

Tullo and Twinshiels Wind Farms Community Fund Guidelines

All for
sustainability



The Tullo and Twinshiels Wind Farm Community Fund has been established as a means of enabling Eneco Wind UK Ltd to contribute to the communities in which it operates. These guidelines have been produced to assist those seeking grants from the fund and the community fund committee when considering applications.

Who is Eneco?

Eneco Wind UK Ltd is the UK subsidiary of the Dutch utility Eneco BV. Based in Rotterdam, with an office in Warwick and Inverness, we have over 7,000 employees and supply electricity to more than two million business and domestic customers in the Netherlands, and 250,000 in Belgium. We own and operate more than 200 wind turbines, and our aim is that by 2030, 100% of the electricity we supply will be from sustainable sources and the cleanest fossil fuels. In November 2008 we purchased the planning consent for the 17MW Tullo Wind Farm. The wind farm consists of seven turbines and became fully operational in September 2010. In 2012 we announced plans to construct the 25MW Tullo II Wind Farm, consisting of 10 turbines. It became operational in June 2014, giving a combined generating capacity of 42MW. In September 2014 we changed the name of Tullo II Wind Farm to the Twinshiels Wind Farm; a chosen name from the Mearns Explorer Scout Unit.

What is the Tullo and Twinshiels Wind Farms Community Fund?

We have set up the Tullo and Twinshiels Wind Farms Community Fund because we recognise that, in helping to satisfy society's energy needs, our activities have the potential to affect our neighbours. We accept the responsibility to minimise those impacts and to operate within the conditions of our planning permissions. We also recognise that a good corporate neighbour is one who contributes to the wider wellbeing of the community. The fund is a practical way of providing such support. The fund is for the benefit of the community and decisions on successful applicants are made by the community.

How much money is available?

The fund available annually is £1,000 per MW of installed capacity (17MW) at Tullo Wind Farm plus £2,750 per MW of installed capacity (25MW) at Twinshiels Wind Farm. The combined fund available will be £85,750 (index linked with inflation).

Application Criteria



What projects does the fund support?

Our aim is to support projects that make a difference to life in, and seek improvement in, the local community. We are keen to support community and voluntary organisations that are charitable, educational, philanthropic or benevolent in purpose. You do not have to be a registered charity to apply for funding but you do have to be able to demonstrate real community impetus and benefits.

Applications are welcomed from organisations that fit one, or more, of the following criteria;

Children and Young People	Particularly projects aiming to improve access to activities and services, and where young people play a key role in decision making
Carbon Reduction	Projects helping to tackle climate change
Vulnerable People	Particularly projects aiming to increase access to services and facilities for vulnerable people, for example those with disabilities and the homeless
Elderly People	Projects providing recreation, care and companionship for elderly people
Community Regeneration	Particularly projects improving health and education, reducing crime levels, regenerating local employment, local services, recreational activities, housing and the physical environment. Projects for hosting events (including at festive occasions) which will improve interaction among members of the community and encourage the involvement of members of the community.
Community Buildings	Projects for the improvement and maintenance of buildings widely used by the community
Self-help Groups	Projects providing self-help services in the local community
Environment and Wildlife Projects	Particularly those projects involving the improvement of community land, including parkland, allotments, and recreation grounds
Education and Skills Development	Particularly community based programmes offered to those seeking access to training opportunities to improve their education and skills and the grant of bursaries to local students
Health	Projects providing services that aim to improve the health and wellbeing of the community
Heritage	Projects that celebrate, protect and preserve local heritage for current and future generations
Sustainability	Projects promoting local sustainable development

Application Criteria

Continued



What is the geographical boundary for applications?

Projects should benefit residents living within the following community council areas:

Arbuthnott
Inverbervie

Benholm and Johnshaven
Mearns

Gourdon
St Cyrus

What will not be funded?

Projects with the following characteristics will not be funded;

- Projects of no benefit to the areas defined above
- National or regional charities with no independent office in the area defined above
- Projects that are funded by the local authority or other statutory bodies
- Improvements to land that is not open to the general public
- Sponsorships
- Projects promoting political activities
- Deficit or retrospective funding (i.e. for activities that have already taken place)
- Projects considered by the Tullo and Twinshiels Wind Farms Community Fund (acting reasonably) to be adverse to its interest in the wind farm

What criteria must be demonstrated?

Need	Demonstrate that there is a clear need for the project. It would help if research has been conducted with those who will use the facility or service.
Community Use	Demonstrate the likely extent of community use of the proposed project or facility.
Community Involvement	Demonstrate that the project is already supported by committed and resourceful individuals.
Value	Demonstrate that the requested funding has been carefully costed and represents value for money. The budget should be realistic and quotes sought from multiple sources.

The Application Process



How long is funding for?

Our grants are for one year and should be committed that year, this includes grants to cover salaries as start up costs for initiatives. You may, however, receive one year's funding from us, and then apply for more the following year. Applications from groups that have not had a grant previously may be given priority, so you should not assume that you will be successful in a request for repeat funding.

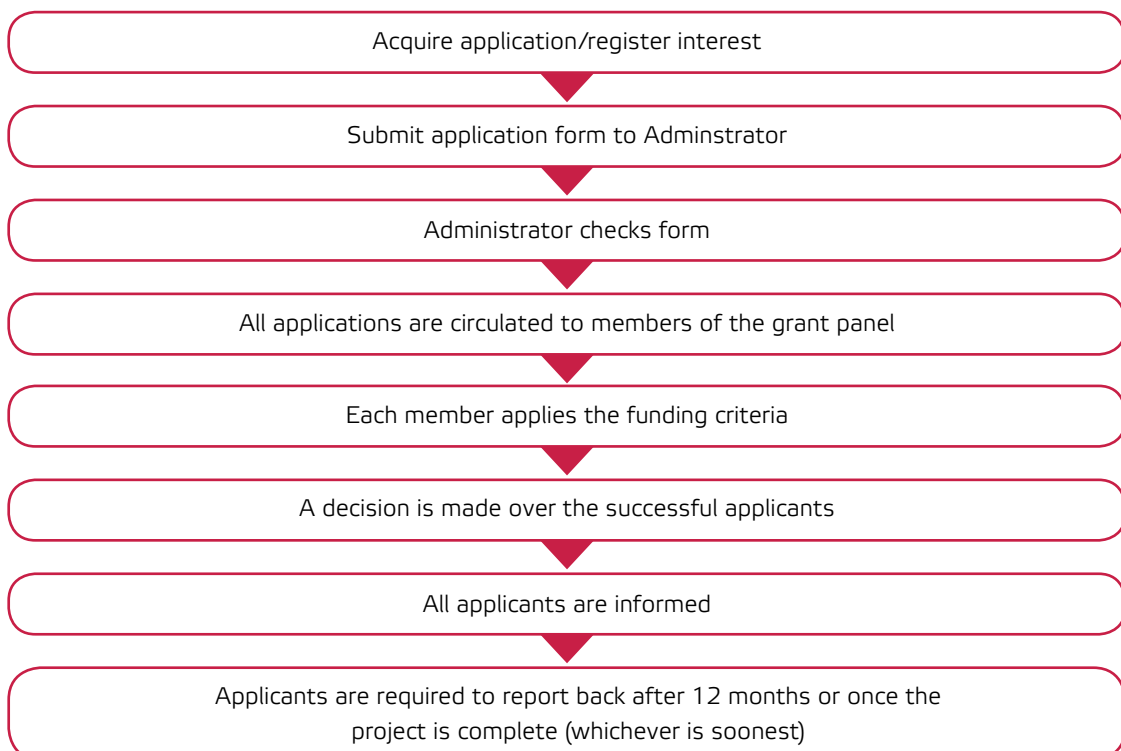
What about match funding?

Grants from Tullo and Twinshiels Wind Farms Community Fund may be used as match funding unless expressly excluded by the community fund panel.

What is the application process?

The application form will be available on the Mearns Area Partnership website all year round. The annual deadline for funding applications will be 31st January.

The following diagram outlines the application process:



Once the full application is received the Administrator or grant panel may wish to contact the applicant. Please ensure that the person nominated on the application form can talk knowledgeably about the project.

The Application Process

Continued



Who sits on the grants panel?

The panel will consist of representatives from the local community councils and community partnerships. No representatives of Eneco Wind UK will be part of the grant process.

A member of each of the following bodies will be represented on the grant panel:

Mearns Area Partnership	Kincardineshire Development Partnership
Arbuthnott Community Council	Mearns Community Council
Gourdon Community Council	The Royal Burgh of Inverbervie Community Council
St Cyrus Community Council	Benholm and Johnshaven Community Council

Should any of these bodies be dissolved, a suitable replacement organisation should be found by the remaining members of the panel. The panel should seek the approval of Eneco Wind UK before changes are made to the make up of the grant panel.

Member bodies are encouraged to nominate a named representative and designate a substitute to minimise the chance of them being unable to field a representative.

Each group should nominate a member to attend the annual grant panel meetings to be arranged by Mearns Area Partnership.

Chairmanship of the annual grant panel meeting should rotate on an annual basis according to the list above.

Members of the grant committee must declare any material interest in any of the applications submitted.

Two representatives of the Tullo and Twinshiels landowners and the four Aberdeenshire ward councillors who represent the area are invited to attend as ex officio members of the panel.

The Application Process

Continued



What responsibilities does the administrator have?

Mearns Area Partnership will act as administrator for the Tullo and Twinshiels Wind Farms Community Fund (TTWFCF).

This role will involve the following:

- Providing a postal and email address for TTWFCF correspondence and grant applications
- Promoting the availability of TTWFCF through the other members of the grant committee on an annual basis
- Organising an annual meeting of the grant committee
- Send out electronic versions of each application two weeks prior to the annual meeting
- Ensuring the application guidelines are adhered to
- Informing successful and unsuccessful applicants
- Banking the annual fund payment from Eneco Wind UK
- Making payments to those that the fund committee has decided to support
- Providing a report to Eneco Wind UK of those projects funded by the TTWFCF on an annual basis

What is the timescale?

A call for applications will be made annually through the following means; the Mearns Area Partnership website, the Mearns Leader, the P&J, the Courier, the Evening Express, the Kincardineshire Observer, the Montrose Review and public notice boards. The application timescale and forms will be made available on the Mearns Area Partnership website, <http://www.mearnsareapartnership.org.uk/Tullo.html>.

Grants will be provided for one year and should be committed that year. Further funding may be applied for the following year, however applications from groups that have not had a grant previously may be given priority.

The Application Process

Continued



On what criteria will my application be assessed?

Applications have been banded based on the amount of funding requested; band one, less than £1,000, band two £1,000 -10,000, and band three, more than £10,000. Each criterion and marking guidelines set out below.

Proximity	How close is the project to Tullo and Twinshiels Wind Farms? Outside the application boundary but still of benefit to those within the application boundary= 1, Within the application boundary and of benefit to those within the application boundary = 2
New Applicant	Has the applicant previously received funding from the Tullo and Twinshiels Wind Farms Community Fund? Marked, No = 1, Yes = 0
Community Need	Has the applicant demonstrated a clear need for the project? Marked, No = 0, Yes = 1
Community Benefit	Has the applicant demonstrated there is benefit for the whole community? Marked, No = 0, Yes = 1
Multiple Ages	Does the project benefit; 1. Children and Young People? Marked, No = 0, Yes = 1 2. Vulnerable People? Marked, No = 0, Yes = 1 3. Elderly People? Marked, No = 0, Yes = 1
Sustainability	Does the project promote sustainability or enhance the environment? Marked, No = 0, Yes = 1
Heritage	Does the project leave a legacy for future generations? Marked, No = 0, Yes = 1
Education	Does the project bring educational benefit for the community? Marked, No = 0, Yes = 1
Health	Does the project aim to improve the health and wellbeing of the community? Marked, No = 0, Yes = 1
Funding	Is there support funding in place to ensure that the project can proceed? Marked, No = 0, Yes = 1
Timescale	Will the funding allow the project to occur within the year of permission being approved? Marked, No = 0, Yes = 1

The Application Process

Continued



What happens once a decision has been made?

All offer or refusal letters will be sent within a week of the meeting of the grant panel. Offer letters will include any conditions imposed by the grant panel. A copy of the letter must be signed and returned to the committee before payments can be made. You should not commit any money before you have received your offer letter and conditions.

What are my responsibilities?

1. All applicants must report back to the Tullo and Twinshiels Wind Farms Community Fund Committee upon completion of the project. A feedback form will be made available, this will vary based on the band of funding applied for.
2. If applicable suitable photographs should be provided to allow the owner and operator of the Tullo and Twinshiels Wind Farms to promote the positive work that the fund has enabled.
3. Should you need to request a change of use for any funding you must submit your request in writing before committing or re-directing any funds.
4. Applicants must disclose whether or not additional funding has been received or committed from other sources.
5. Should the project be discontinued, the Tullo and Twinshiels Wind Farms Community Fund Committee should be notified and applicants must give reasons for discontinuing a project, and any remaining funding must be returned for re-distribution to other projects.
6. Any press references with regards the project should refer to the funding source, by stating either "made possible by the Tullo and Twinshiels Wind Farms Community Fund" or "part funded by the Tullo and Twinshiels Wind Farms Community Fund".
7. Please be aware that whilst personal details of applicants will be kept private the awarded projects, amount of funding, and scoring against selection criteria may be made public.

Preparing your application



What do I need to send with my application?

In addition to the completed application form we request that you also send the following;

- 1. A signed copy of your organisation's governing document.**

This may be a simple set of rules, a constitution or memorandum, and articles of association. Your organisation should operate with regard to equal opportunities best practice and this should be reflected in your constitution.
- 2. A copy of your organisation's most recent accounts.**

If you have been running for over one year we would expect to see a full set of accounts showing a breakdown of your annual income, expenditure and carry-forward balance. If you are a new organisation a recent bank statement and annual budget/cash flow forecast showing estimated income and expenditure is acceptable.
- 3. A copy of your child protection policy.**

If your organisation works with children or young people you will need to provide a copy of your child protection policy. If you do not have such a policy your local Council or Voluntary Service may be able to assist.
- 4. A copy of your vulnerable persons policy.**

If your organisation works with vulnerable people aged 18 years or over you should provide a copy of your organisation's policy. If you do not have such a policy your local Council or Voluntary Service may be able to assist.
- 5. A letter of owner's permissions if required.**

If your project requires the owner's permission you should produce a letter from him/her to that effect.
- 6. Any relevant project plans and photographs.**

If your project involves an element of development, you should provide a location plan, photographs of the site, and plans/sketches showing what is proposed. You should provide documentation to show that planning permission has been obtained if required.
- 7. An independent reference.**

This should be someone who knows about your organisation, but who is not on the committee, a volunteer, or a user of your group. This could be a member of the clergy, policeman, councillor, or a professional local resident who knows your group and its activities well.
- 8. A Disclosure Scotland Certificate**

If your project involves working with children, young people or vulnerable people, you should provide a copy of a Disclosure Scotland Standard Certificate in respect of the individuals in your organisation who work with children, young people or vulnerable people.

Preparing your application

Continued



Funding banding requirements

The extent of application requirements will vary between the three funding bands; band one less than £1,000, band two £1,000 -10,000, and band three more than £10,000. Those applying for greater amounts of funding will be required to supply more supporting information to justify their application.

1. Community Needs		
Band One (less than £1,000)	Band Two (£1,000 -10,000)	Band Three (more than £10,000)
Please complete section 4 on the application form	Please complete section 5 on the application form and provide details of research conducted with those in the community who will use the facility or service	Please complete section 6 on the application form and provide a one/two page supporting statement and details of research conducted with those who will use the facility or service
2. Community Benefits		
Band One (less than £1,000)	Band Two (£1,000 -10,000)	Band Three (more than £10,000)
Please complete section 4 on the application form	Please complete section 5 on the application form and provide details of research conducted with those in the community who will use the facility or service	Please complete section 6 on the application form and provide a one/two page supporting statement and details of research conducted with those who will use the facility or service
3. Project Timescales		
Band One (less than £1,000)	Band Two (£1,000 -10,000)	Band Three (more than £10,000)
Please complete section 4 on the application form	Please complete section 5 on the application form and provide a breakdown of tasks to be completed throughout the funding year	Please complete section 6 on the application form and provide a detailed work breakdown structure, outlining the tasks, durations, and costs associated with all tasks to be carried out within the funding year. Supporting information from contractors helpful

Preparing your application

Continued



3. Budget Requirements		
Band One (less than £1,000)	Band Two (£1,000 -10,000)	Band Three (more than £10,000)
Please complete section 4 on the application form	Please complete section 5 on the application form and provide a breakdown of how the requested funding will be spent and associated quotes	Please complete section 6 on the application form and provide a detailed budget breakdown, outlining the costs associated with all tasks to be carried out within the funding year. Supporting information and competitive quotes from multiple sources required

Applicants requesting band three funding may be required to present details of their application to the directors of the Tullo and Twinshiels Wind Farms Community Fund Committee.

Contact details

Please contact tullo.twinshiels@gmail.com for further information