Carsphairn Renewable Energy Fund Limited

Guidelines for Applicants - General Grant

Please ensure that you read these guidelines before completing the application form

Background

Carsphairn Renewable Energy Fund Ltd (CREFL) is a company limited by guarantee which was established in 2009 to administer community benefit funds awarded by renewable energy companies to Carsphairn Community.

Aims of CREFL:

- to help finance projects which would benefit the residents of Carsphairn community; and
- to assist inhabitants of the parish to continue their learning through further education.

General information

- The Committee reserves the right to refuse any application providing that a written explanation of the reasons for refusal is given.
- Successful applicants will be notified within 14 days of the meeting at which their application was considered.
- A list of successful applications, the amount awarded, and purpose of grant will be published on the community website and at the annual Public Meeting.

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- Please enclose 2 estimates for any item costing more than £500. Three estimates will be required for any items costing more than £25,000. If less than £500 give details and breakdown of anticipated costs.
  NOTE: If it is not possible to obtain the required number of estimates please provide a detailed explanation, including supporting paperwork, to indicate the process followed and why this requirement cannot be met. Approval of the award will be at the discretion of the Board and will be dependent on the circumstances, and value of the application.
- If you have applied for and are granted approximate costs, payment will be made on sight of invoices.

Please read the following criteria to assist you with your application

Range of and criteria for applications for non-educational grants from Carsphairn Renewable Energy Fund Limited

1. Mandatory criteria

Applications must fulfil the following:

a) The area in which the grant is to be used is Carsphairn Parish or the area of Carsphairn Community Council as defined by agreements with the renewable energy companies. *Projects that primarily benefit those outwith this area will not be granted*.

2. Positive criteria

Applications that fulfil the greatest number of the following criteria have the best chance of being successful.

a) The organisation has a constitution, committee, accounts and has had an AGM within the past year.

b) The grant will be used to benefit the social or educational life of the community.

c) The grant will be used for proposals that result in improved energy efficiency, improved energy management or innovative renewable or sustainable energy projects.

d) The grant will be used to benefit tourism or the scenic or historic value of the area.

e) The grant will benefit the community at large.

f) The grant will benefit the young or the elderly.

g) The grant will benefit the disabled or the disadvantaged.

3. **Funding Constraints**

Applications that fall into the following categories will not be funded:

a) Grants sought by individuals that are considered solely for the applicant's personal gain.

b) Grants sought for projects that are the absolute / legal responsibility of statutory bodies, such as the local council, Social Work, Police, Schools and Health services.

c) Grants sought retrospectively

d) Grants that are likely to adversely affect or work against the interests of the renewable energy companies, their parent companies or any of their associated companies.

e) Grants used for the advancement of religion or party politics

f) Grants used to repay loans or debts

g) Grants primarily benefitting those outwith the Carsphairn Community Council area.

4. **Grants for Revenue Costs**

Grants are available for Revenue or running costs of any constituted organisation within the Carsphairn Community Council area that fulfils a number of the positive criteria above.

*Criterion a) of the positive criteria **must** be met, i.e. The organisation has a constitution, committee, accounts and has had an AGM within the past year.*

Grants will not be awarded where the grant will simply increase the general balance of the organisation.

5. **Grants for Capital Costs**

Grants are available for Capital or Project costs with the following considerations:

a) The project may only be **totally** funded by the Company when there is no funding available from another source

b) When other funding is available, the Company may only **part** fund the project

c) The Company may, in exceptional circumstances, make grants for costs incurred

6. Emergency Response Support Policy

CREFL recognises the importance of responding swiftly to emergency events, whether it be storm damage, flooding—such as that experienced in the Carsphairn parish—or other unforeseen circumstances requiring urgent support.

In certain situations, CREFL may choose to consider applications for funding to organisations facing immediate and critical challenges. In some cases, support may be given to established organisations that are already equipped to provide help, such as community groups.

All applicants must still meet the defined boundary conditions and submit a suitable application form, however depending on the circumstances it may be appropriate to reduce certain criteria e.g. the number of estimates needed.

If determined to be eligible, CREFL will evaluate the application before the next scheduled meeting.

7. Supporting Documents

Grant applications should include the following supporting documents:

a) The organisation's most recent accounts. If you are a new organisation please provide financial projections.

b) The organisation's Constitution or governing document

c) A copy of the organisation's most recent bank statement

8. Additional Information

All applications must be submitted by the published deadline (14 days prior to meeting date) for consideration at the next meeting.

If the application is incomplete (i.e. missing mandatory paperwork) the application will be rejected and the applicant will need to re-apply. If the re-application falls after the deadline the application will not be considered until the next meeting (3 months later). If further information is requested this must be provided as soon as possible and ahead of the meeting date.

Any applications that do not include all the information necessary to enable a decision to be made at the meeting will be rejected. In these cases applicants will be able to resubmit with the relevant supporting information for consideration at the next meeting. Applicants are encouraged to provide as much information as possible.

The applicant may be invited to attend the meeting to clarify any points or answer further questions.

9. Privacy Policy

Applications and guidance should be read in conjunction with the CREFL Privacy policy that is available at www.carsphairn.org/CREFL

10. Accounting Records

Proper records should be kept for all monies received from CREFL. The Company reserves the right to ask for evidence that the grant has been used for its declared purpose. This information may be disclosed to the energy companies.

When funds are exhausted and/or the project comes to an end a Grant Completion Form will need to be submitted, detailing all expenditure and supported by invoices/receipts. Any unused funds must be returned to CREFL.

11. Release of funds

Depending on the type/value of grant CREFL Directors will either:

- release funds immediately

OR

- ring-fence funds and release payment on sight of invoices

12. Publicity

By applying for a general grant you agree to permit the wind farm operators to use your project for public relations purposes and you may be required to provide further details on request.

13. Revision of "Range and Criteria"

Carsphairn Renewable Energy Fund Limited reserves the right to adjust the range of and criteria for grants. All such adjustments will be made in accordance with the conditions of payment set out in agreements with renewable energy companies.