters):** .....

**Data Protection Act 1998**

The information given will be entered and processed on computer by the Trustees of the Kilbraur Wind Farm Community Benefit Trust; the forms will also be kept. The information will be used by the Trustees for administration purposes of the grant scheme. Personal data is limited to contact names, position, address, telephone and other contact numbers, organisation and project; it may be considered as sensitive personal data where the organisation/project is involved with matters relating to race, ethnic origins, politics, religions or similar beliefs, physical, mental health or sexual life.

Contact details will only be disclosed to third parties for the following purposes; to enable the Trustees to process your application; to announce successful projects and to promote the Kibraur Wind Farm Community Benefit Trust Fund generally via press releases and other bona fide promotional activities including placement on the Kilbraur Wind Farm Community Benefit Trust Fund Website.

Please sign to show that that you agree to the Trustees using your data in this way.

**I agree to the use of my data and I confirm that to the best of my knowledge and belief all replies given on this application form are true and accurate.**

**Signed by the Contact Person: ..... Date: .....**

**Print Name: .....**

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

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 or Expenditure	
Projected Income (for new groups)	
Quotes/Estimates of Costs	
Plans/Drawings	
Planning Consents	
Other Statutory Consents	
Landowner Agreements or Lease	
VAT Registration Number	
Stamped Addressed Envelope to Acknowledge Receipt of Application	
Other -	
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 Wind Farm 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 Wind Farm Community Benefit Trust  
PO Box 2, Dornoch, IV25 3WS**

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***Kilbraur Wind Farm Community Benefit Trust Fund – Scottish Charity No SC040268***