

# EDF Renewables Corriemoillie Education & Training Fund

## Mentoring Awards

**This guidance is for businesses looking for financial support with mentoring**

### Are you....

- A micro (under 10 employees) or small (10 to 50 employees) private business or social enterprise<sup>1</sup> that has been trading for at least two years;
- Based in any of these community council areas: Contin; Garve and District; Lochbroom; Marybank, Scatwell and Strathconon; or Strathpeffer (the Area of Benefit);
- Interested in receiving some mentoring to improve the skills, confidence and capabilities of those managing the business?

Then please take a few minutes to read this information about a charitable fund that may be able to help you...

### What is the EDF Renewables Corriemoillie Education & Training Fund?

The **EDF Renewables Corriemoillie Education & Training Fund** represents 20% of the overall EDF Renewables Corriemoillie Community Fund, provided by EDF Renewables and linked to its wind farm at Corriemoillie, near Garve. Its aim is to support local people with vocational education and training opportunities and contribute to creating job opportunities in the local area. The Education & Training Fund will make awards throughout the operating life time of the Corriemoillie wind farm, which is likely to be 25 years.

Awards can be made for the following:

- **Bursaries** to support an individual's costs of attending training or education courses
- Costs of **apprenticeships** related to the individual
- Activities that provide individuals with **insight and inspiration** into working in a specific industry
- Mentoring awards to existing businesses to help improve skills, confidence and capabilities in order to grow and/or sustain themselves.

The Education & Training Fund will initially receive £48,450 per year. This amount will be reviewed after the Fund has been operating for three years, and will rise each year in accordance with the Consumer Price Index.

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<sup>1</sup> not-for-private-profit but generating or aiming to generate its income through trading.

### **What does the Fund hope to achieve?**

The Fund has been established to support a range of education and training activity that will lead to the following outcomes:

- a) More individuals resident within the Area of Benefit are equipped with the range of skills and confidence required to enter into and retain employment in the key sectors the Fund supports (see below);
- b) Micro / small businesses are able to create new job opportunities or retain existing jobs that may benefit individuals resident in the Area of Benefit; and,
- c) Micro / small businesses that employ individuals from the Area of Benefit have the necessary skills and confidence to grow and sustain their operations in order to secure their long-term future.

### **What is a Mentoring Award and how much can my business apply for?**

By 'mentoring' we mean ongoing support from an appropriate business person external to your organisation who has relevant experience that can in turn help your business improve the skills, confidence and capabilities it needs to grow and/or become more sustainable. This could be an individual who is recognised as an expert in your industry, or somebody who brings general business skills relevant to your situation, such as in finance, marketing or strategic planning. The support need not come from a single person if your needs would be better met by a team of mentors. A mentoring award will cover some or all of the costs of the mentor's time.

Two mentoring awards will be made in 2018, at up to £4,000 per business. Awards will fund a package of mentoring support for up to 12 months, and which should be completed by end of 2019 at the latest.

This element of the EDF Corriemoillie Community Fund is being run on a trial basis and will be reviewed once the bespoke mentoring under these first two awards has been completed.

### **Who can apply?**

You must be a micro (under 10 employees) or small (10 to 50 employees) private business or social enterprise, which has been trading for at least two years. Your business must be based in the Community Council areas of Contin; Garve and District; Lochbroom; Marybank, Scatwell and Strathconon; or Strathpeffer. You must be able to demonstrate that the business cannot afford to pay for the mentoring itself. That is why we ask to see your latest accounts.

### **How do I find a mentor?**

At the application stage, you may or may not have identified a suitable mentor. What is most important is that you have considered what your business can gain from mentoring and the types of skills and experience your ideal mentor will have.

However, applicants who have identified a suitable mentor are more likely to be successful. If you have not identified a mentor yet, the following organisations may be able to help: [Business Gateway](#), [Inverness Chamber of Commerce](#), [Social Enterprise Academy](#), [Just Enterprise](#), [Pilotlight](#), and [Scottish Business in the Community](#).

Once a potential mentor has been identified, we will check that this person is suitably qualified and work with you to put in place an agreement which sets out how the relationship will work (for example, what activities and topics the mentoring will cover, costs of the mentoring, how often you will meet, where you will meet, and confidentiality requirements).

### **What costs are eligible?**

Awards may cover the costs of your mentor's time and expenses such as travel and accommodation (either for the mentor, if they will travel to your organisation, or for you, if you will travel to the mentor).

We will expect successful applicants to make contact with Business Gateway and/or other relevant support providers so as to ensure they are fully aware of other support available.

### **What are the Fund priority sectors/industries?**

Priority will be given to businesses in the following sectors/industries:

Priority 1: Renewables and energy industry related;

Priority 2: Engineering, construction and related trades (e.g. electrical, plumbing, joinery), health & safety, and STEM (Science, Technology, Engineering, Maths and Digital);

Priority 3: Other industries which will benefit job retention in the area, including tourism, forestry and timber technologies, rural development, agriculture (including crofting), environmental conservation, estates management, aquaculture / fisheries management, equestrian, other land based industries, food & drink, health and social care, creative industries, life sciences, finance and business services, haulage, education and other sectors generating benefits for the local community;

Priority 4: Other activity that enhance employability and the success of micro (1-10 employees) and small (11-50 employees) sized businesses, including ability to set up and grow your own business. Examples are: marketing & sales, IT & web development, managing staff, accounts / financial management, entrepreneurship and business sustainability.

### **How will the award be paid?**

The award can be paid to the business directly by cheque or BACS. To pay into an account by BACS we will require an original recent bank statement or pay-in slip to verify the account details. We will return any original bank statements. If you prefer to receive a cheque we do not need to see an original bank statement or pay-in slip.

Alternatively, we can pay mentors directly if that is preferable. Payments will normally be made in advance of the activity being delivered subsequent to receipt of an Award Acceptance Form.

### **What's the catch?**

If your application is successful, we will ask you to let us know how the award has helped your business and to provide evidence of how the funding has been spent. We may invite you to contribute to other initiatives linked to the EDF Renewables Corriemoillie Education & Training Fund. We will also ask you to promote the Fund in your community.

### **When do I need to apply?**

Applications for this first round of mentorship funding must be made by 27<sup>th</sup> August 2018.

### **How do I apply?**

You can download an application form at the Fund web-page, or phone Foundation Scotland at the number below to receive a paper copy. Just complete the application form and make sure you send it to Foundation Scotland along with any supporting documentation required.

The Fund webpage is: <https://www.foundationscotland.org.uk/programmes/corriemoille-education-and-training>

As part of your application, the Panel want to understand the challenges and opportunities facing your business and how mentoring could help. You are welcome to provide this particular information in whatever format suits you best. This could be through a short video (e.g. recorded on your phone) in place of a written submission.

### **What about confidential business information?**

Our Panel members have signed a Code of Conduct which includes a requirement to keep details of any applications confidential. We would also expect confidentiality to be included in the agreement you enter into with your mentor.

### **What happens next?**

Foundation Scotland will be in touch by telephone to review your application before the Panel makes a decision. If you are successful, we will require you to complete and return a signed Grant Acceptance form before we pay any fund out.

### **Who will decide on successful applications?**

Decisions will be made by a Panel of local people drawn from the five communities listed above, education bodies and business representatives.

### **When will I hear whether I've been successful?**

Decisions on all applications will be made on 10<sup>th</sup> October 2018, and applicants will be notified within two weeks of that date.

### **Where can I find out more?**

For more information please call Bea Jefferson, Foundation Scotland, on 07554 695152 or e-mail to [bea@foundationscotland.org.uk](mailto:bea@foundationscotland.org.uk)