

# EDF Burnhead Moss Community Fund (Avonbridge & Standburn)

## Guidelines on Applying for a Community Grant (£150 - £3000)

### General Information

The EDF Burnhead Moss Community Fund is provided by **EDF-ER**, the owner of the Burnhead Moss Wind Farm and managed by a charity, **Foundation Scotland**. Constituted groups and organisations working to benefit people in the area served by the Avonbridge & Standburn Community Council can now apply to Foundation Scotland for grants of between **£150 - £3000** from the Fund.

#### The Fund supports a range of community activities that will

- **Enhance quality of life for local residents;**
- **Contribute to vibrant, healthy, successful and sustainable communities;**
- **Promote community spirit and encourage community activity.**

The Fund cannot support:

- Projects which do not primarily benefit people living within the Avonbridge & Standburn area.
- Individuals or groups without a constitution.
- The advancement of religion or politics (including requests to support the core activities of religious or political groups including property maintenance).
- Overseas trips or 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).
- Payments towards areas understood to be the exclusive responsibility of statutory authorities.
- Applications that are for the sole benefit to flora and fauna. Applicants must demonstrate the direct benefit to the local community and/or service users in cases where the grant application is concerned with flora and fauna.
- Anti-Wind Farm/renewable energy activities, including activities contrary to the interests of EDF and its subsidiaries.

Applications will be considered on a rolling basis – **there are no closing dates**. Foundation Scotland will assess and decide the outcome of your application within six weeks.

We hope that **an Avonbridge & Standburn Community Panel** will be established next year to help inform decisions on Fund strategy and awards. It will be a condition of any grant awarded in this first year that the group nominates one of its members/volunteers to sit on this local Community Fund Panel.

Any grant received should be spent within one year of being awarded unless specified.

All sections of the application form must be completed. Incomplete applications will be returned.

Do not state 'see attached' on any part of the form as a substitute for information – although if you wish to include other documents (besides those listed in the checklist on page 5) that supplement your application then you are welcome to do so.

**Please note – the Fund is being run on a trial basis initially so there may be changes to some of these conditions and criteria next year.**

## Section 1 – Contact details

### **Name of organisation**

We can only consider applications from constituted organisations. The name of your organisation is on your constitution. Unconstituted groups running activity that benefit the wider community can be supported through the micro grants scheme run by each Community Council and which provides grants of up to £150. Please contact your Community Council for further information.

### **Main Contact**

The main contact should be the person who is best placed to provide further information about both the grant request and the organisation. This is the person we will contact by phone to discuss the application. Please make sure they will be available and let us know if they are away for any time during this period.

### **Position**

This should be the position the main contact holds in the organisation e.g. your job title if you are a paid member of staff or, if you are a volunteer, your role within the group.

### **Tel (main)**

Please provide the phone number that you can be contacted on during the day. This could be a landline or mobile.

### **Tel (alternative)**

Please provide an alternative phone number to the main phone number provided above. This could be an alternative landline or mobile.

### **Email**

Please provide the email address for the main contact person for this application.

### **Website**

Please provide the website address of your organisation. If the organisation does not have a website address then please leave blank.

### **Correspondence address**

This could differ from your organisation's fixed address should you prefer correspondence relating to your grant application to be sent to a more convenient address, for example, your organisation's premises may only be open certain days/times during the week.

### **Organisation address**

If the correspondence address provided above is the home address of the main contact then please provide the organisation's fixed address here.

## Section 2 – About the organisation

### **When was the organisation established?**

Please provide the month and year your organisation was formally constituted.

### **What type of organisation are you?**

Please select the most appropriate legal status/structure of the organisation. Your group does not need to be a registered charity to apply for a grant; however, your group should be a non-profit organisation with charitable aims and objectives, and this should be reflected in your constitution or governing document, which you must send us with the application form. **Please ensure the governing document you send us is the most up-to-date version, as adopted by the organisation.** If you are unsure if your group is eligible to apply, please contact us for advice.

### **How many of the following are involved in the organisation (numbers)?**

- Staff: Part time staff are considered those who work 16 hours or less, full time are those who work more than 16 hours.
- Management committee: there must be a least 3 management committee members to be eligible
- Volunteers: this number should not include the voluntary management committee members.

**Briefly describe the purpose of the organization and the main things it does.**

Please describe in your own words the work your group does: please do not simply copy the aims and objectives from your constitution.

**Who benefits from the work of your organization. Approximately how many people benefit?**

Describe the people that the work of your organisation brings you into contact with, and roughly how many people benefit from your work or rely on the service that it provides. If you are a new organisation then please estimate the number of people that will benefit from the work of the organisation in general, as well as potential beneficiaries of the project being applied for.

### Section 3 – Financial details

Please include in your application a copy of your most recent approved annual accounts that have been **independently inspected and signed by a suitably qualified person**. This is recommended good practice. We will be unable to process your application if you do not send us these or include accounts that are out of date and/or unsigned.

Organisations less than a year old must provide a **projection of income and expenditure for the group’s first year of operation**. This is an outline of where you anticipate receiving funding from and what you will be spending this on. An independent examiners signature is not required. 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.

**What was your total income last accounting year?**

This should include all income i.e. grants, fundraising, sales etc. This figure should match the total income figure as stated in your most recent annual accounts.

**What are your current unrestricted reserves?**

Unrestricted reserves are funds held for the general purposes of the organisation. Restricted reserves are provided by a funder or donor for a particular purpose or project.

**Why can these unrestricted reserves not be used for this project?**

Please inform us if the organisation has ring-fenced any of its unrestricted reserves for a particular project i.e. purchase equipment, repair and maintenance of premises, in the event of redundancies etc.

**Bank account name:**

Please provide the exact name in which your account is held (as it is usually shown on your cheque book). The account name should match the name on your governing document otherwise we may not be able to make a grant. Where applicable please state the reason(s) why it is different. Please note we do not require the sort code or account number at this stage. Please **do not** provide the name of the Bank/Building Society. Please note we expect groups to require at least two unrelated people to authorise spend from their account, whether by cheque or electronic transfer. If this is not the case, we may not be able to award you a grant.

### Section 4 – Your Project

**Please provide a brief description of the project you are applying for including details of how it will be run?**

Please give a clear and concise description of the project/service/equipment you are applying for. This should include an outline of the activities or equipment that the grant will pay for, how many / how often

they will be run, and where they will be located or delivered. For example (this is not an exhaustive list):

“Towards the cost of six training courses that will benefit older people in the community. Courses will be run weekly between August and September in the Anytown Community Centre”

“The grant will contribute towards the salary of an administrative worker for a year, who will support volunteers to organise and run a series of events celebrating local heritage”

“Providing a range of indoor and outdoor equipment for a project that benefits disadvantaged young people. This will include two laptops and sports equipment.”

“Towards the costs of printing and publishing 500 copies of a quarterly community newsletter”

### **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 to.

### **Please tell us how you 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.”

### **What consultation have you done to ensure this project is meeting the needs and interests of those involved?**

Please tell us how you have identified the need for your project. This should include the process you went through with potential beneficiaries/the community to establish the need for the project, for example focus groups, questionnaires, surveys, public meetings etc. It is important that you can evidence the need for the particular service or activity you are applying for.

### **What difference will your project make to the people involved and the wider community?**

Please describe briefly the changes the project will bring to the lives of people participating or to the ability of your organisation to make a positive impact.

### **What is the expected start and end date of the project?**

When do you realistically expect to start and complete the project? Please note we do not fund retrospectively, so please ensure you submit your application well in advance of your project start date.

## **Section 5 – Details of grant 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. Please provide a quote for any item over £200 and three quotes for any item over £2000, even if the grant is only contributing to part of the cost.

### **How much are you requesting?**

This is the amount of money you are requesting from the fund and not necessarily the total cost. Please note there is not a requirement to provide match funding but it's preferable if you can. You can apply for a minimum of £150 and maximum of £3000.

### **How much have you raised so far?**

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 this project. 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 breakdown of the costs related to the grant request**

The Fund can support a wide range of costs and activities including equipment costs, running costs for local groups, staff or sessional worker costs, consultations, maintenance or refurbishment of community facilities etc.

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".

**Section 6 – Details of referee**

Your choice of referee should be someone who is contactable during the day, who knows about your project and its activities. **They must not be a member of your organisation but should be familiar with its work.** Please ensure the referee knows about this application and is willing to be contacted by an assessor during working hours Monday-Friday.

**Sending us the application: Checklist**

Remember to sign and date the application form

A copy of your up-to-date constitution/governing document AND a copy of your latest independently inspected annual accounts (signed by the examiner) must be included with your application. New organisations must provide a projection of income and expenditure.

For any capital items (e.g. equipment, construction services) costing between £200 and £2,000 you will need to provide a quotation from a supplier. For items exceeding £2,000 in value, three quotes should be provided. If this is not possible, we will ask you to explain why.

Please check you pay the correct postage for the size and weight of your application. We do not take any responsibility for the return or non-delivery of applications sent with insufficient postage.

**What happens next...**

In the first instance, we will check your application is in order and has been submitted with the necessary information. We will contact you immediately if there is anything missing or if you are ineligible to apply.

An assessor will then contact you to arrange a short telephone conversation to learn more about your project and request for funding. If you will be unavailable for any significant period, please include a note to that effect in a covering letter, as your application may not be considered if our assessor cannot contact you. You will be informed of the outcome by email if you have provided an email address. Otherwise we will post you a letter.

Please send completed applications to:

**Foundation Scotland, 15 Calton Road, Edinburgh, EH8 8DL**

or via email (with signed supporting documents attached) to [communitybenefit@foundationscotland.org.uk](mailto:communitybenefit@foundationscotland.org.uk)

For any questions please contact the Programme Administrator on 0131 524 0300 or via the email above.