



Funded by ScottishPower Renewables' Coal Clough Windfarm

SCOTTISHPOWER RENEWABLES CLIVIGER COMMUNITY BENEFIT FUND

**Grants from £100 to £10,000 for projects
lasting up to 6 months**

Application Guidance

Introduction

This Support Pack has been compiled by Cliviger Parish Council (CPC) to deliver this funding programme. CPC has entered into an agreement with ScottishPower Renewables (SPR) UK to deliver Community Benefit Funds for projects and activity benefitting the area of Cliviger. This agreement ensures that the local community shares in the benefits of the Coalclough Wind Farm.

What is Community Benefit?

For purposes of community facilities, skills and employment, community or local events, sport and recreation, environmental improvement, youth or elderly education, and/or heritage, as well as sustainable social enterprise schemes, the maintenance, upgrade or restoration of a place of worship or building of historical or architectural significance, a recreational right of way, or such other purpose as has first been approved in writing by SPR.

Who can apply to the Grant Programme?

The Grants are being made available to Voluntary, Community and Faith organisations based or delivering activity in Cliviger.

Applicants can be non constituted, but must be voluntary/community/faith group, or a Registered Charity, not for profit and have appropriate governance in place, including the policies and procedures required to deliver the service being offered. Copies may be requested as necessary but please note that the parish council may visit the group to monitor the policies in place and ensure appropriate governance structure. If necessary, support can be provided. Applicants must also be able to comply with the required monitoring and evaluation.

The expectation is that for applications over £2000 there will be clear evidence of support and involvement from the community.

- Community involvement in this instance means:
 - Residents have been involved in the planning, development and application for this project
 - Residents will also be involvement in the delivery of this project
 - Evidence of involvement must be submitted with the application and the final report in the form of letters, completed consultation questionnaires, testimonials, emails, etc
- For projects involving work on land or a building (including refurbishment): you must own the freehold of the land or building, or hold a lease that cannot be ended by the landlord for at least ten years. Proof in the form of a written agreement or lease must be submitted with your application.
- Brand new applicants will be given precedence over repeat applicants, providing the criteria is met.

How much money can groups apply for?

Groups/Organisations can apply for amounts between £100 and £10,000 to deliver activity in Cliviger. Groups/organisations working with or supporting any age group may apply.

There are separate applications for grants up to £500 (small grants) and up to £10,000 (large grants) but the guidance applies to both.

Small grants can be applied for throughout the year, the larger grants only at the annual funding time.

What kind of projects/activities can the Community Benefit Fund support?

Examples include: (List not exhaustive)

- Room or Venue hire (for activities etc.) – a sustainability plan must be included with the application.
- Buying basic equipment or materials for use in a new service/activity – a written agreement from the place where the equipment and materials are to be kept must be submitted with the application.
- Reasonable volunteer expenses incurred whilst participating in activities (e.g. travel and other out of pocket expenses).
- Training programme, activities/services or learning opportunity that improves/increases local people's skills and abilities, knowledge and awareness
- Providing mentoring or coaching for individuals to access the support they need
- Start-up costs for a new activity/service, including running costs
- Refurbishment of buildings/landscape
- Environmental programmes

What cannot be funded?

- Activity, equipment, resources or works that are covered by other funding awards received by the applicant organisation i.e. 'double funding' – this is an illegal practice and will be reported should it come to the attention of the administrators.
- Equipment, resources and activities for which your group/organisation has already received funding i.e. retrospective funding.
- Rent/venue hire if there is not a clear sustainability plan included in the application. The plan should include, for example: increasing subscriptions, charging for services, fund raising events, etc.
- Activities that promote political and religious messages.
- Activities that commence, or goods/services that are purchased prior to confirmation of grant funding approval.
- Activities that take place outside the area of benefit (Cliviger)
- Activities/projects that are the statutory responsibility of other bodies.
- Activity e.g. trips, etc that are not part of a programme of activity.

What should Community Benefit Fund projects aim to do?

Clearly demonstrate local community involvement and provide clear evidence of a positive impact for individuals/beneficiaries, the environment or built landscape.

- Community involvement in this instance means:
 - Evidence that residents have been involved in the planning, development and application for this project
 - Evidence that residents will also be involved in the delivery of this project
 - Evidence of involvement must be submitted with the application and the final report in the form of letters, completed consultation

questionnaires, testimonials, emails, films, photographs, attendance sheets, etc

Additional information/considerations to help you to complete the application form:

Q.2 Give a brief outline of your project. What difference will it make to the life of those involved as a group or as individuals?

How will the project/activity improve or increase the capacity of an organisation to deliver effective and efficient support? What activities will you provide?

Q.3 How many individuals will benefit? Will you deliver several sessions to the same people or the same session to more people? Or if it is a drop in and you are unable to give exact numbers, give an estimate of numbers you would expect? How will people benefit?

Q.4 Are there any particular issues that have been identified? Include brief details and expand in Q5 below about how the idea has been developed through consultation?

Q.5 What evidence do you have of the need for your project/activity? What consultation with local residents/possible beneficiaries has been carried out to demonstrate involvement? Do you have evidence of this? Do you have existing data/information? Do you have a specific target group? How will the project/activity be accessed?

Q.6 Is it one particular geographical location in Cliviger? Or several locations? Do you have written permission from the venue/landowner to hold your session(s)? One-off or ongoing sessions? Is there a timescale of events?

Q.7 Are you working with others e.g. BPRCVS, police, fire, health or social care services, other voluntary groups? What staff/volunteers do you need to deliver the project? What equipment do you have/need? If it is a joint activity, how will outcomes and costs be reported.

Q.8 Taking note of information about the ScottishPower Renewables Community Benefit Fund, how will your project/activity meet the overall programme aims? What will be the positive outcomes for individuals/groups/area? What do you hope to achieve? How will individuals benefit?

Q.9 What data will you collect and how will it be presented (registrations, photos, case studies etc.)? How will information be recorded to show that the target groups have benefited? What impact will there be on individuals' lives. Expand on the detail in questions 2 and 3 quantitative (numbers) and qualitative (in depth support and mentoring?)

Q.10 100% funding is available, but if it is a joint undertaking how will costs and outputs be shared? Written confirmation of match or additional funding must

be submitted with the application. Give a brief outline of your organisation's financial systems.

Q.11 Please use this box to give us any information not given elsewhere.

For further advice and guidance to complete this application, contact Rebecca Hay, Clerk to Cliviger Parish Council, email: travel2pud@hotmail.com, telephone: 07977611947

Post your signed, completed application form along with supporting documents:

Deadline for applications:

Cliviger Community Benefit Fund Application Procedure

1. Complete the Application Form
2. The Appraisal Panel will be comprised of local people from the VCF sector and individuals committed to the fund's aims.
3. Applicants will be notified by telephone or in writing of the panel's decision

Successful applications procedure:

1. Sign Acceptance of terms and conditions and return to the parish council
2. Receive Cheque
3. Provide timely Monitoring and Evaluation reports to the parish council

If your application is unsuccessful this time: Contact the parish council for support to identify other funding opportunities and for more feedback.