HUTTON COMMUNITY FELLOWSHIP

Guidance on applying for money from Wind Farm Community Benefits Funds distributed by Hutton Community Fellowship

About this Programme:

Wind Farm Community Benefits money is available to benefit residents within the boundaries served by the Hutton Community Fellowship (HCF). As a guide HCF expects to normally distribute smaller grants up to a maximum of c£2k but can consider larger applications. If in doubt ask what funds are available. Larger grants for the Hutton area may be funded by the DECBF see http://www.sup.org.uk/windfarm-news.asp

Wind Farm Community Benefits provides money to support a wide range of costs and charitable activities that fit with one and ideally more than one of the following activities:

- Training for individual members of community groups in educational, vocational, recreational, sport and leisure pursuits.
- Improving access around the Hutton area making it safer and easier
- People of all ages enjoy more, better and varied activities and services
- Enhancing community life for people of all ages through a wide range of activities, events and services in the Hutton Area including:
    - equipment for community groups (note equipment becomes the responsibility of the applicant and not HCF)
    - Repairs and improvements to buildings/land used for community purposes. (if the building/land is not owned by your group you will need to provide a copy of a suitable lease.);
    - Community events, festivals and trips;
    - Local surveys, questionnaires and community profiles undertaken by community groups ;
- Ideas, including practical activities, that help the natural and cultural heritage of the Hutton area be more valued, experienced and understood by both visitors and residents
- Energy use in homes and community buildings is more sustainable through community action
- Tourism opportunities are promoted and created in the Hutton area
- Production of community-run newspapers/social media
- Interpretation or translation costs as required by community groups
- Bursaries for individual members of community groups to participate in training courses
- Costs to community groups of participating in networks and visiting other community projects

The following criteria will also be taken into account in making awards. Where appropriate, please outline how your project addresses these in your application.

Local procurement: That local suppliers of goods and services will be used, where appropriate (e.g., in terms of **quality of products / services available**) and feasible (in terms of **availability and cost**). The definition of 'local' will vary depending on the goods/services in question. In some cases it could be taken to mean within the immediate area but in others it could be Dumfries and Galloway, Scotland or the UK generally.

Local consultation: That the applicant has consulted an appropriate and proportionate number of the intended beneficiaries of the project, and can demonstrate they are supportive of the proposal.

Match funding or post grant sustainability. Applicants for projects other than one off events should show evidence that they have considered this and where possible demonstrate match funding

Partnership working: Where appropriate, that the applicant has considered whether delivering their project in partnership with other organisations/groups will add value (financial, capability, or other). This could involve working with voluntary, private or public sector bodies that operate at local, regional or national level.

Supporting activity that reaches across the Hutton Community Fellowship area boundary: It is likely that some proposals may emerge that will potentially benefit more than one Community Council area. It may be a strategic use of funds to meet common needs across a wider area through a coordinated approach to tackling particular issues. The Hutton Community Fellowship will consider how such activity is best supported on a case by case basis and its fit with the terms of the agreement with the windfarm company.

Supporting activity that takes place out with the area of benefit but which benefits or involves those living within the area of benefit: It is acknowledged that those living in the area of benefit do make use of facilities out with the Hutton area. Groups providing activities out with the Hutton area are eligible to apply to the DECBG.

Hutton Community Fellowship does not distribute money to the following:

- Projects which do not primarily benefit people living within the Hutton Community Fellowship area.
- Individuals or groups without a constitution (With the possible exception of bursaries related to training and education which may be distributed by a constituted group)
- Grant requests towards the advancement of religion or politics (including any form of campaigning activities or requests to support the core activities of religious or political groups).
- The repayment of loans or payment of debts.
- Costs already incurred or activities which will take place before we have made a decision on an application (retrospective funding).
- To fund an individual or group where they then decide what the funds are spent on
- Payments towards areas generally understood to be the responsibility of statutory authorities, including schools. PTAs/Parent Councils can apply if appropriately constituted but must evidence the project has genuine wider community benefit.
- Anti-Wind Farm/renewable energy activities, including activities contrary to the interests of wind farm developers and their subsidiaries.

Applicants should be able demonstrate

Who will benefit directly from the project?
Please provide details of the people the proposed project will target and any relevant social or economical disadvantages they face and describe how the project will help to tackle these disadvantages. Tell us who your project is intended to benefit and why it will make a difference to them.

How many people will benefit directly from the project?
Please provide a realistic estimate, or exact figure, of those that will *directly* benefit from the project to which your application relates.

How you have worked this out.
If possible, please break down the figure inputted above e.g. "60 will benefit in total – this was calculated based on 20 people attending the training course which will be delivered in 3 blocks over the course of the year." We understand that it may be hard to predict the number of people who will benefit, but please consider the following:
- We only need to know about people who will benefit during our period of funding.
- We are interested in individuals who will directly benefit from your services.
- If your project is complex and a range of people will benefit, which proves difficult to quantify, please explain why.

What difference will your project make to the people involved and how will you know this?
As a direct result of the project what difference will the project make to the beneficiaries? Please describe briefly the changes it will bring to their lives or to the ability of your organisation to make a positive impact. This is not the same as the services or activities you will provide – it is the differences these will make for those who take part. Please be realistic as to the likely difference made as a result of the project. Please be prepared to provide this in detail and break it down for us, particularly if you are applying for equipment where perhaps the benefits for your service users are indirect. The information you give will help us form a view on the **impact** of a grant award.

How do you know there is a need/demand for your project?
Please describe how you have identified the need for your project, for example by referring to local statistics, consultations or market research, professional reports (e.g. on improvements required to a building or service) or waiting lists showing demand for your project.

How will the people you want to benefit from the project find out about it?
Please tell us how the people who will benefit from your project will find out about it. Provide details of how you will promote the project or raise awareness of it within the target community and how people will be encouraged/supported to access the service or activities you will offer.

How will you measure the success of the project?
Please describe how you will measure the success of your project and progress towards achieving your objectives and how you will learn from your experience in delivering it. What systems will you have in place to check the effectiveness of the work you are doing? What role will the users of the service have in the evaluation of your project?

Will your project continue after our grant? If so, how will it be funded?
If your project is intended to operate for the grant funded period only, please explain how it will make a lasting impact during that period of time. If your aim is to continue the project beyond the period of Foundation Scotland grant funding, please tell us how you plan to finance the project on an ongoing basis. If the project is intended to provide support services to people who face disadvantage, explain what will happen to those beneficiaries when the project ends.

If you anticipate that your project will continue beyond the Hutton Community Fellowship grant period you should demonstrate that you have reasonable plans to sustain the project once the grant ends. Please tell us where you expect to get funding from to continue the project. You should describe any applications you have made, or intend to make, any ongoing income you intend to generate through trading/charging fees, any local fundraising events you intend to undertake and any contributions in kind you expect to receive.

If the grant is for equipment, tell us about its expected lifespan and how you will maintain it.

How will the project be managed, and what relevant skills do you have?
Please detail how and by whom the project will be managed and monitored. Provide a summary of their role(s) and experience of running similar projects. Provide details of your experience in delivering good quality, well-managed services and your experience of receiving and managing grant based funding.

When is the expected start and end date of the project?
When do you realistically expect to start and complete the project? Please be aware of the turnaround times for receiving a decision on your application. Please note we do not fund retrospectively, so please ensure you submit your application well in advance of your project start date.

Details of money requested

What is the total cost of the project?
Please provide the total cost of all the expenditure required to successfully deliver your proposed project. Please note the total cost of project may be different to the value of the grant request.

How much are you requesting?
This is the amount of money you are requesting from the fund and not the total cost.

How much have you raised so far?
This should include all fundraising and grants received to date in relation to the project you are applying for only. Of the total project cost, how much have you raised so far from other sources?

In the table provided please input the details of other funding applications you have submitted/secured to support the project you are applying for, whether successful or not. Please do not include applications which are not directly relevant to the project you are applying to the programme for. Where available, please indicate when you will know the outcome of any outstanding applications.

Will you be contributing any of your own funds to the project or fundraising locally to help meet the costs? If so, please state how much and how these funds have been raised.
Please outline any fundraising activities you have undertaken or are planning; provide details on how much you have raised/expect to raise and when the event took place/proposed to take place. Please also state if you are allocating any of your own funds to the project from reserves and how much.

Please provide a full cost breakdown of the amount you are applying for:
Please provide a breakdown of the costs to inform us how the proposed grant will be spent and ensure the breakdown adds up to the amount you have requested. Please provide an accurate breakdown of the costs involved in the project, listing the items for which you are requesting a grant in as much detail as possible and showing how you have worked costs out where appropriate. For example: "Tutor costs 10 hrs/week @ £10/hr = £100/week".