



# Gargunnoch Community Trust Ltd.

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## GARGUNNOCK WINDFARM FUND GUIDELINES FOR APPLICANTS

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## 1. Background

- 1.1. This document sets out information for applicants on the distribution of the Gargunnoch Windfarm Fund.
- 1.2. Kingsburn Windfarm Energy Ltd (KWEL) makes an annual payment to the Gargunnoch Community Fund for the operating lifetime of the windfarm [expected to be 20-25 years from 2017]. The payment is uprated annually by the Retail Price Index [RPI].
- 1.3. The operation of the Fund is governed by a Memorandum of Understanding between Gargunnoch Community Trust and Foundation Scotland.
- 1.4. An independent Windfarm Fund Panel, in consultation with the Gargunnoch Community Trust determines the mechanisms for distributing the funds and can include:
  - i. a Small Grants Scheme
  - ii. a Large/Major Grants scheme – ‘a strategic projects fund’.
  - iii. a ‘sinking fund’ (to protect community assets such as the Community Centre and the Glebe land)
  - iv. the designation of part of the income from the Fund into a separate endowment fund whereby monies are invested to produce a long-term income for the community beyond the operational life time of the wind farm
  - v. any combination of the above.
- 1.5. Recommendations about the grants made from the Fund are the responsibility of the independent Fund Panel which consists of 2 Trustees of the Gargunnoch Community Trust, 2 Community Councilors, and up to 6 other representatives from the village.
- 1.6. The independent Fund Panel is administered by the Gargunnoch Community Trust and reports to the Gargunnoch Community Trust Board. The Trust Board must ensure that all funding falls within the permitted purposes, procedures and guidelines for the Fund, and meets the regulatory framework for charitable organisations.

## 2. Fund Criteria

### 2.1. How much can be applied for:

- i. Small Grant applications of up to and including £500 (maximum of £250 for individuals, and £500 for un-constituted or constituted groups)
- ii. Large/Major applications of over £500
- iii. Both capital and revenue costs will be eligible for grant
- iv. Multi-annual grants for major projects.

### 2.2. Who can apply:

- i. Applicants must be based or operate within the Gargunnoch Community Council area or provide benefits to the Gargunnoch area
- ii. Applicants for large/major grants should have a constitution (governing document or set of rules) and be set up on a not-for-private-profit basis
- iii. Applicants do not need to be a registered charity to apply

- iv. Applicants from constituted groups must provide their latest set of accounts signed by an independent/third party
- v. Applications from non-constituted voluntary groups [other organisations] will be entertained for smaller grants (up to £500)
- vi. Individuals who have a project in mind to improve the village can apply to the Trust for support with their application (up to £250).

### 2.3. **Permitted purposes include:**

(Note: These are examples, other activities may be eligible. For information, projects which have been funded previously can be seen on [www.gargunnock.org](http://www.gargunnock.org))

Schemes or activities which protect, conserve or improve the environment

- i. Schemes or activities which promote rural regeneration through increasing opportunities for local enterprise and vocational training
- ii. The development and improvement of infrastructure including affordable housing, transport, broadband, community-owned property and access routes
- iii. Proposals which seek to maintain, improve or expand community services and facilities, including health, welfare and education, particularly with regard to young people and the elderly
- iv. The development and improvement of community facilities and activities, including the arts, heritage, culture and science
- v. The development and improvement of leisure/sport facilities and activities and tourism opportunities
- vi. Activities which support capacity building for new and existing community organisations, in particular to help promote citizenship and community development
- vii. Contributions to 'sinking funds' which protect community assets
- viii. Administration, promotion, progress chasing etc. [4% of the Fund]
- ix. Revenue grants to groups within the village where there is a temporary need not met by current cashflow.

### 2.4 **Prohibited purposes include:**

- i. The advancement of religion, party politics or the activities of other pressure groups set up to advance any particular perspective/objective
- ii. Activities which are understood to be the exclusive responsibility of statutory authorities
- iii. Activities contrary to the interests of KWEL and/or the Falck Renewables group of companies into disrepute
- iv. Anti-renewable energy/anti-wind farm activities
- v. Retrospective funding (i.e. paying for costs incurred before a decision on an application can be made)
- vi. Projects benefiting primarily residents out-with the area represented by Gargunnock Community Council
- vii. Payments to individuals for their personal benefit.

### 2.5 **Other relevant criteria applicable to the fund:**

- i. Applications which involve the use of funds from other sources [applicants own resources, fund-raising efforts and/or other external grants] will be given particular consideration.
- ii. The Fund will achieve the greatest benefit by complementing funding that can be obtained from other sources. Evidence that other possible funding sources for the project have been explored, wherever possible, should be set out in applications. Ideally, applicants should demonstrate that a percentage of the total project cost will be sourced from other funding sources but the Wind Farm Panel has the discretion to consider 100% funding.

- iii. Projects which help fill gaps in the local provision of services or facilities or provide new/innovative services will be given particular consideration.
- iv. Applications should consider use of local suppliers for the provision of goods and services, where possible and appropriate (e.g. in terms of quality of products / services available/ value for money).
- v. Applications which support capacity building - providing opportunities to build the skills and knowledge of group members or other local people, including the promotion of voluntary activities – will be given particular consideration.
- vi. Projects which foster partnership working - where project delivery with other organisations / groups will add value (financial, capability, or other) will be encouraged. This could involve working with voluntary, private or public-sector bodies that operate at local, regional or national level as long as these are not organisations which are defined under the Prohibited purposes section above.

### **3. Fund Administration**

- 3.1. Applicants will need to complete the appropriate application form and supply any other supporting information as necessary.
- 3.2. Small grant applications under £300 do not need to provide any quotes. Small grant applications between £300 and £500 should provide 1 quote.
- 3.3. Large and Major grants do not need to provide quotes for items under £300, 1 quote for items between £300 and £999, 3 quotes for items over £1000. Where 3 quotes cannot be provided justification requires to be given.
- 3.4. Applicants will normally be invited to attend a Windfarm Panel meeting to outline their application and answer any queries Panel members may have. Once the Windfarm Fund Panel has heard from the applicant they will leave the meeting. The Panel will then consider their decision on the application.
- 3.5. Applicants will be required to provide invoices, purchase receipts or other proof of purchase as appropriate.
- 3.6. The Administrator will action Panel funding decisions, including notifying applicants of decisions and coordinating the payment of grants with the Trust Treasurer. This process should take no more than 28 days.
- 3.7. Any unspent grant will require to be returned to the Trust. Deadlines will be set by which time grant finance should be spent having regard to reasonable project timetables and each applicant will be required to provide details of how the grant has been spent.
- 3.8. Successful applicants will be required to report back to the Panel on the success and impact of their projects and where possible provide evidence/pictures/comment that can be included in the Wind Farm Annual Report.
- 3.9. Larger projects may be required to co-operate with bodies carrying out an external evaluation either at the request of the Trust or Foundation Scotland.

To apply for a grant contact the Fund Administrator, email address [windfarmpanel@gargunnock.org](mailto:windfarmpanel@gargunnock.org) for an application form or download the form from [www.gargunnock.org](http://www.gargunnock.org)

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