

## **DUN LAW EXTENSION WINDFARM COMMUNITY BENEFIT FUND**

### **GRANTS FROM £500 TO £10,000**

### **INFORMATION & GUIDELINES FOR APPLICANTS**

**JULY 2010**

The Dun Law Extension Windfarm Community Benefit (DLX) Trust administers charitable funds available to benefit communities adjacent to, and visually impacted by, the Dun Law Windfarm Extension. The Trust funds are provided by ScottishPower Renewables, the owner and operator of the windfarm. The four areas benefitting from funds associated with the Dun Law Extension windfarm extension are:

**Fala**

**Heriot**

**Humbie**

**Oxton & Channelkirk**

During 2008/9, a panel of Trustees was formed, comprising representatives from each of the Community Council areas. For information about applying for grants from the Funds that is not covered on the website or in this document, please contact the DLX Trust Secretary. You may also wish to discuss your application with one of the trustees from your local area.

#### **Purpose of the Grants**

The Community Benefit Funds will provide grants to support charitable activities that:

- Improve the communities and environments” within the area of the participating communities.
- Fund any project which will support the education of and learning experience available to the residents.
- Fund any other initiative that will benefit the participating communities.

Grant requests to support a wide range of costs and activities will be considered, e.g. equipment costs, short-term running costs for local groups, staff or sessional worker costs, consultations, maintenance or refurbishment of community facilities etc.

Groups or organisations that need funding to support projects or activities consistent with the purposes listed above may apply for a grant.

You do not need to be a registered charity to apply, but your group must have a constitution (governing document or set of rules) and be set up on a not-for-profit basis. If you are unsure whether your group is eligible, contact us for advice.

Any grant received should normally be spent within six months of being awarded.

Grants are not transferrable, and must be spent by the group to which the award is given on the project for which it was awarded.

Applying for, or holding, a grant from the Community Benefit Fund will not normally affect a group's eligibility to apply for grants from other bodies. On the contrary, grants provided by the Trust will normally strengthen the case for applications to other grant awarding bodies. As a result, we encourage applicants to apply for funds from other funds in addition to the DLX Trust.

**Grants will NOT be made to support the following:**

- Projects which do not benefit people living within the areas listed above.
- Individuals, or groups without a constitution.
- Recurrent ongoing costs, such as wages or rent; unless temporary and short-term
- The advancement of religion or politics (that is, support for the core activity of a religious or political group).
- The repayment of loans or payment of debts
- Retrospective applications. i.e. requests for funds to cover costs already incurred or activities which will take place before a decision on an application.
- Payments towards areas generally understood to be the exclusive responsibility of statutory authorities (e.g. road repairs or social work).
- Anti-Wind Farm/renewable energy activities.

## GUIDELINES FOR COMPLETING THE APPLICATION FORM

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

Make sure your application is made in plenty of time to receive a decision before the project takes place.

Please complete questions within the form itself -additional sheets may be used to provide supporting information, but not as a substitute for answers on the form. You may, if you wish, include other documents (besides your constitution and accounts) to support and supplement your application.

Should you have any queries or need help with completing the form please contact the DLX Trust Secretary.

### **Section 1. About the organisation**

Please enter the official name of your organisation, and its official address. Where you do not have an official address, please leave this blank and we will use the address given in section 2.

### **Section 2. Contact details**

- This is the person whom we will contact by phone or email to discuss the application. Please ensure that this is someone who is familiar with the workings of the group and with the grant application.
- If the contact person is unavailable for any significant period up to the next scheduled meeting of the Trust, please let us know.

### **Section 3. Summary of Project**

Please describe a brief description of your project here. Please tell us about, *for example*:

- The overall aims of the project
- What kind of activities will be involved
- Where the project will take place
- How frequently the events/sessions will take place
- The nature and number of any staff or volunteers involved

- If you are applying for help with the cost of equipment, please explain how it will be used.
- Where appropriate, please explain how you have established that there is a need for the project including any consultation or research you have undertaken
- How local people will benefit from your project.
- The proposed start and end dates for your project.

#### **Section 4. Cost of projects**

- Total grant requests should normally be between £250 and £10,000. If your grant request is likely to exceed this amount, please discuss the project with the Chair of the DLX Trust for advice.
- Please give an accurate list of the costs involved in the project, work or items for which you need the grant. Please break this down in as much detail as possible, showing how you have worked costs out where appropriate.
- Where the project involves the purchase of labour or items, you must provide quotes or evidence of the costs involved. Please supply at least two competitive quotes or, if this is not possible or appropriate, please explain why.

#### **Section 5. Other Funding**

- In general, the Trust will not expect to fund 100% of a project. For established groups in particular, there will be an expectation of a contribution to projects from other sources (such as its own resources) and that external grant funding will be sought to supplement larger projects.
- 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 may be given to applications that can demonstrate that other funding sources have been explored and part-funding obtained where possible.
- Please 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.
- Funding in kind (for example, where a professional architect contributes their time free of charge, or where a landowner offers land) may be included, if appropriate.
- If you are requesting 100% funding for your project, please explain why other sources of funds are not being explored.

## **6. Supplementary information**

- Your organisation does not need to be a registered charity to apply for a grant, but it should be a non-profit organisation with charitable aims and objectives, and this should be reflected in your constitution or governing document, which must accompany the application form. If you are unsure whether your group is eligible, contact the DLX Trust Secretary for advice.
- *If you have previously applied successfully to the DLX Trust, and your constitution is unchanged since that application, you do not to include it with your application. Please use this space to state that the constitution has been previously submitted.*
- Please provide answers to the remaining questions as appropriate.

## **7. Financial Details**

- Copies of your most recent approved annual accounts must be included with your application and should be signed by a member of your management committee. We will be unable to consider your application if you do not send these, or if you include accounts that are out of date.
- Groups less than a year old must provide a projection of income and expenditure for the group's first year of operation. Please also include any available evidence of funding that is either 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 also tell us about **all** 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* funds provided by a funder or donor only for a particular purpose or project.) Normally, applicants whose accounts show significant unrestricted cash reserves as a proportion of the project costs will receive lower priority.
- Full disclosure of your organisation's reserves is essential. The Trust reserves the right to take action to reclaim any grants that are awarded as a result of relevant financial information having been withheld.

## **8. Previous Trust Funding**

If you have previously received funding from the DLX Trust, please provide details or the reference number from your offer letter.

## **9. Declaration**

This should be completed by the person named in section 2

## **10 Supporting documentation**

Please provide a list of any supporting documentation that you are including to support your application.

This *may* include, but need not be restricted to, such things as;

- Constitution (required)
- Accounts (required)
- Quotes for work / items (almost always required)
- Extended description of the project
- Architect's plans
- Business plan
- Milestones
- Evidence of community support

## **FINALLY...**

- Please check your enclosures carefully as incomplete applications will be returned. Remember to **sign and date** the application form.
- You will normally be contacted by email to confirm receipt of your application. If you do not have an email account and wish to receive written confirmation of receipt of your application, please enclose a stamped reply card or stamped self-addressed envelope, otherwise we will be unable to acknowledge initial receipt of your application.
- Where possible, please send us your application so that it arrives in good time before the deadline (Deadlines are publicised on the DLX website, [www.dunlaw.org](http://www.dunlaw.org)). You are encouraged to apply as early as possible to allow us to check your application and contact you if there are any problems.
- In most cases, applications will need to be posted using an envelope that will need to be posted at **LARGE LETTER** rates. Please check that you pay the correct postage for the size and weight of your application as we cannot take responsibility for the non-delivery of applications sent with insufficient postage.

## **AFTER THE APPLICATION IS RECEIVED**

In most cases, the DLX Trust Secretary will contact the person named in Section 2 to confirm receipt of the application. The application will be passed to the Trustees at least three weeks before the next Trust meeting. If necessary, the applicant may be contacted for further information or clarification if the Trustees require it.

For valid applications, decisions will normally be made at the next meeting of the DLX Trust (the date is publicised on the DLX website), and we would expect to let you know the outcome of your application within three weeks of the meeting, with a formal offer being sent out. Applicants may attend the Trust meetings as observers. If your application is successful, the letter will explain any conditions that are attached to the grant offer. If your application is turned down, the Trust will provide as much information as appropriate to explain why.

The Trust anticipates that most applications can be dealt with in a straightforward manner, but reserves

the right to defer decisions on any applications and to request further clarification, quotes or other information from applicants.

Please note that, where projects are funded by a DLX Trust grant, Scottish Power Renewables may request that the project be featured in publicity that they arrange as owner of the Dun Law Extension windfarm.