



BLACKLAW WINDFARM COMMUNITY BENEFIT FUND

MAIN GRANTS APPLICATION GUIDANCE

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1. About The Windfarm Community Benefit

Background

Windfarm Community Benefit Funds arise as a result of a voluntary contribution paid by a developer to benefit communities living in and around new windfarms.

As a result of the development of Blacklaw Windfarm, Scottishpower Renewables (UK) Limited make a direct Community Benefit Contribution to North Lanarkshire Council who in turn aim to distribute this through an independent grant making organisation (the Environmental Key Fund) to local community and environmental projects based within the **Shotts, Allanton, Bonkle and Hartwood** areas of North Lanarkshire.

Objectives of the fund

Applicants to the Blacklaw Windfarm Community Benefit Fund can apply for up to **£50,000** of 'capital' or 'revenue' funding for projects which meet one of the five following objectives:

- Objective 1: providing, maintaining or improving a public park or other community facility (at a single identifiable site) for leisure or recreational purposes.
- Objective 2: protecting or improving the conservation of identified species or habitats (at a single identifiable site) that are recognised in the UK Biodiversity Action Plan (UKBAP) or Local Biodiversity Action Plan (LBAP).
- Objective 3: maintaining, repairing or restoring a place of religious worship or a building or structure that has architectural or historical significance.
- Objective 4: encouraging the more efficient use of energy.
- Objective 5: reducing fuel poverty.

Applicant eligibility

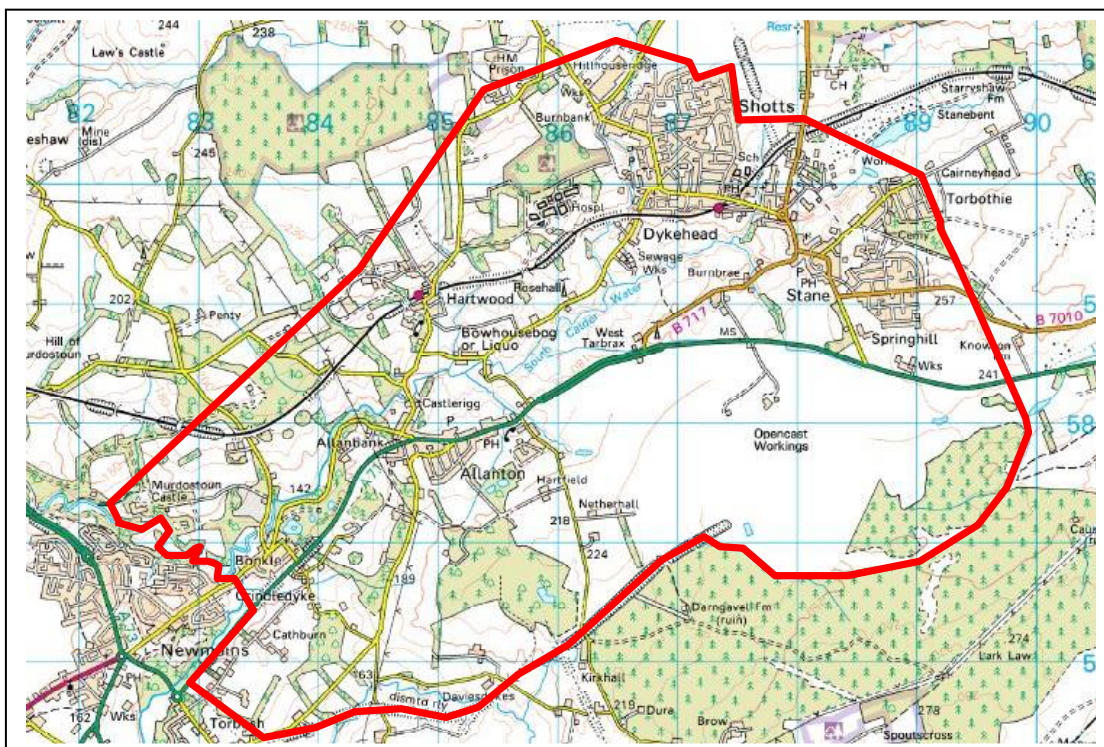
All not-for-profit organisations (except North Lanarkshire Council or Council controlled organisations) are eligible to apply for Blacklaw Windfarm Community Benefit Funding support as long as they have a formal constitution and bank account. This includes voluntary groups, charities, social economy organisations and public sector agencies.

Match funding

Applicants can apply to the Blacklaw Windfarm Community Benefit Fund for a 100% of project costs and do not need project match funding.

However, if there is an identified funding gap for a project and/or a project requires additional funding over and above what can be secured through the Community Benefit Fund, applicants are encouraged to seek additional grant support for their project through other external trusts, foundations etc.

More specifically, the eligible grant area for the Blacklaw Windfarm Community Benefit Fund is shown below and to be eligible for grant support from this fund, projects must take place within the identified boundary or benefit communities located there.



Blacklaw Windfarm Community Benefit Fund – Eligible Grant Area Map

2. How to Apply

Read the guidance

Please read these guidance notes in full prior to the completion of your application form to the Blacklaw Windfarm Community Benefit Fund

Completing and sending the application form

Please answer all questions in full on the application form (application forms containing questions answered with 'see attached' will be returned).

Applications that do not contain all the required information will be returned.

Make sure your application is delivered before the relevant deadline.

Signed applications to this EKF Grants Programme must be received no later than 12 p.m. on the deadline date. Applications received after the deadline will be returned or included in the next round of funding.

Keep a copy of your application

Applicants should make sure that they keep a copy of their application for reference.

3. What can and cannot be funded

What can/cannot be funded

The Blacklaw Windfarm Community Benefit Fund will not fund the core and/or general running costs of organisations but instead will provide funding for:

- 'new' and 'additional' capital costs; or
- revenue activity where this is essential, specific and wholly attributable to new project delivery (e.g. staffing costs essential to project delivery (max 10%), volunteer costs, project associated travel costs etc.).

Moreover, the Windfarm Community Benefit Fund will only fund projects which are fully accessible to the general public. Where projects are accessible only part of the time (e.g. a school based sports facility which is open every evening and at weekends to the general public but has restricted use during school hours), only a relevant proportion of the total project costs will be eligible to receive community benefit funding.

Examples of projects which could be funded

- Objective 1:** activity which aims to provide or help improve the infrastructure or management of community facilities such as community halls, public play areas, cycle ways, multi sports areas, sports pitches, church halls, public parks or community greenspace/wildlife areas.
- Objective 2:** biodiversity improvement works at key conservation sites including volunteering or training schemes.
- Objective 3:** repair and maintenance (not new build works such as extensions) of a local church or a listed building or structure (such as a listed fountain in a park) where these buildings and structures do not have restricted public access.
- Objective 4:** the installation of energy efficient technology or energy saving devices within a community facility.
- Objective 5:** provision of an energy saving advisory service for local communities or the provision of a local grant scheme to help reduce fuel bills for the most vulnerable in society.

Preparing your application

Please note, the Community Benefit Fund cannot be used to pay for any costs related to the development, completion or submission of applications to this fund.

The EKF Grant Manager can provide further information and guidance on completing the application form. You will find the Grant Manager's details on the contact page of the EKF's website at <https://environmentalkeyfund.com>

4. Criteria

Assessment criteria

The directors of the EKF will assess eligible applications to the Blacklaw Windfarm Community Benefit Fund and will approve/decline applications in light of funding availability for each round of grants. If an applicant is unsuccessful in securing grant funding from the Community Benefit Fund, they will be advised whether they are

eligible to resubmit their applications to a later funding round and made aware of how any resubmission could be improved.

In considering application submissions to the Community Benefit Fund, assessment will be based on the following criterion:

- The project should have significant community impact and there should be demonstrable community need for the project (in terms of social, economic and environmental need).
- The applicant should demonstrate that there is significant community support for the project and this should be evidenced through wider public consultation.
- The outcomes and impact of the project should clearly support strategic community priorities within North Lanarkshire and in particular the key themes of the Plan for North Lanarkshire.
- Where possible, the project applicant should evidence that match funding and/or in-kind support is in place for the project (or can realistically be put in place for the project within six months of grant approval).
- The project should be sustainable once the initial project funding has been invested and there should be clear evidence that resources are in place to continue the future management and maintenance of any assets which are developed or improved through this initiative.
- The project should demonstrate value for money.
- The project should demonstrate added value through, for example: additional jobs being created; the use of volunteers; the establishment of training opportunities; the provision of opportunities for disabled people; and/or the promotion of environmental sustainability.
- The applicant should demonstrate that they have the experience and capacity to implement their project proposals successfully.

It is not anticipated that every assessment criterion will be relevant to all projects. However, all applications must be able to demonstrate specific and measurable benefits to the environment and/or local community.

5. Completing the Form

The following provides a 'walkthrough' guide for the completion of an application form to the Blacklaw Windfarm Community Benefit Fund.

PART 1

Applicant Details

Please provide details of the applicant organisation ensuring that the name of the organisation given is the same as that detailed within the copy of its governance document and any accounts/bank statement to be provided. The contact names given should also be people who can discuss the project in detail if further information is required by the EKF.

Please confirm the status of the applicant organisation by checking the appropriate checkbox(es) and providing information as requested.

Please confirm that the applicant organisation is 'not-for-profit' by checking the appropriate checkbox.

Please provide a brief description about the general role of the applicant organisation and details of the experience which they have of implementing projects similar in type and scale to that for which funding is requested.

Project Details

Please provide a title for the project (this is the name that will be used in all correspondence and as such should be distinctive from the name of the applicant organisation and any other project which they may manage).

Please confirm which objective of the Community Benefit Fund the project will support by checking the most relevant tick box (please check one checkbox only).

Please confirm whether the project will improve a local community facility or public amenity.

If the project will improve a local community facility or public amenity, please identify what type of public amenity will be developed or improved by checking the appropriate checkbox (please check one checkbox only) and provide an address (including post-code) for this facility (post-codes can be checked at <http://postcode.royalmail.com/portal/rm/postcodefinder>).

If the project will not improve a specific local community facility or public amenity, please provide details of the project location including the towns, village or area it will benefit within the eligible grant area.

Please confirm that the project is located within or benefits communities of the Grant Eligible Area as identified in the application form, this guidance and on the EKF's website (www.environmentalkeyfund.com).

Please provide a description of the project including a list of the outputs and outcomes which it will help achieve.

Please provide details regarding how the project will help improve the local environment and promote community benefit in terms of both social and/or economic gain.

Please provide details regarding how the need for this project has been identified both in relation to the social, economic and environmental conditions relevant to the project area as well as details of community and/or user group consultation which has been undertaken. Please note, statistical information to support applications can be found at: 2016 Scottish Index of Multiple Deprivation (www.scotland.gov.uk/Topics/Statistics/SIMDI/); Scottish Neighbourhood Statistics (<http://www.sns.gov.uk/>); and 2011 Census (www.scotland.gov.uk/).

Please provide details of how your project supports the North Lanarkshire Plan which comprises the following five complementary priorities: Improve economic opportunities and outcomes; Support all children and young people to realise their full potential; Improve the health and wellbeing of our communities; Enhance

participation, capacity, and empowerment across our communities; and Improve North Lanarkshire's resource base. Information about The Plan can be found at: <https://www.northlanarkshire.gov.uk/index.aspx?articleid=1240>

Please provide a list of all partners involved in this project and a very brief description of their role.

Please provide an anticipated start and end date for the project. Project timescales are critical to the assessment of your project so please make sure you state them as accurately and realistically as possible. Please also bear in mind that you may have to wait at least 6-8 weeks from the application deadline for a decision on whether your project will be approved for Community Benefit Funding. Please also note that your project can only start once you have signed and returned the terms and conditions of grant. If you start your project before this time, your project may become ineligible to receive funding support.

Please provide details of the planned opening times for any buildings or other assets to be created or improved through this project (including proposed days and hours it will be open/available to the general public) together with any restrictions for use (e.g. such as closed access for set times, membership requirements, information on groups that will have priority use of the building or asset etc.). Please also provide details of any lettings policy for the building or asset including any charges for use (please specify any proposed charge rate where appropriate). If your project is not based within a specific building or community facility, please provide details of how local communities will access it.

Please provide details of specific outcomes that the project will achieve by entering a numerical amount in the appropriate box or by checking the Yes/No checkbox accordingly. All questions should be answered – where not appropriate, please mark 'N/A'.

Please confirm whether any form of planning consent (including planning permission, building warrant or listed building consent) is required for the project by checking the appropriate checkbox.

Please provide brief details of any planning consents required including whether applications for consent have been made and likely timescales for approval.

Please confirm whether the project is being undertaken because of any enforcement notice, statutory obligation, or planning condition by checking the appropriate checkbox.

If this project is a requirement of any enforcement notice, statutory obligation or planning condition, please provide details.

Please confirm whether the applicant organisation owns the land on which the project will take place by checking the appropriate checkbox.

If the applicant organisation does not own the land on which the project will take place, please provide details of the landowner and of any lease agreement that the applicant has/will have with this landowner. If there are no formal lease agreements in place, please provide information on how the applicant will ensure that any assets created or improved through the use of Community Benefit Funding will continue to be used for the approved purpose(s) as outlined within the application.

Financial Details

Please identify the total cost of your project. Please note, the Community Benefit Fund **cannot provide funding for recoverable VAT** and as such this should not be counted as a project cost within your application (although you should include all non-recoverable VAT costs).

Please confirm the total grant requested from the Blacklaw Windfarm Community Benefit Fund.

Please provide a breakdown of all capital and revenue costs relating to the project (using appropriate budget headings) and confirm whether Community Benefit Fund monies/Other Funds are being sought to fund/part-fund these specific budget items by indicating the amounts within the columns provided.

Please note, as highlighted above, this fund will not provide funding for 'core' revenue costs of the applicant organisation (e.g. costs associated with existing leased premises or equipment, staff costs associated with the overall management of the organisation etc.). Nor will the fund support contingency costs.

Please also note, the applicant should identify all Non-Recoverable VAT costs for their project at the current/anticipated VAT rate.

Please provide details of any post(s) which you wish the Community Benefit Fund to fund/part fund including: job title; role of post(s) in relation to the project; annual salary cost of post(s) including N.I and superannuation; the % time of the post(s) working hours that will be dedicated towards project activity; and requested Community Benefit Fund contribution towards the salary of the post(s).

Please note, the Community Benefit Fund will only provide funding support for existing staff where this is attributable to new and additional project costs (e.g. funding/part funding support for existing staff who will work/work part -time on new project activity).

The Community Benefit Fund will only provide funding for projects which have been 'realistically' costed. As such, please confirm how the costs for this project were identified (e.g. through a quantity surveyor, competitive quotes etc.).

Please provide details of all other project funders including: name; amount of funding to be provided; confirmation as to whether this is an in-kind or cash contribution to the project and date that this funding has been/will be confirmed.

Please note, an in-kind contribution to the project is where a contribution is made to the project that has no 'real' cash cost but can have an 'estimated' value set against this (e.g. the estimated costs for an unpaid volunteer worker). Where there is a 'real' cash cost to the contributor (e.g. the proportion of an existing paid staff member's time allocated to the delivery of the project), this should be identified as a cash contribution to the project.

Calculations for in-kind contributions should be 'reasonable'. For example, in-kind costs for a volunteer worker undertaking unskilled manual work should be set at minimum wage levels whilst in-kind costs associated with volunteers undertaking skilled work should be set at an appropriate level for this type of work (e.g. £16.00 per hour for project managers, £14.00 per hour for skilled manual workers etc.).

Please note, in answering question 30, the total amount of funding from other sources plus the total amount requested from the Community Benefit Fund should equal the total project costs.

Please list all assets valued at over £2,000 that the project will purchase, create or improve together with the value of that asset and the amount of Community Benefit Fund that is being requested as a contribution towards these costs.

Please note that any asset purchased or developed through the use of Community Benefit Fund monies will be monitored as follows:

- Assets valued at less than £2,000: until project completion
- Assets valued between £2,000 and £10,000: until 3 years after project completion
- Assets valued between £10,000 and £50,000: until 5 years after project completion
- Assets valued over £50,000: until 10 years after project completion
- Land and buildings: in perpetuity

Project/Contract Management and Sustainability

Please provide details of how any contract for the supply of goods or services will be tendered as part of this project. Please note, the project applicant will be required to ensure that any contractor/sub-contractor appointed is done so through an open and transparent tendering process seeking, at a minimum, 3 competitive quotes for any goods works or services to be purchased over the value of £5,000.

Please provide brief details as to how the project will be sustained following its completion, identifying ongoing maintenance and management costs for any asset purchased, created or improved and details of who will meet these costs. (Please note, revenue required to meet these costs should include the re-investment of any additional income generated through this project or a proportion of any additional income generated equivalent to the percentage of the overall eligible project costs funded through the Community Benefit Fund – see guidance note for question 32).

Checklist

Please note, the applicant must check all checkboxes on the application checklist prior to the submission of the application (with the exception of public bodies who **do not** require to submit a governance document or their latest accounts or bank statements along with their application).

The applicant should also note that following approval of the application by the Board of the EKF, additional information will be required prior to confirmation of grant award – the full list of additional information required is outlined within the application checklist (please note, this additional information should not be submitted as part of the project application but will be requested subject to application approval).

Declaration

Once all questions and the checklist have been completed, the application form should be signed by an authorised signatory of the applicant organisation, dated and returned (along with all requested enclosures) to the EKF prior to the application deadline.

6. What Happens Next

Application process

Following its submission to the Blacklaw Windfarm Community Benefit Fund, the project application will be reviewed within four weeks of the deadline to ensure project eligibility. The person responsible for this review may get in touch with the main project contact for further information or to clarify responses provided within the application form.

Further to this 'eligibility check', project applications will be assessed at the subsequent meeting of the directors of the EKF (usually within 6-8 weeks of the application deadline). The outcome of this assessment may be threefold:

- the application fails to secure funding as it does not meet the priorities of this fund.
- the application meets quality thresholds for approval but cannot be funded due to funding availability – in this case, applicants will be advised on how they may resubmit their application.
- the application meets quality thresholds and is approved for funding.

Please note, applicants will be notified of the outcome of this meeting of the directors within 10 working days.

Following the approval of an application, an offer of grant (including terms and conditions of grant acceptance) will be sent to the successful applicant.

The applicant will be required to sign and return the acceptance and terms and conditions of grant (together with all additional documentation requested as outlined in the application form checklist) within 1 month of the offer of grant being made and prior to the start of the project (if the project is started before the acceptance of grant and additional documentation is returned, the grant offer may be withdrawn).

Following confirmation that all additional documentation has been received, project applicants must start their project within 3 months of the date of award unless otherwise agreed with EKF.

Grant payment

The applicant may submit a single retrospective claim for the approved project grant at the end of their project or submit grant claims at periodic intervals during project activity.

However, payment of the approved grant/part-grant will only be made following the submission of either:

- evidence that project costs have been/will be incurred (e.g. contractor's invoice, staffing details etc.)
- evidence that project costs have been paid (e.g. bank statement, payroll info. etc.)

Where grant payments are made based on evidence of costs incurred/to be incurred only, the applicant will be required to provide subsequent evidence of costs and payment (e.g. contractor's VAT receipt, bank statement etc.).

Project monitoring and management

The approved project may be subject to monitoring visits from representatives of the Environmental Key Fund (both during and post project activity) to verify compliance with the approved application, audit grant claims or ensure that the applicant continues to manage their project in line with grant terms and conditions.

In support of this monitoring activity, the applicant, where required, will be responsible for maintaining and providing access to:

- full and accurate financial records for the project (including evidence of quotes sought, costs incurred and payments made)
- evidence that project activity has been undertaken in line with the application and that any asset created or purchased through the Community Benefit Fund grant award continues to be used for its approved purpose
- evidence that project outputs and outcomes have been achieved

Added to this, on completion of the project, the applicant will be responsible for submitting a 'Final Project Report' detailing all project expenditure and outputs/outcomes achieved.

Failure to comply with any of these monitoring and management conditions outlined above may result in the requirement for the applicant to payback the grant award in full.

