



PAUL'S HILL WIND FARM COMMUNITY BENEFIT FUND (Cromdale and Advie Application Form)



The aim of the scheme

Paul's Hill Wind Farm has established a community benefit fund as part of their ongoing commitments to communities in the vicinity of the wind farm. The purpose of the fund is to enable communities to carry out improvements to their local area in any sphere, including the environment, local amenity or tourism.

Money available

Each year, the wind farm allocates an amount of money to the community council, who then administer its disbursement to the community. The total amount of money is based on the installed capacity of the wind farm. The initial amount available to Cromdale and Advie community council is £6,762. This amount increases annually by an amount that is index linked to the Retail Price Index.

Project proposals

Consideration will be given to any type of project which is of benefit to the local community. Permission to proceed will be granted for ideas which successfully fulfil the aim of the scheme. Applications will be dealt with on receipt. However please ensure that you include / attach the relevant quotes or permissions to avoid any delay in processing.

How to apply

Complete this form, with as much information as possible and return to:

Carl Stewart
Cromdale and Advie Community Council
1 Kirk Road
Cromdale
PH26 3LH

Tel: 07711 224893

e-mail: carlfstewart@hotmail.com

Note to applicants:

In order to process the application in the minimum time, please include/attach as much information about the proposal as possible, including quotes and estimates from relevant tradespersons where available.



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Name of organisation making the application	
Address of organisation including postcode	
Contact name & position	
Contact email	
Address for correspondence (if different from above) including postcode	
Daytime telephone number	
Address of website (if applicable)	

What is the aim of the Project / Activity	
What will the grant be specifically used for, within the Project? * Please attach images, drawings, sketches of proposal/equipment if applicable	



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Who in the community will benefit from the Project and how?

What sum are you requesting in this application?

* Please attach three recent quotes where applicable and state expiry dates of quotes.

£

Please give a full breakdown of the cost of your project

Please continue on a separate sheet if required

Item/activity	Cost
Total Project cost	£

Proposed project start date?

Proposed project completion date?

Please provide a brief summary of your own and other proposed financial contributions.

* Please tell us which other funders you are applying to for this project and what if any contribution your organisation plans to make

* Has funding been confirmed yet?

Funder	amount	Status (confirmed or not)
Own contribution		
Other funders		
Totals		



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If you are <u>not</u> applying for any other funding and/or are not contributing please tell us why.	
Please list <u>all</u> grant funding (including from this fund) your organisation has received in the last 3 years: <ul style="list-style-type: none">* Funder* Amount* Project Outline	

- * I certify that the details provided are true and accurate to the best of my knowledge.
- * I understand that the Fund will seek the return of any grant, if it is discovered that the above information was incorrect or if the grant is not being used for the purpose specifically stated in this application.
- * If the application is approved then I and the organisation I represent, agree to any publicity the Fund might arrange and to participate in this if requested.

Name <i>(Must be the name of the person whose email address, or whose organisation's email address, is used to send this application)</i>	Date
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PLEASE ENSURE YOU HAVE ALSO INCLUDED /ATTACHED ALL RELEVANT DOCUMENTATION

- * Your most recent annual accounts
- * Your constitution
- * Three contractors / suppliers quotations for this project
- * Latest 3 bank statements
- * Detail all valid insurance cover for event / project and provide copies



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Additional / Supporting Information



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APPLICATION CHECKLIST

Please ensure that all boxes are ticked (by marking with an X) before your application is submitted otherwise the Fund will be unable to consider your application

Grant Application Funding Requirements	Please confirm with an X
This application is from an organisation / business operating within the current Cromdale & Advie Community Council boundary	
I accept that, for capital projects, not all funds may be immediately released and that proof of completion will be required before a final payment is made	
This application is not for retrospective funding	
This application does not campaign for specific religious or political beliefs	
This application does not oppose renewable energy and sustainability	
Where applicable, accounts, constitution, bank statements and three financial quotes are attached	
If successful in this application, we will fully acknowledge the Paul's Hill Community Fund in our publicity. We agree to and will if asked participate in any publicity organised by the Fund.	

Name <i>(Must be the name of the person whose email address, or whose organisation's email address, is used to send this application)</i>	Date
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Paul's Hill Wind Farm Community Fund Guidelines

1. Funding Guidelines

Funding from the Paul's Hill Community Fund is available to organisations within the Cromdale and Advie Community Council area for the benefit of its community.

2. Geographical boundary

You can verify whether you live within the qualifying area by checking on the Highland Council website.

3. What projects are eligible to apply to the fund?

To apply for funding, community groups or organisations must be properly constituted. You do not need to be a registered charity to apply for a grant but you must be able to demonstrate community benefit. If you would like to make an application, but are not part of a constituted group or organisation, please contact the Community Council.

The fund welcomes applications from organisations that make a difference across a range of areas:

- **Children and young people** – projects focused on improving access to facilities, activities and services for younger members of the community
- **Community buildings and amenity sites** – projects, which maintain and develop buildings and amenity sites being used and run by the community, especially projects that help ensure their sustainability for the future
- **Community transport and communication initiatives** – schemes that promote mobility of people and information in the community
- **Conservation, wildlife and animal sanctuary projects** – in particular those which improve the use of and access to communal land as defined by access legislation and other land as agreed with the Landowner
- **Culture and Heritage** – projects that celebrate, protect and promote culture, history and heritage
- **Education and skills development** – group and community-based programmes, particularly for those who have had no previous access to training opportunities
- **The elderly** – projects focused on improving access to facilities, activities and services for more senior citizens in the community
- **Energy efficiency and environmental sustainability** – projects to minimize energy loss, promote the use of green energy or sustain the natural and built environment
- **Health** - projects focused on improving access to facilities, activities and services that aim to improve the health and wellbeing of the local community, including through sports
- **Regeneration** – community projects that help to reduce crime levels, increase employment, housing or improve the physical environment
- **Self-help groups** – community groups that deliver services to specific sectors of the community that are in need
- **Vulnerable people** – projects focused on improving access to facilities, activities and services for people with disabilities, the homeless and those who are disadvantaged
- Any other project your group feels will bring benefit to the community in the area



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4. What will not be funded?

The aim of the fund is to ensure that there is a real benefit to the community it serves, so the following will not be funded:

- Projects outside the defined CC boundaries
- Fundraising for national or regional charities unless the funds are going directly to a group or project operating in the area of benefit
- Any project the financing of which is the legal responsibility of any third party, unless explicitly agreed in writing prior to submitting your application
- Sponsorship
- Projects or activities promoting political or religious objectives
- Deficit or retrospective funding ie activities that have already taken place
- Any purpose that adversely affects or works against the interests of the wind farm or the owner of the land on which the wind farm is constructed or the Company or any of its subsidiary or related companies
- Any purpose that adversely affects or works, whether directly or indirectly, against any form of renewable energy development
- Projects or activities which support an individual or individuals who are not acting on behalf of a group or organisation with the capacity to benefit the wider community
- Projects and activities likely to cause divisiveness or community disharmony
- Applications for projects made by individuals or agencies where commission or other payment is made to that individual or agency
- Applications for projects made by individuals or agencies for redistribution to other separate individuals or agencies
- Applications to support "commercial gain"

5. What information do you need to provide?

It will help your cause if you can demonstrate any or all of the following:

Need: Demonstrate a clear need for the project and what support you have from the local community.

It will help if you can provide evidence of research or consultation with those who will directly benefit – tell us about it!

Community Use: Show the true extent of the proposed project or funding in terms of duration and numbers of beneficiaries and display how funding will affect this.

Community Involvement: The fund would like to support projects where the community is already helping itself and where there is enthusiastic input from committed and resourceful people.

Value: You need to demonstrate value for money as well as careful and realistic budgeting; show sensible costings and provide estimates from more than one source. It will help if projects already include revenue from other sources (are already part-funded or match funded).

Legacy: We need to know if your project has a legacy or if it requires on-going maintenance. If that is the case, tell us about how you plan to sustain this.

6. How long is funding for?



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Our grants are for one year and should be spent within 12 months of receipt. Applicants can apply for funding in consecutive years but should not assume that these will be successful as applications from groups that have not previously received funding may be given higher priority. Funds not used within 12 months of award may be recalled back into the fund and redistributed, through an audit of receipts.

7. The application process

- Applications should be submitted to the named contact on the front page of the application form
- Applications will be considered at the next meeting following submission, of the Paul's Hill Wind Farm Community Benefit Fund Committee, which operates as a sub-group of Cromdale & Advie Community Council. The Committee meets every 3 months or more often if required.
- The Committee will assess applications against the Fund criteria and make and record their recommendations to grant or refuse project applications.
- Recommendations of the Committee will be advised to the Secretary and Chair of Cromdale & Advie Community Council in order that they can be considered at the next Community Council meeting. The acceptance or rejection of the Committee recommendations will be recorded in the minutes.
- If necessary and agreed by Cromdale & Advie Community Council, conditions of funding may be put in place. These must be agreed and signed by the applicant. This will be recorded in the minutes of the Cromdale & Advie Community Council.

8. What happens once a decision has been made?

Offer or refusal letters will be sent out following the next Cromdale & Advie Community Council meeting. The offer letter will include any conditions imposed by the Community Council. A copy of the letter must be signed and returned before payment can be made. You should not commit any money before you have received your offer letter and conditions. You should not use an award for any other purpose than that applied for. Should you need to request a change of use for any award made, you must submit your request in writing before committing or redirecting any funds. Decisions made by the Community Council will be final and no negotiations or appeals will be entered into with the applicant.

9. What are my responsibilities?

- Successful applicants must provide a written report including copy invoices to Cromdale and Advie Community Council upon completion of the project or within twelve months, whichever is sooner.
- If applicable, suitable photographs should be provided. Cromdale & Advie Community Council will be permitted to use such photographs to demonstrate projects assisted by the funds.
- It is important that projects are completed within the required timescale and that this is demonstrated using the criteria presented in your application. If this is not done, it may jeopardise future funding availability for your own and other organisations.
- Any press references with regards to the project should refer to the funding source by stating either 'made possible by the Paul's Hill Wind Farm Community Benefit Fund' or 'part funded by the Paul's Hill Wind Farm Community Benefit Fund'.

10. Payments



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- Funds will be released to Cromdale and Advie Community Council and will then be subsequently issued to the awarded party. On capital projects or when funding is greater than £5000 payment shall be made directly to the contractor / supplier from Cromdale and Advie Community Council.