

2023 GUIDANCE SHEET

Introduction

The **Upper Criggie Wind Farm Community Fund** has been established as a means of enabling the Upper Criggie wind farm (operated by UCW Energy Limited), to contribute to the community in which it operates. The fund was established in 2016, and under normal circumstances the wind farm contributes £2,250 annually (not index-linked) for a period of 20 years. These guidelines have been produced to assist those seeking grants from the fund, and the community fund decision making panel considering the applications.

How much money is available?

For the 2023 funding round, just over **£8,600** is available for distribution to successful applicants.

What is the area of benefit for the Fund?

The **Upper Criggie Wind Farm Community Fund** is open to applications from groups and organisations, for projects which benefit residents living in the Catterline, Kinneff and Dunnottar Community Council (CKDCC) area.

What type of projects does the fund support?

The aim is to support projects that make a positive difference to the communities where the wind farm operates. We are keen to support community and voluntary organisations that are charitable, educational, and philanthropic or benevolent in purpose. Your group or organisation does not have to be a registered charity, but you must be able to demonstrate real community impetus and benefits.

What information are we looking for?

The key requirement the decision making panel considers, is evidence that the project will benefit the community it serves. It will help your case if you can demonstrate all or any of the following:

- **Need:** You will have to establish that there is a clear need for the project. It will help if you have done research that has involved dialogue with those who will use the facility or service.
- **Community Use:** The true extent of the likely community use of the proposed project or service.
- **Community Involvement:** We like to support projects where the community is already helping itself and where there is an enthusiastic input from committed and resourceful people.
- **Value:** We need to know that what you are proposing represents value for money and has been carefully budgeted. Your budget must be realistic, and quotes included with your application.

What type of projects will not be considered?

- Projects outside the immediate area of benefit.
- National or regional charities with no independent office in the area of benefit.
- Projects that should be funded by a statutory body.
- Sponsorships, salaries, or professional fees such as architects, solicitors or consultants.



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- Improvements to land that is not open to the general public.
- Deficit or retrospective funding (i.e. grants for activities that have already taken place).
- Any projects which conflict with the interests of the Upper Criggie wind farm.

How long is funding available for?

Grants are to cover a one-year period and should be used within a year of receiving payment. You may, however, receive one year's funding and then re-apply the following year. Applications from groups that have not received a grant previously may be given greater priority, so you should not assume that you will be successful in a request for repeat funding.

What about match funding?

Grants from the **Upper Criggie Wind Farm Community Fund** may be used as match funding unless expressly excluded by the decision making panel.

What is the application process?

For the 2023 funding round, the **Upper Criggie Wind Farm Community Fund** is open for applications between the 1st December 2023 and the 19th January 2024. Copies of the application form will be made available to interested parties by email or from the CKDCC website.

Once your application is received, you may be contacted for further information. Please ensure that the person nominated as a referee on the application form knows about the project and can talk knowledgeably about it.

The decision making panel will then meet to consider all applications and agree which projects will receive funding. The panel will present the outcome of this process for endorsement at the January CKDCC meeting on the 30th January 2024.

Who sits on the decision making panel?

The decision making panel consists of three residents from the CKDCC area. These residents should not be Community Councillors, and any conflict of interest should be declared as part of the application review process. Please contact the CKDCC secretary if you would like to be considered for the decision making panel.

What do I need to send with my application?

As well as the completed application form, you should send us:

1. **A signed copy of your organisation's governing document** (signed at the time of adoption). This may be a simple set of rules, a constitution or memorandum and articles of association. Your organisation should have an open membership and operate with regard to equal opportunities best practice, and this should be reflected in your constitution.
2. **A copy of your organisation's most recent accounts**. If you have been running for over one year, we would expect to see a full set of accounts showing a breakdown of your annual income, expenditure, and carry-forward balance. Please indicate on your application if any of your funds are already committed to other projects or activities, other than the general running costs of your organisation. Please note that OSCR returns will not be accepted. If you are a new group (less than



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twelve months old) a recent bank statement plus an annual budget/cash flow forecast showing estimated income and expenditure is acceptable. These documents should be signed by your treasurer. If you do not have a bank account, it is possible for you to nominate another organisation to receive payment on your behalf. The nominated organisation should be willing to provide confirmation that they are able to ring-fence your grant within their own accounts.

3. **A copy of your child protection policy.** If your organisation works with children or young people (under 19 years), or the activity subject of the application will involve working with children or young people, you will need to provide a copy of your child protection policy. If you do not have such a policy, your local council for voluntary service may be able to assist.
4. **Vulnerable person's policy.** If your organisation works with vulnerable people aged 18 years or over, you should include a copy of your vulnerable person's policy. If you do not have such a policy, then your local Council for Voluntary Service may be able to assist.
5. **Permissions.** If your project requires landowner or landlord's permission, you should produce a letter from him/her to that effect. You should also provide documentation to show that planning permission has been obtained if required.
6. **Plans and photographs.** If your project involves an element of development, you should provide a location plan, photographs of the site today, and plans/sketches showing what is proposed.
7. **An independent reference.** This should be someone who knows about your organisation, but who is not a trustee or committee member. It could be a volunteer or someone who takes part in events or activities. Or it could be a member of the clergy, a policeman, councillor, or a professional local resident who knows your group and its activities well.

What happens once a decision has been made?

All offer and/or refusal letters will be sent within two weeks of the CKDCC meeting on the 30th January 2024. Offer letters will include any conditions imposed by the decision making panel. 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. If there is any change to your original application, you should notify the decision making panel in writing as soon as possible. Any underspend should be returned to the community fund.

Decisions endorsed by the CKDCC will be final and no negotiations or appeals will be entered into with the applicant.

What are my responsibilities as a successful applicant?

All successful applicants must report back to the **Upper Criggie Wind Farm Community Fund** upon completion of the project and include copies of all invoices. If applicable, suitable photographs should be provided to allow the CKDCC to promote the positive work that the **Upper Criggie Wind Farm Community Fund** has enabled.

Any press references with regards to the project should refer explicitly to the funding source, by stating either "*made possible by the **Upper Criggie Wind Farm Community Fund***" or "*part funded by the **Upper Criggie Wind Farm Community Fund***."

Completed application forms should be emailed to funding@ckdcc.org.uk by the 19th of January 2024.

Alternatively, post your application to the CKDCC secretary, 6 Trelong Row, Catterline, AB39 2UF.