



BLACKLAW WINDFARM COMMUNITY BENEFIT FUND

SMALL GRANTS APPLICATION GUIDANCE

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1. How to Apply

Read the guidance

Please read these guidance notes in full prior to the completion of your application form to the Environmental Key Funds' (EKF) Blacklaw Windfarm Community Benefit Small Grants Programme.

Check that this funding programme is suitable

The EKF's Small Grants Programme makes use of Blacklaw Windfarm Community Benefit monies to provide grants to community and environmental projects taking place in Shotts, Allanton, Bonkle and Hartwood areas of North Lanarkshire. Please note, this grant will not fund project activity taking place outwith this operational area.

You can apply to the Small Grants Programme for funding up to £5,000 for projects which have a total cost of £9,999 or less.

Application forms for the Blacklaw Windfarm Community Benefit Fund Small Grants Programme

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). Please make sure you refer to the checklist at the back of the application form to ensure all required documentation is enclosed. Applications that do not contain all the required information will be returned.

Make sure your signed application is delivered before the deadline.

Signed applications to this EKF Small Grants Programme must be received no later than 12 p.m. on the deadline date. Applications received after the deadline will be returned.

Keep a copy of your application

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

Additional support

Please read the guidance notes carefully before completing the application form to ensure that your project is eligible to apply for EKF funding and that it meets the priorities of 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>

2. About the Small Grants Programme

Project Eligibility

The EKF Small Grants Programme is designed to deliver projects which either:

- help develop or improve a public park or other public amenity for leisure or recreational purposes
- conserve or improve biodiversity
- improve or restore a place of worship or listed building or structure
- Improve energy efficiency
- Reduce fuel poverty.

Applicant eligibility

The EKF's Small Grants Programme is primarily targeted at not-for profit small community and voluntary groups that have a formal constitution and bank account.

This grant scheme is also primarily aimed at providing funding support for local groups and projects that have had none or limited success in securing grant funding from elsewhere.

3. What can and cannot be funded

What can/cannot be funded

In practice it is anticipated that under the Blacklaw Windfarm Community Benefit Small Grants Scheme, EKF grant funding will primarily be used to support the delivery of 'capital' activity (e.g. physical improvement projects) although the EKF will fund 'revenue' costs where these are specific to project delivery (e.g. volunteer management costs, travel expenses of project staff or volunteers etc.). The EKF will not provide funding to cover 'core' 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, costs associated with the day to day management or maintenance of a facility etc.).

Additionally, if a project aims to develop or improve a public amenity, place of worship or building/structure of historic or architectural significance, the applicant will have to ensure that these buildings or structures are accessible to the general public (in the case of public amenities, this includes them being open for general public use for at least 104 days per year).

Moreover, the EKF cannot fund projects if they:

- do not meet one of the funding criteria as outlined in section 2;
- are a requirement of any form of planning consent or condition;
- provide some form of 'exclusive benefit' to North Lanarkshire Council; or
- have already started prior to the award of grant.

Lastly, the EKF cannot fund any costs related to the development, completion or submission of applications to this fund.

For further guidance relating to the eligibility of projects, please contact the EKF Grant Manager at

4. Criteria

Assessment criteria

The EKF will consider eligible applications on their merits and in light of the funding available.

However, questions on the application form relate directly to the assessment of your application (thus, the need to ensure that all questions are answered as fully as possible) and in particular, the following criterion:

- The project meets one of the eligible objects of this Small Grants Programme.
- The project has clear community and/or environmental benefit.
- The project demonstrates value for money.
- The applicant has not previously benefited from high levels of grant funding.
- The applicant has limited capacity to secure other sources of funding for their project.

It is not expected that each assessment criterion will be relevant to every project. However, all applications to the Small Grants Programme must be able to demonstrate specific and measurable benefits for the environment and/or local community.

5. Completing the Form

The following provides 'walkthrough' guidance for the completion of an application form to the EKF's Small Grants Programme. Please note, that applicants should complete **all questions detailed in PART 1** of this form and the **checklist and declaration provided in PART 2**.

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 if further information is required by the EKF.

Please confirm the status of the applicant organisation by checking the appropriate checkbox(es) and organisation is 'not-for-profit' by checking the appropriate checkbox.

Please provide a list of any grants which the applicant organisation has received in the last three years.

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 provide a description of your project including information about what it will help achieve and benefits it will have.

Please provide details regarding how the project will help improve the local environment and/or promote community benefit.

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 local community facility or public amenity, please confirm which town, village or area your project will benefit.

Please confirm that your proposed project is eligible for Blacklaw Windfarm Community Benefit Support.

Please provide an anticipated start and end date for your project. Project timescales are critical to the EKF's assessment of your project so please make sure you state them as accurately and realistically as possible. Please 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 receive funding support.

Please also note that your project can only start once you have signed and returned EKF's terms and conditions and grant acceptance. If you start your project before this time, your project may become ineligible to receive EKF funding.

Please provide details of 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.

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 checkboxes 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 your project by checking the appropriate checkbox.

If yes, please provide details of when the application will be made/has been made and the likely timescales for consent 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 yes, please provide details of the enforcement notice, statutory obligation, or planning condition by checking the appropriate checkbox.

Please confirm whether the applicant organisation owns the land on which the project will take place.

If the applicant organisation does not own the land on which the project will take place, please provide details of the landowner and how you will ensure that the project will continue to be managed and maintained following its completion.

Financial Details

Please identify total project cost (please include VAT if this is not recoverable by the applicant organisation).

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

Please provide a broad cost breakdown relating to the project.

Please note, as highlighted above, the EKF will not provide funding to cover 'core' revenue costs of the applicant organisation (e.g. costs associated with existing premises, equipment associated or costs with the overall management of the organisation etc.).

Please provide details of costs identified from competitive quotes, quantity surveyor report, estimates etc. the total grant requested from the EKF.

Please provide details of all other project funders including name of funder and amount of funding that they will provide to this project. Please note, the applicant should not include details of any 'in-kind' contributions to this project (e.g. contributions with no 'actual' costs attached such as volunteer time, free use of premises etc.) but should only include other cash or grant funding which is being contributed to this project.

Please note, in answering this question, the total amount of funding from other sources plus the total amount requested from the EKF should equal the total project cost and this should be £9,999 or less.

Please provide details of any capital assets as part of your project (e.g. equipment etc), please detail the estimated value of this/these assets) and amount of Blacklaw Windfarm Community Benefit Fund will be used to help purchase this/these.

Project/Contract Management

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 purchases over £5,000 and 2 for purchases less than £5,000.

PART 2

Checklist

Please note, the applicant must check all checkboxes on the application checklist prior to the submission of the application.

The applicant should also note that following approval of the application by the Board of the EKF, the applicant will be required to return a signed acceptance of grant.

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. Please note, **failure to sign and date the application will result in its return.**

6. What Happens Next

Application process

Following the submission of the application to the Small Grant's Programme, the project application will be reviewed within four weeks of the deadline to ensure project eligibility. This person responsible for this review may get in touch with the main project contacts for further information or to clarify responses provided within the application form.

Further to passing this 'eligibility check', project applications will be assessed by the directors of the EKF and ranked at the subsequent meeting of the board. If successful, an offer of grant (including terms and conditions of grant acceptance) will be sent to the successful applicants. All other applicants will be notified of their failure to secure funding through this Small Grants Programme within 10 working days of the meeting of the board.

Successful applicants will be required to sign and return this acceptance within 14 working days 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 is returned, the grant offer will be withdrawn).

Following receipt of this return, project applicants must complete their project within 6 months of the date of offer which will include the drawdown of grant.

The EKF will allocate a project officer to support the monitoring of the project and administration of grant claims. Grant claims will be paid on receipt of evidence that project expenditure has been incurred (e.g. through an invoice copy). Subsequent to the payment of grant, the applicant organisation will also be required to evidence that project costs have been paid (e.g. through a copy of the applicant organisation's bank statement).

The applicant will be required to submit a project report at the end of the project as part of any final grant claim (standard format to be provided by the EKF).