

Mid Hill Wind Farm **Banchory Community Fund** **Guidelines**

Mid Hill Wind Farm

Mid Hill Wind Limited (MHWL), part of the Fred Olsen Renewables group and owner of the Mid Hill Wind Farm, has set up four benefit funds to contribute to the four communities near which Mid Hill Wind Farm operates. Monies from the funds are to be distributed through the Community Councils of Auchenblae, Banchory; Crathes, Drumoak and Durris; and Feughdee West.

This document relates to the community benefit fund to be distributed through Banchory Community Council (BCC), hereafter referred to as the Banchory Community Fund.

Contents

Eligibility	2
Geographical boundary	2
What projects are eligible to apply to the fund?	2
What will not be funded?	4
Application.....	5
The application process.....	5
How long is funding for?	5
What level of funding is available?	5
What information do you need to provide?	6
What do I need to send with my application?.....	6
Additional guidelines for applications >£1,000.....	7
Assessment of applications	8
How are funding decisions made?	8
What happens once a decision has been made?.....	8
If successful, what are my responsibilities?.....	9
Who to contact for more information	9
Frequently asked questions	10

Eligibility

Geographical boundary

Funding from the Banchory Community Fund is available to organisations within the BCC area. You can verify whether you live within the qualifying area by checking on the Aberdeenshire Council website or by reference to the map below-



What projects are eligible to apply to the fund?

You do not need to be a registered charity to apply however you must be able to demonstrate that your project offers a benefit to the community. The Banchory Community Fund welcomes applications from organisations that make a difference across a range of areas, for example:

Children and young people – projects focused on improving access to facilities, activities and services for younger members of the community.

Community buildings and amenity sites – projects, which maintain and develop buildings and amenity sites being used and run by the community, especially projects that help ensure their sustainability for the future.

Community transport and communication initiatives – schemes that promote mobility of people and information in the community.

Conservation, wildlife and animal sanctuary projects – in particular those, which improve the use of and access to communal land as defined by access legislation and other land as agreed with the Landowner.

Culture and Heritage – projects that celebrate, protect and promote culture, history and heritage.

Education and skills development – group and community based programmes, particularly for those who have had no previous access to training opportunities.

The elderly – projects focused on improving access to facilities, activities and services for more senior citizens in the community.

Energy efficiency and environmental sustainability – projects to minimise energy loss, promote the use of green energy or sustain the natural and built environment.

Health - projects focused on improving access to facilities, activities and services that aim to improve the health and wellbeing of the local community, including through sports.

Regeneration – community projects that help to reduce crime levels, increase employment, housing or improve the physical environment.

Self-help groups – community groups that deliver services to specific sectors of the community that are in need.

Vulnerable people – projects focused on improving access to facilities, activities and services for people with disabilities, the homeless and those who are disadvantaged.

Any other project your group feels will bring benefit to, or promote, the community in the area.

What will not be funded?

The aim of the fund is to ensure that there is a real benefit to the community it serves, so the following will not be funded:

- Projects outside the defined BCC boundaries.
- Fundraising for national or regional charities unless the funds are going directly to a group or project operating in the area.
- Any project the financing of which is the legal responsibility of any third party, unless explicitly agreed in writing prior to submitting your application.
- Sponsorship.
- Improvements to land that is not open to the general public, unless explicitly agreed in writing prior to submitting your application.
- Projects or activities promoting political or religious objectives.
- Deficit or retrospective funding (i.e. activities that have already taken place).
- Any purpose that adversely affects or works against the interests of the Mid Hill Wind Farm or the owner of the land on which the Mid Hill Wind Farm is constructed or Fred Olsen Renewables or any of its subsidiary or related companies.
- Any purpose that adversely affects or works, whether directly or indirectly, against any form of renewable energy development.
- Projects or activities which support an individual or individuals who are not acting on behalf of a group or organisation with the capacity to benefit the wider community.
- Projects and activities likely to cause divisiveness or community disharmony.
- Applications for projects made by individuals or agencies where commission or other payment is made to that individual or agency.
- Applications for projects made by individuals or agencies for re-distribution to other separate individuals or agencies.
- Applications to support “commercial gain”.

Application

The application process

Applications can be submitted at any time. Those received between 15 March and 14 September will be assessed in October and those received between 15 September and 14 March assessed in April.

Copies of the application forms will be made available either in hard copy, e-mail, or online through the Marr Area Partnership website. Please note there are two types of application:

- **Short Form Application** for funding requests of up to £1,000
- **Long Form Application** for funding requests in excess of £1,000

You can ask for advice and guidance during the application process.

Once your application is received, Banchory Community Council may wish to contact you or your group for further information. It is important that the person nominated on the application form is knowledgeable about the project.

How long is funding for?

Our grants are for one year and should be spent within 12 months of receipt. Applicants can apply for funding in consecutive years but should not assume that these will be successful as applications from groups that have not previously received funding may be given higher priority.

Funds not used within 12 months of award may be absorbed back into the fund and re-distributed, through an audit of receipts.

What level of funding is available?

The Banchory Community Fund will consider a range of funding requests from the very small to the more ambitious.

No match funding is currently required for applications, although it may help your application if you are able to demonstrate additional that additional funding has been secured.

Furthermore, if you can demonstrate your project will provide a benefit to Banchory AND any of the other three communities near Mid Hill Wind Farm,

namely Auchenblae, Crathes, Drumoak and Durriss and Feughdee West it may be possible to apply for funds from more than one Community Fund. The funding requested from each area should be proportional to the benefit to that area. If you are unsure, please contact Banchory Community Council for guidance.

What information do you need to provide?

Please ensure you can identify and tell us about some or all of the following:

- The aims and objectives of your project
- Where the project is located
- How your project will benefit the community of Banchory
- Identify the key beneficiaries
- Any long term plans or legacy connected with the project
- Tell us about any volunteers you have for the project
- Value for money through costings and quotes from more than one source

Please note that it will help your application if projects already include revenue from other sources (are already part-funded or match funded)

What do I need to send with my application?

As well as the appropriate completed application form, you will be asked to provide:

- **Costs, Quotes and Value for money** – you should provide evidence to support the amount of money you've applied for. This should demonstrate that the project provides value for money. You should supply multiple quotations where possible and the reasoning behind the selected quotation. It doesn't have to be the cheapest but you must explain the decision.
- **Constitution** - A signed copy of your organisation's governing document, constitution or memorandum and articles of association. In the case of a Short Form application this could be a simple set of rules and the project description. Your organisation should operate with regard to equal opportunities best practice and this should be reflected in your constitution.
- **Accounts** - A copy of your organisation's most recent accounts. If you have been running for over one year, we would expect to see a full set of

accounts showing a breakdown of your annual income, expenditure and carry-forward balance. If you are a new group (less than twelve months old), a recent bank statement plus an annual budget/cash flow forecast showing estimated income and expenditure is acceptable. These documents should be signed by your treasurer. If your organisation doesn't have a bank account, it is possible for you to nominate another organisation to receive payment on your behalf. The nominated organisation should be willing to provide confirmation that they are able to ring-fence your grant within their own accounts.

- **Child and Vulnerable Adults Protection** - A copy of your child protection policy. If your organisation works with children or young people (under 19 years), or individuals with disabilities or the activity you are applying for will involve working with children or young people, you will need to provide a copy of your child protection policy. If you do not have such a policy, Aberdeenshire Council for Voluntary Service may be able to assist.
- **Permissions** – if your project requires a landowner or landlord's permission, you should produce a letter from him or her to that effect. You should also provide documentation to show that planning permission has been obtained and is still valid, if required.

Additional guidelines for applications >£1,000

For applications in excess of £1,000 you will be asked to provide:

- An outline of the management / committee structure
- The aims, objectives and beneficiaries of your organisation
- Registered charity status
- Details of longer term funding requirements and your plans to meet this

If related to development you will also be asked to provide:

- Details of who is to undertake the development work
- Details of how the project will be managed in the short and long term
- Identify timescale; milestones; benchmarks
- Detail how you will judge the success of any development
- Details of those working in partnership with your organisation on the project
- A location plan, photographs of the site, as it is today and plans/sketches showing what is proposed.

Assessment of applications

How are funding decisions made?

A sub-committee comprising for several members of the BCC will assess the applications, consider the benefit offered by each application and the level of funding required. The sub-committee will meet twice a year, in April and October.

The sub-committee will then make a recommendation at the next ordinary meeting of the BCC on whether to approve the application and to what value (the reward may be a proportion of the application request).

The BCC will consider the sub committee's findings and by a majority vote agree whether to recommend approval of the application to Fred Olsen Renewables.

Fred Olsen Renewables will then be provided with a copy of the application, along with the recommendations of both the sub-committee and BCC. Fred Olsen Renewables will then make a final decision. If successful the monies will be transferred to BCC for issue to the applicant.

The objective is a fair, transparent and without bias decision making process. We will consider all applications equally; hence BCC members will not be able to vote for applications in which they have a vested interest.

What happens once a decision has been made?

Once Fred Olsen Renewables has made a decision, BCC will advise the applicant of the outcome in writing.

If successful an offer letter will be issued and any conditions imposed will be included. A copy of the letter must be signed and returned before payment can be made. You should not commit any money before you have received your offer letter and conditions.

You should not use an award for any other purpose than that applied for. Should you need to request a change of use for any award made, you must submit your request in writing before committing or redirecting any funds.

If unsuccessful a letter will be issued that includes feedback on your application and the reason it has been refused.

Decisions made will be final and no negotiations or appeals will be entered into with the applicant.

If successful, what are my responsibilities?

Successful applicants must provide a brief report including copy invoices to Banchory Community Council upon completion of the project or within twelve months, whichever is sooner. If applicable, suitable photographs should be provided. Banchory Community Council will be permitted to use such photographs to demonstrate projects assisted by the funds.

It is important that projects are completed within the required timescale and that this is demonstrated using the criteria presented in your application. If this is not done, it may jeopardise future funding availability for your own and other organisations.

Any press references with regards to the project should refer to the funding source by stating either ‘made possible by the Banchory Community Fund’ or ‘part funded by the Banchory Community Fund’.

Who to contact for more information

For more information or for application forms, please contact Banchory Community Council

Email: banchorycommunity@hotmail.com

Application Forms can be downloaded from: <http://marrareapartnership.org.uk>

Frequently asked questions

Why is the Mid Hill community benefit being administered by Banchory Community Council?

Fred Olsen Renewables have a policy of only dealing with Community Councils and Community Associations.

Why does the application process take so long?

We have to give organisations reasonable time to prepare their applications. We then need time to consider the applications and make our recommendations to Fred Olsen Renewables who in turn need time to consider our recommendations and issue funds.

Will the application process be reviewed?

The process will be reviewed annually.

What is the cost of applying?

Applying to the fund is free.

Can I apply as an individual?

We will generally only accept application from groups (two or more people). This is the first step in ensuring there is wider support for a project. However, individuals are requested to contact the Community Council should they wish to make an application.

How often can we apply?

Only one application from any one group is permitted within a 12 month period from 1 April to the following 31 March