

## SPURNESS COMMUNITY FUND APPLICATION GUIDANCE

### Before you begin

Please note: this form is only for applications to the Spurness Community Fund.

Application forms can be requested from SSE or downloaded from <https://www.sserenewables.com/communities/community-fund-locations/great-britain/spurness/>  
Application forms must be completed electronically. If you're struggling, please contact your Community Investment Manager using the details below.

All sections of the application form must be completed and you must send us the other documents we ask for. In order to give your application the best chance of success, please provide as much information about your project as possible. Incomplete applications will be returned.

### What is the Spurness Community Fund and who does it benefit?

SSE Renewables operates a wind farm at Spurness on the island of Sanday, 30 miles north of mainland Orkney. The SSE Spurness Community Investment Fund has been established as a means of contributing to the community located around the wind farm. The fund is worth approximately £25,000 per year and supports the community council area of Sanday.

### Who should I contact for more information?

SSE Renewables supports the administration of the fund and Craig Mullen, Community Investment Manager can provide further information on the fund. He can be contacted at [craig.w.mullen@sse.com](mailto:craig.w.mullen@sse.com)

### How much can I apply for using this form?

Generally, this application form is used to apply for grants between £250 and £10,000. If you require less than £250, please contact your local community council for a microgrant application form. Grants should be spent within 12 months unless otherwise agreed. If you require more than £10,000 you must contact the Community Investment Manager to discuss before filling out an application.

### How are decisions made?

A local advisory panel, made up of local residents and representatives from the community council area of Sanday makes decisions on grant awards. As decisions are made at community council meetings, the deadline for applications is four weeks prior to the meeting. Applications received after the deadline will automatically be submitted for the next round.

We'll contact you within two weeks of the community council meeting to let you know whether your application has been successful or not.

### Can I apply more than once?

You can apply for more than one grant per year, but not in the same round and not towards the same expense. Groups can also apply for multi-year grants of up to three years, where longer-term funding is required.

### What can grants be used for?

Community-focussed or charitable activities which:

- Encourage community activity and promote community spirit;
- Ensure adequate access to services for all community members;
- Improve local transport infrastructure;
- Build the local economy;
- Build community capacity and cohesion & between groups; and/or
- Develop or maintain community assets.

For revenue projects, it is important to bear in mind that there is no guarantee of ongoing support. A key focus of the fund is sustainability and as such we would encourage groups to be working towards being self-sustainable where possible.

Applications where efforts have been made to explore other possible sources of grant funding and/or where reasonable efforts have been made to raise money through local fundraising activity will be looked upon favourably.

### Who can apply for funding?

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

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

### What activities or items are not eligible for funding?

- Projects which do not benefit people living within the community council areas of Sanday;
- Individuals, or groups without a constitution;
- The advancement of religion or politics (including requests to support the core activities of religious or political groups);
- The purchase of second hand vehicles;
- The purchase of firearms;
- Costs of energy consumption ((instead we encourage funding to be used to provide energy efficiency measures which help reduce energy consumption);
- The repayment of loans or payment of debts;
- Trips abroad;
- Costs already incurred or activities which will take place before we have made a decision on an application (retrospective funding);
- Payments towards areas generally understood to be the primary responsibility of statutory authorities.
- Applications that are for the sole benefit to flora and fauna. Applicants are invited to demonstrate the

direct benefit to the local community and/or service users in cases where the grant application is concerned with flora and fauna;

- Anti-wind farm/renewable energy activities, including activities contrary to the interests of SSE and its subsidiaries.

### Guidance for completing the application form

The following guidance may assist with the completion of the application form.

- Make sure the main contact is someone who is familiar with both the workings of the group and the grant application, as this person may be contacted for a short telephone interview;
- We can only consider applications from constituted groups. The name of your group should be the name written on your constitution (or governing document). You must send us a copy of your signed constitution with your application;
- Your project should address a current need or gap in community provision;
- Please give an accurate list of the costs involved in the work, service, project or items for which you need the grant. If the grant requested does not cover all the costs, you should make clear which costs it will cover and go on to show how you intend to meet the other costs to ensure that the project will go ahead;
- We require quotations if your grant request is for equipment, vehicles or refurbishment work. Please supply at least two competitive quotes. If this is not possible, please tell us why;
- If the grant being requested is to cover salary costs, then please tell us what the hourly rate to be paid is. SSE Renewables is a Living Wage Friendly Funder; therefore, we require any roles paid for through a grant to meet or exceed the Living Wage.

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