

# HEG Community Fund Guidance (£500 - £1,500)

**\*\* 2019 CLOSING DATES: TUE 9TH APRIL, TUE 15<sup>TH</sup> OCT \*\***

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**These guidelines are for applications to the Harthill, Eastfield & Greenrigg (HEG) Community Fund. Grants of between £500 and £1,500 will be made to *constituted* groups and organisations working to benefit residents in these areas.**

The HEG Community Benefit Fund is a charitable fund generated from funds linked to Torrance Wind Farm (owned by FS Wind Ltd) and the Torrance Extension Wind Farm (owned by Harthill Wind Ltd). The funds are administered by Foundation Scotland, an independent grant-making charity. The community is represented by the HEG Community Group and ensures that decisions regarding grants are made locally. Groups and organisations working to benefit people in the Harthill, Eastfield & Greenrigg can apply for grants from the fund.

## General Information

The Fund will provide grants to support charitable activities that improve peoples' quality of life, promotes community spirit and increases opportunities for people to participate in community activity.

- In order to apply, your group must have a constitution (governing document or set of rules) and be set up on a not-for-profit basis. You don't need to be a registered charity to apply.
- These are the Fund dates for 2019:

Fund opens	Fund closes	Decisions announced
Tuesday 5 <sup>th</sup> February	Tuesday 9 <sup>th</sup> April	Late May
Tuesday 3 <sup>rd</sup> September	Tuesday 15 <sup>th</sup> October	Late November

- Organisations that have received a HEG grant in the last calendar year are not eligible to apply until a year has passed.
- An organisation may only apply for one grant per round but only one application per year will be funded.
- Requests to fund up to 100% of the project costs can be considered but applicants are always encouraged to seek other funds too, either through local fundraising or other sources.
- 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, and which a HEG grant will be contributing to, three quotes should be provided. If this is not possible, we will ask you to explain why.
- You have a maximum of 6 months to spend the grant. In completing your final report, proof of purchases must be provided equal to the total sum awarded.
- Applying for or holding a grant from this Fund does not affect a group's eligibility to apply for another grant from Foundation Scotland. See [www.foundationscotland.org/applyingforagrant](http://www.foundationscotland.org/applyingforagrant) for details of all current grant programmes.

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

The Fund will **not** support:

- Projects which do not benefit people living within the Harthill, Eastfield & Greenrigg area.
- Projects or groups which are advancing religion or politics as part of their ethos. However, faith-based groups who organise or run community activity that is secular and non-political may be eligible to apply for support. In these instances, the group will need to demonstrate how the project or activity is separate from its faith-based work.
- The purchase of second-hand vehicles.
- The repayment of loans or payment of debts.
- General fundraising appeals or activities.
- Payments towards areas generally understood to be the exclusive responsibility of statutory authorities.
- Applications that are for the sole benefit to flora and fauna. Applicants are invited to demonstrate the direct benefit to the local community and/or service users in cases where the grant application is concerned with flora and fauna.
- Activities contrary to the interests of FS Wind Limited, Harthill Wind Ltd or any companies in their respective groups, Foundation Scotland or activity considered to be anti-windfarm.
- Costs already incurred or activities which will take place before the closing date (i.e. retrospective funding).

### **Guidelines for Completing the Application Form**

- All sections of the application form must be completed. You must also provide other documents/estimates to support and supplement your application. But please answer all questions on the form.

#### ***Sections 1 & 2 – Group details and Contact details***

- Make sure that these contacts are part the group/organisation you are seeking support for, as they will be contacted if any further information is necessary. We will generally make contact with the person identified as the Main Contact unless you tell us otherwise.
- Please inform us by ticking the appropriate box, if the addresses are private (personal home address for example) or an operational address.

#### ***Section 3 – About the organisation***

- Your group does not need to be a registered charity to apply for a grant; however, your group should have charitable aims and objectives, and this should be clear from your constitution or governing document, which you must send us with the application form. Your constitution must be signed and dated by an Officer of your group's governing body to demonstrate that it has been formally adopted by your governing body. If you are unsure if your group is eligible, contact us for advice.
- Please tell us what the difference was in your last year's accounts between the money coming in and going out (your surplus or deficit). Please also tell us about any unrestricted reserves you have and tell us if these cannot be used for the project you are applying for help with. (*Unrestricted* reserves are general funds held by the organisation. *Restricted* reserves will have been provided by a funder or donor only for a particular purpose or project.)
- If you are a new group which has yet to produce its first annual accounts please tell us your *expected* total income for the first year and the criteria you have used to calculate this. This is an outline of where you anticipate receiving funding from and what you will be spending this on. The projection must be signed by two management committee members.

- Please give the exact name in which your account is held. Your bank account should be in the same name as your group – as it appears on your constitution. We may not be able to pay you a grant if this is not the case.
- A copy of your most recent approved annual accounts must be included with your application **verified** and signed by someone independent of your group. We will be unable to process your application if you do not send these.

#### ***Section 4 – Details of grant requested***

- You can use this form to ask for any amount from **£500 to £1,500**.
- State where any other funding for this project is coming from, e.g. your group's own resources, local fundraising or other funders. Please indicate whether the funding has been received or pledged. If you are awaiting a decision on a funding application, tell us when you expect to hear the outcome.

Please **break down the budget** for your project, indicating what specific costs/items the grant would be used for. At this point grants can cover a wide range of costs including volunteer expenses, new or upgrade equipment, hall lets, travel costs, energy efficiency, feasibility studies. ***It is unlikely that the Fund will support repeat activity year on year.***

Please send us all **quotes** or evidence of the costs involved which the grant will fund.

Describe the purpose of the funding and what it will be used for. For example:

“The grant will help improve the community meeting space by purchasing 30 new chairs and 5 tables, replacing furniture that is worn and increasingly unsafe”.

The grant must only be used as detailed in the application form and for no other purpose without authorisation from FS and HEG. To do so will lead to the award being re-assessed. **Any major deviation may lead to the award being re-called.**

- Please tell us when your project will take place, e.g. when your event is scheduled for, your programme of activities will start, or when you need to buy your equipment.
- Describe how the grant will benefit the local community. Useful information in this section could be:
  - Who will benefit and how? Think of people who benefit directly and indirectly.
  - How will the grant improve your existing work in the community?
  - How does the project link to the current community action plan?
  - What difference will the funding make in the short or long term?

The information you give will help us form a view on the **impact** of a grant award.

- It is mandatory on all applicants that the Final Report Form (once your project is completed) is completed and returned with all receipts totaling the grant awarded. ***No further grant application will be accepted until this condition is satisfied. You are encouraged to complete the Final Report as soon as the grant is spent and not wait until the 6 months is up.***

#### ***Sending us the application***

- Don't forget to sign and date the application form.
- Please enclose a copy of your most recent independently examined annual accounts or, for new groups, a financial projection of the first year's income and expenditure. Accounts should be signed by an independent examiner. A copy of your latest bank statement and an Account Transaction printout dated no more than 3 days before the submission of the application must be included in your application.
- Please send us your application and supporting documents by the **closing date**. You are

encouraged to apply early to allow us to check your application and contact you if there are any problems.

- We cannot accept responsibility for incomplete or misdirected applications that do not arrive by the closing date.
- Please ensure that the check list on the final page of the application form is completed and complied with.

### ***What happens next?***

Foundation Scotland will review and assess your application and may ask you for additional information. An assessment report will then be sent by Foundation Scotland to the HEG Community Group who will make decisions on the awards. The decisions from the HEG Community Group will be forwarded to the Foundation Scotland Trustees for final conformation before an offer is made.

### **Data Protection**

We will use the information you give us on the application form to help us assess your application and administer any grant we award you. We may also use it to analyse our grantmaking and for our own research or to inform you of further funding opportunities through the Foundation. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. We may also share information with other organisations providing matched funding. No information will be shared unless prior permission is sought.

**Should you have any queries or need help with completing the form please contact the HEG group [mclaren307@btinternet.com](mailto:mclaren307@btinternet.com)**

Please send the completed application form and supporting materials to:

Foundation Scotland  
15 Calton Rd  
Edinburgh, EH8 8DL

[Edinburgh@foundationscotland.org.uk](mailto:Edinburgh@foundationscotland.org.uk)

[www.foundationscotland.org.uk](http://www.foundationscotland.org.uk)

Foundation Scotland is registered charity (no: SC022910, company limited by guarantee no: SC152949)  
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