



SCOTTISH COMMUNITY FOUNDATION
SCOTTISH HYDRO ACHANY COMMUNITY FUND
MAIN GRANTS (£2,000 - £10,000)
GUIDELINES FOR APPLICANTS 2012

These guidelines are for applicants seeking between £2000 and £10,000 from the Scottish Hydro Achany Community Fund. If you wish to request less than £2000 please consider other funds. If you wish to request more than £10,000 please contact us to discuss your project. Please note that only constituted groups and organisations may apply. There are 3 deadlines in 2012 (see below).

Updated guidelines may be issued in future. Please contact the Scottish Community Foundation to check that you have the latest information, or check www.scottishcf.org.

The Scottish Hydro Achany Community Fund is a charitable fund to benefit residents within the boundaries of the areas served by the three Community Councils of Ardgay & District, Creich and Lairg within Central Sutherland in the Highlands of Scotland. These are the three community council areas bordering or affected by the Achany Wind Farm site.

The fund is provided by **Scottish and Southern Energy**, the developer of the Achany Wind Farm and is managed by a charity, the **Scottish Community Foundation**. Groups and organisations working to benefit people in the relevant area are able to apply to the Foundation for grants from the fund. Although the Foundation will receive and process applications for grants, recommendations about grants and how the money is used will be made by an **Advisory Panel** made up of community councillors and other local representatives from all three community council areas.

A minimum of £76,000 is available annually plus a further amount linked to the output of the wind farm once it starts generating electricity. On average this could in future take the annual total to around £100,000. The amount will rise in line with inflation and contributions will be made for 25 years, from 2009.

Fund Purposes

Within the area of benefit, the Fund aims to invest in activities and initiatives that help to build a vibrant local economy, supports thriving communities and makes the area an attractive place to live, work and visit for people of all ages.

The Fund will do this by awarding a mixture of capital and revenue grants that:

- Strengthen and diversify the local economy through support for social enterprises, especially those that explore, test and develop activity that sensitively exploits the area's tourist potential or niche business areas.
- Stimulate new ideas and innovative approaches to generate growth and development and new employment.
- Support the acquisition, development and use of new community assets and maintain and enhance existing ones.
- Ensure that adequate provision and/or services are available for the community that improve their life chances and/or quality of life.
- Support efforts that co-ordinate community activity and optimise local resources and assets.

- Respond to unforeseen circumstances or opportunities that are in keeping with the broad Fund aims identified above.

Additional Criteria

Groups applying to the Fund must demonstrate that their project will further one or more of the purposes listed above. In addition, it is intended that the Fund achieves maximum benefits for the local communities, supporting investments that are strategic and sustainable and take a long term view. It is critical therefore that proposals reflect some of the following priorities:

- Developing sustainable employment or volunteering opportunities and/or the employability of staff or volunteers.
- Building their groups and organisations to be more effective.
- Working in partnership with other organisations that might be local, regional or national and that provide added value (financial or other) to the initiative.
- Connecting with wider sections of the community beyond the immediate target group.
- Ensuring that issues of access and sustainability have been considered.
- Considering how the specific activity can have some reach to the wider geographical area covered by the Fund.
- Raising a proportion of the total budget for the activity from other sources.

You should tell us on the application form if/how you will meet these additional criteria, or explain why you feel they are not appropriate for your group or project. We do recognise that groups can only make reasonable efforts to – for example – raise funds locally, or build their organisations to be more effective, and that what is reasonable will be in proportion to the size of your group and project.

General Information

- There are three **deadlines** for applications to the Fund during 2012.

Application deadline	Decisions notified at the latest by:
1 March	End of April
2 July	End of August
8 October	End of November

- We will inform you of the outcome of your application as soon as possible.
- You may only apply for one Main Grant (£2,000 - £10,000) from the Fund at a time.
- If your application is successful, you may still apply for another grant from the Fund at the next round. However, it should not be for the same project/activity/cost for which we have already awarded you a grant during this year.
- If your application is unsuccessful, you may re-apply at the next grant round (i.e. by the next deadline).
- Any Main grant received should generally be spent within one year of being awarded unless it is specifically for a longer period or other conditions are noted.

Eligibility

- Groups or organisations that need funding to support projects or activities consistent with the aim and purposes listed above may apply.
- Your group must have a constitution (governing document or set of rules) and be set up on a not-for-profit basis. You don't need to be a registered charity to apply. If you are unsure if your group is eligible, contact us for advice.
- Applicants can demonstrate that a percentage of the total project cost will be sourced from other funding sources. The percentage amount can be discussed and negotiated at the assessment stage. In exceptional circumstances 100% funding may be considered.
- Applicants can demonstrate that for projects involving the contracting of any services or supplies, they have at least sought tenders from local providers. Primarily this means suppliers or contractors from within the Kyle of Sutherland area but this also includes Sutherland or the wider Highland region depending on the specific tender needs or requirements. Whilst tenders may understandably not be awarded to local contractors, the applicant must be prepared to detail why this is not the case.
- Applying for or holding a grant from the Scottish Hydro Achany Community Fund does not affect a group's eligibility to apply for another kind of grant from the Scottish Community Foundation. See our website www.scottishcf.org/applyingforagrant for details of all our current grant programmes, many of which can make grants to groups operating anywhere in Scotland.

Grants will NOT be made to support the following:

- Projects which do not benefit people living within the areas represented by the three Community Councils of Ardgay & District, Creich and Lairg.
- Individuals, or groups without a constitution
- The advancement of religion or politics (including requests to support the core activities of religious or political groups)
- The repayment of loans or payment of debts
- Costs already incurred or activities which will take place before we have made a decision on an application (retrospective funding)
- Payments towards areas generally understood to be the exclusive 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 Scottish and Southern Energy

GUIDELINES FOR COMPLETING THE APPLICATION FORM

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

Do not state '**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 note the boxes on the form are deliberately restricted to encourage you to present your proposal succinctly. We will follow up with further questions during our telephone assessment and you will have the opportunity to tell us more.**

Should you have any queries or need help with completing the form please contact us.

Section 1 – Contact details

- Make sure that this is someone who is familiar with both the workings of the group and of the grant application, as this is the person we will contact to discuss the application.
- Beneficiary Postcode: Please complete this when the project aims to take place and benefit those in a different area code to the main correspondence address.
- Please inform us by ticking the appropriate box, as to whether the addresses stated are private (personal home address for example) or a business address.

Section 2 – About the organisation

- Your group does not need to be a registered charity to apply for a grant; however, your group should be a non-profit organisation with charitable aims and objectives, and this should be reflected in your constitution or governing document, which you must send us with the application form. If you are unsure if your group is eligible, contact us for advice. Please note that your constitution needs to be signed to demonstrate that it has been formally adopted by your management committee.
- When describing the main activities of your group or the service you provide, please do not simply copy the aims and objectives from your constitution. Please try and describe the work your group does in your own words, as this will help us with the assessment process.
- Please check our eligibility guidelines for this programme as these may differ from other Scottish Community Foundation programmes.

Section 3 – Bank details

- Please ensure that these are accurate otherwise there will potentially be a delay in awarding any successful grant to your organisation. Your 'Account name' should give the exact name in which your account is held (as it is usually shown on your cheque book).

Section 4 – The people you work with

- Describe in this section the particular community of people that the work of your organisation brings you into contact with, and roughly how many people benefit from your work or rely on the service that it provides. If you are a new group then please estimate the number of people that will benefit from the work of the group in general, as well as potential beneficiaries of the project being applied for.

Section 5 – Financial Details

- A copy of your most recent approved annual accounts must be included with your application. We will be unable to process your application if you do not send these or include a set of accounts that are out of date.
- 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**, and also complete Section 5 with any information relevant to this. Please also 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 the project that is the subject of 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. If you are not using these for the project you are applying for help with, please explain why. (*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.) Applicants whose accounts show unrestricted cash reserves well in excess of the grant requested, may be given low priority.
- Please **ensure your latest accounts have been inspected by a suitable person and that they have signed them to say so**. A model statement for them to use is available from the Foundation and on our website. Please tell us on the Application Form, who they are and their position – i.e. what qualifies them as suitably competent in this case, e.g. 'former bank manager', 'accountant' etc. Further information on this requirement is available on our website.
- Please note that for larger organisations with an annual income of £100,000 or more, we would expect a higher degree of external scrutiny to be applied to the accounts e.g. at least an independent examination by a suitably qualified professional person, such as an accountant.

Section 6 – The Project

You should bear in mind that your project will need to be consistent with one or more of the Fund Purposes listed above in order to receive a grant. You do not have to specify which one(s) your project relates to, but we will use the information in this section to consider how well the project fits.

- a) Please make sure that the project name provided by you is one that is agreed throughout your organisation. This name will be used in all our correspondence with you.
- b) Please describe your project here. Note that we ask you for a cost breakdown and information about the detail of what the grant will pay for in section 8. Please use *this* section to tell us things like the overall aims of the project, what kind of activities will be involved, where the project will take place, how frequently, any staff or volunteers involved etc.
- c) Please also explain how you have established that there is a need for the project: Tell us about any consultation or research you have undertaken.
- d) Please answer these questions to tell us about the people your project is intended to benefit. It is also important that you can show that you have thought about how you will reach them and get them involved in your project. (Remember, they must live in the area represented by the three community council areas of the Fund. If you are unsure of the boundaries of this area, please contact us to check.)
- e) Please explain how local people will benefit from your project. Do refer to the Fund Purposes and think carefully about how your proposal fits with one or more of these.
- f) This question relates to the additional criteria for the Achany Fund. You should tell us on the application form if/how you will meet some of these priorities, or explain why you feel they are not

appropriate for your group or project. We do recognise that groups can only make reasonable efforts to – for example – raise funds locally, or identify a suitable local supplier, and that what is reasonable will be in proportion to the size of your group and project. To answer questions e) and f) as fully as possible a continuation sheet is provided at the back of the application form.

- We recognise that sometimes taking steps to reduce a project's environmental impact can mean it costs more, and you may need to request a bigger grant than you might otherwise have needed to in order to meet these criteria. You can explain if this is the case in this section of the form. We will support such additional costs within reason, but not where the additional costs are excessive or disproportionate to the project. If you are not sure how far you should go to meet these criteria, then contact us for advice

Section 7 – Details of grant requested

- Grant requests must be between £2000 and £10,000 although your total project cost will be greater than the amount you are applying for.
- Please give an accurate list of the costs involved in the project, work or items for which you need the grant. If the grant requested does not cover all the costs, you should make clear what it will cover. Also tell us how you intend to meet the other costs to ensure the project goes ahead.
- Note that you should also send us **quotes** or evidence of the costs involved, particularly if you intend to purchase equipment. Please supply at least two competitive quotes. If this is not possible or appropriate, please tell us why.
- Complete the table to show where else you have sought funding from for this project. Please indicate whether other funding has been received, pledged, or if you are awaiting a decision on a funding application. Note that priority will be given to applications that can demonstrate that other funding sources have been explored and part-funding obtained where possible.
- Please also tell us if you are planning to contribute money from your group's own resources or if you plan to raise funds through local fundraising activities to support this project.
- Please indicate the start and end dates for your project. Make sure your application is made in plenty of time to receive a decision before the project takes place. (see dates above).

Section 8 – Details of referee

- Your choice of referee should be someone who knows about your project and its activities e.g. someone from the social work department or your local Council of Voluntary Service, or a previous or other funder. The referee must be independent and must not be a member of your board or management committee. Contacting the referee is a part of the assessment process. Please ensure that the referee knows about this application and is willing to be contacted by us.

Section 9 – Checklist

- Please check your enclosures carefully as incomplete applications will be returned. Don't forget to sign and date the application form.
- Please also enclose a stamped reply card or stamped self-addressed envelope, **if you wish us to acknowledge receipt of your application.**
- We cannot accept an application without a copy of your group's constitution, trust deed or governing document and we also need a copy of your most recent accounts (audited if appropriate), which should be signed as approved by a member of the management committee (or for new groups, a projection of your first year's income and expenditure).
- We require quotations if your grant request is for equipment or refurbishment work. Please supply at least two competitive quotes. If this is not possible or appropriate, please tell us why.
- Please send us your application in good time to arrive before the next **deadline**. You are encouraged to **apply as early as possible**.
- 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.

WHAT HAPPENS NEXT?

SCF will contact the person named in Section 1 by phone to arrange a short telephone interview. If you know that you will not be available at particular times or for a particular period in the near future, it will be helpful if you include a note to that effect attached to the application, as your application cannot be considered if our assessor cannot contact you. Your application will then be considered at the next meeting of the Advisory Panel. We will inform you by letter of the outcome of your application as soon as possible.

Please bear in mind that requests for grants may exceed the amount of funding available and not all applications will be successful.

COMPLETED FORMS SHOULD BE SENT TO:

Scottish Community Foundation, 3rd Floor, Empire House, 131 West Nile Street Glasgow G1 2RX
T:0141 341 4960 F: 0141 341 4972 E: grants@scottishcf.org
www.scottishcf.org

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