

FAIRBURN COMMUNITY FUND GUIDANCE

What is the Fairburn Community Fund and who does it benefit?

SSE Renewables operates the 20-turbine wind farm at Fairburn, in the Highland area. The SSE Renewables Fairburn Community Investment Fund has been established as a means of enabling us to contribute to the communities located around the wind farm. The fund is worth around £80,000 per year and it supports the three community council areas of Marybank, Scatwell and Strathconon, Contin and Muir of Ord.

The fund is split proportionately between the three communities with Muir of Ord having committed their funds to ongoing development activity. As a result, the main fund is closed to Muir of Ord groups, so there is an annual sum of £5,000 available for groups operating in the Muir of Ord community council area. Organisations covering this area only can apply for up to £1,000 and there is a separate application form for these projects. If your project benefits either all areas of the fund, or other areas in the fund, please use the main fund application form. All funding decisions are made by the local advisory panel, made up of local residents and representatives from the community councils.

Who should I contact for more information?

SSE Renewables supports the administration of the fund and **Carol Masheter, Community Fund Manager** can provide further information on the fund. Carol can be contacted at carol.masheter@sse.com or on 07721 443044

What are the fund deadlines?

The fund operates three rounds per year and the deadlines for applications are as follows:

| Deadline | Panel Meeting |
|-------------|---------------|
| 28 February | End of April |
| 30 June | End of August |
| 23 October | End November |

We'll contact you within two weeks of the panel meeting date to let you know whether your application has been successful or not. Applications received after the deadline will automatically be submitted for the next round. It is possible to apply for more than one grant per year, but not in the same round and not towards the same expense.

Who can apply for funding?

The fund is open to applications from constituted (governing document) not-for-profit groups. The project seeking funding must be for the benefit of the residents of the community council areas listed above. Any grant received should be spent within one year of being awarded

How much can I apply for?

Between £250 and £10,000 from the main fund. Applications above £10,000 require a separate form which is available from the Community Investment Manager on request.

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Please note that the main fund is closed to Muir of Ord groups, so there is an annual sum of £5,000 available for groups operating in the Muir of Ord community council area. Organisations covering this area only can apply for up to £1,000 and there is a separate application form for these projects. Both application forms, for the main fund, and the Muir of Ord element, can be downloaded from the fund website at:

www.sserenewables.com/communities/community-fund-locations/great-britain/fairburn/

What does the fund support?

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 clear 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 will be looked upon more favourably.

What is not eligible for funding?

The fund will not support the following activities:

- Projects which do not benefit people living within the community council areas of Marybank, Scatwell and Strathconon; Contin; and Muir of Ord.
- 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 a decision has been made 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.

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

Guidance for completing the application form

General

- All sections of the application form must be completed. A separate sheet may be included.
- Please don't write 'see attached' on any part of the form as a substitute for information – although if you wish to include other documents (besides your constitution and accounts) with which to support and supplement your application then you are welcome to do so.
- Please round figures up to the nearest pound.

Section 1 – About your organisation

- Make sure the main contact is familiar with both the workings of the group and the grant application, as this person may be contacted for a short telephone interview. Please make sure they will be available in the six weeks following the next deadline and let us know if they are away for any time during this period.
- 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 type of organisation will be the legal status of your organisation e.g. a company limited by guarantee, a charity etc. You don't have to be a registered charity, but if you are, please supply the Charity Number.

Section 2 – Finance

- A copy of your most recent annual accounts must be included with your application. They should be signed by a member of your management. We will be unable to process your application if you do not send these or if your accounts are out of date.
- Groups who have not yet completed one full year must provide a projection of income and expenditure for the group's first year of operation, this is just an outline of where you anticipate receiving funding from and what you will be spending this on. Please include any evidence you can of funding pledged or secured and include details of all your group's income and expenditure, not just that which relates to this application.
- Please tell us what the difference was in your last year's accounts between the money coming in and going out (your surplus or deficit). Please also tell us about any unrestricted reserves you have and tell us if these cannot be used for the project you are applying for help with. (Unrestricted reserves are general funds held by the organisation, as opposed to restricted reserves which will have been provided by a funder or donor for a particular purpose or project.)

Section 3 – Grant application

- Please describe your project – its background, overall aims and the activities involved.
- Your project should address a current need or gap in community provision.
- We would like to see evidence that your community supports your project.

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- 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 or go towards and go on to show how you intend to meet the other costs to ensure that the project will go ahead.
- Tell us where any other funding for this project is coming from, for example local fundraising or other grants. Please indicate whether the funding has been received or pledged. If you are awaiting a decision on a funding application, tell us when you expect to hear the outcome.
- If your project is time specific, then please make sure your application is made in plenty of time to receive a decision before the project takes place.
- If your project requires planning permission, we will require formal evidence that the correct permissions are in place before a grant can be issued.
- If the grant being requested is to cover salary costs, then please tell us what the hourly rate to be paid is. SSE is a Living Wage Friendly Funder; therefore, we would expect any roles paid for through a grant to meet or exceed the Living Wage. If it does not, then we can work with you to find a solution to this. Please see the Living Wage website <http://www.livingwage.org.uk/friendly-funders>.
- Please note that 'account name' should give the exact name in which your account is held. We expect this to be the same as the name of your group (as shown on your constitution) and if it isn't we may not be able to give you a grant. We cannot deposit money to bank accounts in the name of an individual.
- We expect groups to require at least two unrelated people to authorise cheques from their account. If this is not the case, we may not be able to award you a grant.

Section 4 – Checklist

- Safety is our key priority. Please give evidence that you have considered the safety implications of your project, if applicable, and provide evidence of by providing documentation to show the correct policies are in place i.e. Child Protection/ Vulnerable Adults policy, insurance certificates or licences.
- Please do not provide your original constitution as we will not be able to return it to you. A photocopy or scan is acceptable.
- We require competitive quotations for equipment, vehicles or refurbishment work. Please supply at least two competitive quotes for work between £1,000 and £10,000 and at least three competitive quotes for work above £10,000. If this is not possible or appropriate, please tell us why.
- We are happy to accept any business plans, drawings or photographs (or other documents) to support your application.

Submitting your application to us

- Don't forget to sign and date the application form.
- If you need a decision within a certain timescale, make sure you meet the relevant deadline – see above for dates.

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- We cannot assess an application without a copy of a signed constitution (or other governing document) and we also need a copy of your most recent audited accounts or, for new groups, a projection of the first year's income and expenditure.

Please email completed application forms to carol.masheter@ssse.com. If you have any queries or if you don't have access to the internet, please call Carol Masheter, Community Fund Manager on 07721 443044 or 01738 351576

What happens next?

We will acknowledge receipt of your application. We will contact you if we require any additional information needed, although sometimes this isn't necessary. It's important that you will be available during the six weeks following the deadline. If you will be unavailable for any time during that period, please include a note to that effect attached to the application, as your application may not be considered if we can't contact you. You'll be notified of the decision in writing after the relevant panel meeting. Any grant received must be spent within 12 months of award and a project report should be submitted to us.

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