COMMUNITY FUND
GUIDELINES FOR APPLICANTS

THE COMMUNITY FUND

Thank you for your interest in the SnBM Community Fund. The Fund has been established from the income generated from Lochcarnan Community Windfarm which became operational in March 2013.

After community consultation, it was concluded the windfarm income would be split across the various departments of the community company with 25 % for Land & Asset Improvements, 25% for Enterprise & Community Investment, 20% towards turbine replacement fund, 10% for Investment fund for the future **and 20% for Grants to Other Organisations i.e. the Community Fund**. As the total income generated is dependent on many factors such as strength and consistency of wind as well as repayments on windfarm finance, the total amount available in the fund will vary and will not be confirmed until drawdown is released from the Cooperative Bank – usually in November and May each year.

These guidelines are designed to help you fill in the application form, however, it is also useful to help ensure a smooth process if you have already discussed your intention to apply with the Funds Officer. Please don't hesitate to contact the Fund Officer if you need any further information or help completing your enquiry or application.

ELIGIBILITY

The SnBM Community Fund will welcome applications from a **constituted organisation** or **business** with a bank account in the name of that organisation or who can demonstrate that this would happen as a result of Community Fund investment (i.e. business start-ups)

This will include **community organisations, charities, social enterprises, sole traders and limited companies.**

The fund is predominantly for projects which will take place within the local community (i.e. Eriskay, South Uist or Benbecula) and demonstrate a sustainable benefit to the SnBM membership and the wider community.

Projects which will be located outwith the local community may also be considered if they can demonstrate substantial benefit to the SnBM membership i.e. participants are from within the area.

AVAILABLE FUNDS

Funding will only be available to organisations/entities for one project at a time. No further funds will be awarded until a previous project has been achieved, completed or withdrawn and all relevant documentation and End of Project Report (where appropriate) has been received and confirmed by Fund Staff.

Up to £1000

- This funding category is generally for one-off costs for very small community events or activities such as fund-raisers, group trip travel expenses etc.
- Funds may be agreed up to 100% of eligible costs.
- Funds will be paid in advance, upon presentation of pro-forma invoices or invoices and must be spent within 30-days of specified start date.
- This fund will support constituted community groups / organisations / individuals for small projects or activities such as local events, learning journeys, equipment purchase, training, set-up costs etc.
- Up to 100% of required funding may be available, depending on project need.
- Start date should be within 6 months of approval date i.e. panel approval date
- Funds will be paid in advance, upon receipt of invoice and should be spent within 6 months of specified start date.
- We will require to see evidence of spend and an end of project report within 3 months of project completion.

Over £1,000

- This fund will provide support for larger projects and is intended to be awarded as initial funds to leverage in external funding or as 'last brick in the wall' to help complete a funding package.
- We will not fund towards projects where other funding streams would be more suitable. It must be demonstrated that other potential funding streams have been exhausted

- Funds will be paid in advance, upon presentation of pro-forma invoices or invoices and must be spent within 30-days of specified start date.
- We will require to see evidence of spend and an End of Project Report within 6 months of project completion.
- **Businesses** applying to this fund may receive support of up to 50% of total project cost. These projects must demonstrate clear evidence for demand and clear outcomes for community benefit.
- Again, funds will be paid in advance and must be spent within 6 months of specified start date and we will require to see evidence of spend and an end of project report within 3 months of project completion.

Please note the following activities will not be funded -

- ongoing core / operational costs
- activities or services that should be provided by statutory bodies
- projects or activities that do / have already taken place
- items that are purchased on behalf of other organisations
- recoverable VAT

GUIDANCE NOTES

Please complete each section of the application form with accurate and relevant information. Please ensure the checklist on the back page is referred to and all relevant documentation submitted as part of the application.

APPLICANT INFORMATION

Please provide here all the requested applicant and contact information.

PROJECT INFORMATION

(1) Please give your project a suitable, recognisable and (preferably) short name/title

(2) We need to know your project start and end dates. You need to be realistic about your timescales for project start and how long it will take to complete, when you will have confirmation of other funds, permission(s) required etc. We want to be able to assist organisations with cashflow at the outset of their project however, funds need to be spent within the timescale specified. We will favour projects that will be ready to start soon as this helps us ensure funds are allocated accurately from each drawdown of funds from the Windfarm income.

(3) Tell us here how much funding you are requesting.

(4) Provide a short and succinct account of what your project is, what it aims to achieve and how the aims will be achieved.

(5) Explain here in more detail what activities will be involved in your project and how these activities will achieve the project aims. Ensure it's clear what SnBM Community Fund money will be spent on. Please ensure your aims relate to at least one of the Fund Outcomes. This information will be used to tell people about your project, including the assessment panel who will use your information as part of the assessment process. Explain how the Community Fund money will be spent.

(6) Explain here the need for your project and what opportunities it will address. Describe and provide any additional documentation you may have to evidence the need / demand / opportunity identified and ensure it ties in with the Community Fund Outcomes.

If there are similar services or activities elsewhere on the Estate explain where and how your project ensures displacement / duplication of these services will not occur.

(7) We need to know where your project or activity will take place and that the SnBM membership will clearly benefit. So, if the activity will take place on another Island or on the mainland but SnBM residents will be taking part or will clearly benefit in another way, tell us here.

(8) Explain here why your project demonstrates good value for Community Fund investment. What return will your project bring to the wider community?

(9) Is your organisation suitable, skilled, qualified to deliver the activities and outcomes claimed? Provide details of any previous background experience in delivering similar projects and relevant qualifications and skills of team / organisation members who will help to deliver it.

OUTCOMES

At least one of the SnBM Community Fund Outcomes must be clearly achievable through your project. Clearly explain HOW your project will achieve the outcome(s). Only claim Outcomes which are clearly relevant to and achievable by your project.

PROJECT COSTS

(1) Describe here the total cost of your project and explain how it will be funded i.e. how much own funds are being contributed, do you have funding confirmed or applied for from any other funding source? If so, who from and how much / what stage is your application at? Include here any funding applications that have been declined. Full details of this are required to be completed in the Project Income section below.

(2) Your project should be clearly costed and itemised in the table provided. For larger or more detailed projects use this table to summarise your costs and provide a more detailed financial plan as an annex to the application.

Please include copies of estimates or quotations you have based your costs on. For individual item costs of over £1000, please provide at least 3 quotations.

PROJECT INCOME

We are keen to see projects are able to leverage in as much funding to the Estate area from additional sources as possible. In order for us to make an accurate / best value decision on your funding request, please let us know where else you have applied for funding, how much and the status of your application.

Provide a summary in the table here showing where other funding is coming from, how much and if it is secured. This should include your own contribution and if any non-financial contributions will be made such as volunteer time, rent-free premises etc.

PROJECT EVALUATION

Please advise how you will evaluate the impact and quality of your project i.e. increased no. of customers, increase in sales, additional staff employed, record of participants, feedback from participants etc

ADDITIONAL INFORMATION

Either type in any additional information relevant to your application or list here if you are submitting as an annex to the application. Please ensure any information specifically requested by Fund Staff is listed / included here.

ACKNOWLEDGEMENT OF FUNDING

We would like your organisation / project to support the SnBM Community Fund by acknowledging the Fund's support and displaying the Fund logo in any PR, advertising, signage, website, social media etc where appropriate.

SUPPORTING INFORMATION CHECKLIST

To ensure the smooth processing of your application please refer to the Supporting Information Checklist and ensure your application includes copies of the relevant documentation.

AUTHORISATION

The form should be signed by the most appropriate person in the organisation, i.e. the chairperson, chief executive or owner. This does not need to be the same as the contact person named in the Applicant Information section.