



Guidance and Notes For Applicants

It is important you read these Guidelines & Notes before completing your application form.

About the Fund

The Black Hill Wind Farm Community Fund Ltd is a charitable organisation funded by Renewable Energy Systems Ltd (RES), the operators of the Blackhill Wind Farm situated to the south of Longformacus, Berwickshire. Its aim is to grant aid community projects within the community council areas of Abbey St Bathans, Bonkyl & Preston; Cranshaws, Ellemford & Longformacus; Duns and Gavinton, Fogo and Polwarth. Priority will be given to projects within these areas; however the scheme may be extended to other areas at the discretion of the company. The fund is managed by a board of Directors representing each Community Council and one Director from RES.

The Fund

There are currently two grants programmes to which groups can apply at any time, provided they meet our eligibility criteria. Applications for less than £1,000 (Small Grants) you will receive a decision within 4 weeks, Large Grants (£1,000 - £15,000) could take up to three-months for a decision.

Apart from the exclusions listed below there are no restrictions on the kind of things we can fund. We can accept applications for help with running costs or project expenses and we can fund up to 100% of the relevant costs.

There is no closing date for applications.

Who can apply?

Your group can apply if you:

- Are a community led organisation.
- Are a not-for-profit group with charitable aims.
- Are working in and involve people from the communities of the above four Community Council Areas, or if outside these areas, the beneficiaries must include people living in the Blackhill Community.
- Have a bank account, in the name of your group, which requires at least two signatories, who should not be related
- Have a constitution or Articles of Association, dated and signed as “adopted” by the Chair, or other senior office holder on behalf of the group **OR if you don’t have a constitution or a bank account** you can apply if your group is sponsored by a constituted voluntary organisation where it is permissible under their constitution and, where relevant, charity law. In these circumstances the constituted group should apply on your behalf and provide their bank details, constitution, accounts/statement of income and expenditure, and a bank statement.
- Can spend the grant within one year or return it, or part of it, to the Fund.

How do we apply?

To apply for a grant you will need to complete an application form and send it to us. There are no deadlines for receipt of applications.

There are two application forms: One for Small Grants (less than £1,000) and one for **Large Grants** (up to £15,000). Which form you should use depends on how much money you are requesting from the Fund. Please read the guidelines for completing the form carefully to make sure that you give us all the information we require, and make sure you send us any supporting documents requested.

You can download an application form and guidelines for completing it from our website www.blackhillcommunityfund.co.uk.

Alternatively email us at grants@blackhillcommunityfund.co.uk to request an application form and we can email or post one to you.

Payment of Grant

- For large grant schemes, a payment programme should be submitted with the application setting out key dates for payments and whether funding is required in advance of each payment date. Methods and timing of payment will be agreed prior to the award of any grant. BHWFCF reserve the right to make payments directly to suppliers.
- Please note that grants will not be eligible for goods or services purchased prior to the date of grant award.

Please use the notes on the following pages to complete the application form.

The Application Form

Please Note - If you do not complete all the relevant boxes and supply us with the supporting documents outlined in this document your application will be returned to you with a request to complete the missing information or provide the missing documents. It is only when we have received the completed form and all the information that we will be in a position to start the assessment process of your application.

Section 1 – Contact Details

Please state the name, address and the postcode of your group. Please also provide a contact name for any correspondence; this must also be the person who signs the form on behalf of the group. If any of these details change whilst your application is being processed it is essential that you contact us and update the details.

Section 2 – About your Organisation

Please give details of what your organisation does including your aims and objectives. Do not simply copy the aims and objectives from your constitution – please try and describe the work your group does in your own words, as this will help with the assessment process. Your group does not need to be a registered charity to apply for a grant but must in some way benefit the local community.

Section 3- The Project

Grants will be made to projects that benefit people in the Blackhill Community by advancing community development by supporting local environmental, educational, amenity or other initiatives in the area, as long as they meet one or more of the three objectives of environmental sustainability, energy efficiency and conservation or social sustainability. In particular:

- Building community capacity and fostering the sustainability of local initiatives.
- Increasing community involvement in local regeneration and development.
- Supporting the acquisition, development and use of community assets.
- Supporting skill development and non-profit making initiatives that will help lead to job creation and a diverse local economy.
- Fostering social networks and increasing community engagement with local organisations, activities and initiatives.
- Overcoming the barriers that can prevent disadvantaged or excluded members of the community from enjoying a high quality of life, particularly young people and the elderly.
- Involving local people in the sensitive and sustainable stewardship of the natural environment.

Grants will not be made to support the following:

- Projects that do not benefit the Blackhill Community.
- Individuals or groups without a constitution.
- The advancement of religion or politics.

- The purchase of second hand vehicles.
- The repayment of loans or payments of debts.
- Costs already incurred or activities which will take place before a decision is made (retrospective funding).
- Payments towards areas generally understood to be the exclusive responsibility of statutory authorities.
- Anti-Wind Farm/renewable energy activities, including activities contrary to the interests of RES.

Section 4 – Details of Grant Requested

It is important that you provide a detailed breakdown of all the costs for your project, and provide at least two quotes/estimates.

If you want, for example, sports equipment, it is important that you provide an itemised and costed list. It is not enough to say that you want equipment without itemising the costs.

If you are asking for a contribution toward the costs of a more expensive project it is important that you provide us with a detailed breakdown of the total costs and the contribution you require. In addition you will have to demonstrate how you are going to raise the balance required to undertake the project, that you have planning and other statutory consents and landowner agreements in place where necessary.

There is no limit to the amount you can apply for, but no group will be eligible to access more than £15,000 in any financial year.

If your project costs more than £15,000 then you can apply to the Community Fund for some of the funding but you will need to demonstrate that you have the rest of the funding in place or how you intend to obtain the rest of the funding.

If your group wants funding from the Community Fund to carry out improvements to a building or land used by the community then we need to know how this grant will make a difference to the usage of the building/land. You should also let us know if you own the building and if not how long your lease is, and supply us with a copy of the lease. If you want funding to purchase equipment for the organisation your group runs then you need to tell us what difference this grant will make to the organisation.

If your project is an event it is important to tell us the date for the proposed event. It should be noted that applications received less than two months before the event date cannot be assured of receiving the funding in time for the event, and we would therefore request you submit your applications as early as is practicable

It is important to note that you cannot make an application to the Community Fund on behalf of another group, and that the project is aimed at meeting the aims and objectives of your group.

Section 5 – Financial Details

A copy of your most recent approved annual accounts must be included with your application. We will be unable to process your application if you do not send these or include a set of accounts that 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**, and also complete Section 4 with any information relevant to this. Please also 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 the project that is the subject of 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. If you are not using these for the project you are applying for help with, please

explain why. (*Unrestricted* reserves are general funds held by the organisation, as opposed to *restricted* reserves which will have been provided by a funder or donor only for a particular purpose or project.).

Applicants whose accounts show unrestricted cash reserves well in excess of the grant requested, may be given low priority.

Checklist

Please send the following documentation along with the completed application form:

- A copy of your constitution, Articles of Association or other governing document
- A copy of your most recent approved annual accounts, or for new groups a projection of the first years income and expenditure.
- If your grant request is for equipment, vehicles, refurbishment or new build please supply at two competitive quotes.
- If your work with children or vulnerable adults you must send a copy of your child/vulnerable adults protection policy
- Don't forget to sign and date the application.

Declaration

The application form should be signed by the most appropriate person, usually the chairperson or chief executive.

What happens next?

- As soon as we have received a completed application form with all the necessary documentation, you will receive an acknowledgement letter, **this letter will contain a reference number and it is important that you quote this if you contact us again;**
- When a decision has been made about your application you will receive a letter telling you what the Community Fund panel have decided. The panel's decision is final.
- Applications can be submitted throughout the year and each application will be considered on its merits. If your application is refused feedback will be provided.

Data Protection

We will use the information you provide to help us assess your application and administer any grant that we award to you. We may also use it to analyse and promote our grantmaking. We may give copies of this information to individuals and organisations we consult when assessing applications and when monitoring grants. We may also share information with other organisations providing match funding.

Completed application forms should be sent to:

Blackhill Windfarm Community Fund
Crossgate Hall Smiddy
Duns
TD11 3RJ

Email correspondence: grants@blackhillcommunityfund.co.uk