STRATHY NORTH COMMUNITY FUND GUIDANCE

What is the Strathy North Community Fund and who does it benefit?
SSE Renewables operates a 67.65MW wind farm near Strathy village, in North Sutherland. The Strathy North Community Fund has been established as a means of enabling us to contribute to the communities located around the wind farm. Starting in 2014, the Fund is worth approximately £205,000 per year. The fund supports community-based projects near the wind farm.

Who should I contact for more information?
SSE Renewables supports the administration of the fund and David Shearer, Community Investment Manager can provide further information on the fund. They can be contacted at david.shearer@sse.com or 07823 783 404

What are the application timescales?
The fund will close for applications around six weeks before a panel meeting. The deadlines for applications to be considered by the fund's award making panel at its subsequent meetings are:
- 28th of February
- 30th of June
- 31st of October

Who can apply for funding?
The fund is open to applications from not-for-profit groups located within the following community council areas:
- Bettyhill, Strathnaver and Altnaharra
- Melvich
- Strathy and Armadale

What does the fund support?
The Fund aims to promote community spirit and bring people together; enhance quality of life and promote people's well-being; and foster vibrant sustainable communities. It seeks to do this by awarding funding for projects or activities that contribute to the following priorities:
- foster social networks & activities that support older people in the community
- assist young people to maximise their potential and improve their life chances
- promote better relationships between different generations
- encourage healthy lifestyles and good mental health
- support the development and use of new community assets, and maintain and enhance existing ones
- address the effects of rural isolation, improving access to services and improving transport
- support skills development and non-profit making initiatives that will nurture a thriving and diverse local economy
- minimises environmental impacts and reduces 'carbon footprint'.
- strengthen the ability of local people and groups to continue to meet their own needs and make a difference within their communities.

What cannot be funded?

The SSE Renewables Strathy North Community Fund will not support the following activities or costs:

- The advancement of religion or party politics
- Activities that are the statutory responsibility of statutory authorities
- Projects benefiting primarily those residents outside the Fund Area of Benefit
- Activities contrary to the interests of SSER or its subsidiaries
- Activities likely to bring SSER or its subsidiaries into disrepute
- Anti-renewable energy/wind farm activities
- Retrospective funding (i.e. paying for costs incurred before a decision on an application to the Fund for support can be made)
- Recoverable costs (i.e. VAT costs that can be recovered).

How to apply

Applications to the Strathy North Community Fund are made through an online application form. To access this, please follow the link below:

https://ssecommunity.my.site.com/s/eligibility?fid=a1bTu000000WcAD

You will be asked to confirm your eligibility to apply to the Fund and will then need to create a user account for your group for our Community Investment Portal, if you have not already done so, or login if you already have an account.

About the online application process

The following guidance may help you in completing the application form:

- You must already have or create a user account (using the application form link above) in order to access and submit a grant application.
- Your draft application will save at key points, so you can log out of the portal and resume drafting it when you log back, should you not wish to complete and submit it in one session. Log back in here and click the 'My Applications' button on the home screen, then 'launch' next to your draft application. Please do not use this same login page to create your user account - this must be done through the application link (above).
- We will send you an email confirming your application has been received after you have submitted it. This will contain a link to download a copy of your application and save this for your records.
- You can read Frequently Asked Questions about our online application and grant management system here
- If you have any problems in accessing or completing the application form, please contact the relevant Community Investment Manager (details above).
- You can view videos on navigating the online grant system here.

Guidance on completing the application form

We have provided guidance below on the information we are looking for under the questions asked on the application form, as well as any supporting information that we require.

Documents to upload

We will ask you to upload the following documents during the application process, please ensure you have them to hand:

- A copy of the group's constitution
- A copy of one of the group's bank statements from the last three months
- A copy of the group's most recent approved annual accounts
- A copy of your project budget (or you can use the budget template provided in the application form)
- Copies of quotes for works or goods included in the project budget
- A copy of the organisation's Child Protection/Vulnerable Adult Policy (if applicable)
- Letters of support for your project (if applicable)
- Any other documents which you think are required in support of your application.
    - For example any architects drawings, a business plan, and/or copies of any relevant permissions, such as planning permission, building warrant and/or listed building consent
    - Please note due to GDPR we ask you not to include any photos which include people.

Group Details

Note: you will need to register this information the first time you apply for a grant on behalf of your group and it will remain on the portal for any future applications.

- Name of Group:
    - This should be the name that appears on your group's governing document and bank account statement.
- Type of group:
    - You will be able to select from a list: Unincorporated voluntary or community organisation; SCIO; registered charity (other); Company limited by guarantee; Community Interest Company; Community Benefit Society; Community Council; Other
    - If your group has one, you will be asked to provide its registered charity and/or company number so please have this to hand.
- Phone number:
    - Please enter a phone number on which we can contact the above-named person.
- Website
- Number of people:
    - on your group's board or management committee – in total, not just office bearers
    - employed by the group
    - who volunteer for the group.
- Date established:
    - Please provide the date that your group's governing document was adopted, or if it is a registered company or charity, the date it was registered with the regulator.

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- What are your group's aims and objectives?
- Your groups' main activities including any previous community projects:
    - Provide a summary of the main activities or services your group delivers and/or has delivered to-date.
- Communities your projects or activities support:
    - State which communities or beneficiary groups your group supports. For example all residents in the community your group is set up to benefit, or young people, or people who are not in education, employment or training.
- Constitution upload
    - Upload the latest version of your group's governing document adopted by the members.
- Correspondence address
- Registered address:
    - This is the address at which your group or organisation is formally registered, which may differ from the correspondence address.

About the Project

- A short summary of the project or activity that you are applying for funding towards:
    - Please give a summary (no more than 25-words) of the project or activity you are requesting a grant towards – what it will deliver and for who.
- The geographic area the project will be delivered in:
    - Please provide a postcode / Eircode that best represents the project's delivery location.
- A description of the project you are looking for funding for:
    - We suggest you cover:
        - what you want to do
        - How you will do this – e.g. the activities you will deliver, where/ when/ how often you will deliver them, how you will reach those you are seeking to benefit, any equipment needed, and how it will be used
        - How the community has been and/or will be involved in developing and delivering the project
        - Who will lead the project – their role(s), skills and experience
        - How you will monitor and evaluate the success of the project
        - The proposed start and end dates for the project.
    - Suggested word limit - 400 words
- How will you maintain / sustain your project after the period of our grant funding is finished?
    - If the project will continue beyond the period for which you are seeking grant funding, please let us know how you intend to continue it, including how you will secure any funding, volunteers, or other resources needed to do so.
    - Please also include relevant details if the project will help to make your organisation more self-sustaining.
- How have you identified a need for this project within the local area?
    - Your project should address a current need and gap in local provision.
    - Where possible please provide relevant local data that demonstrates this e.g. from a local community plan, survey of your intended beneficiaries, labour market statistics, and/or neighbourhood statistics.
    - Suggested word limit is 300 words.

- How many people will benefit from the project?
  - Only include those who will benefit directly from the project. This may include any volunteers involved in delivering it. Please ensure the number you give is realistic.
- How have you calculated the above figure?
  - Please tell us how you arrived at this figure.
- Will any jobs be supported by the project?
  - If yes, we will ask how many.
- Will any community assets (e.g. community hall, footpath) be built and/or improved as part of the project?
  - If yes, we will ask how many.
- Will this project help improve energy efficiency or climate change?
  - If yes, please provide details of the energy generation or carbon reduction potential of the project, where you know this.

UN Sustainable Development Goals

SSE Renewables community programme supports the UN Sustainable Development Goals. We will ask you to identify the primary UN Sustainable Development Goal that your project contributes to and will allow you to also identify secondary goals. You can find out more about the UN SDG's at: Sustainable Development Goals | United Nations Development Programme (undp.org)

The Goals we will ask you to select from are:

- Goal 3 - Good health and well-being e.g. your project will improve people's well-being, physical health or emotional health including community care services, sports classes, befriending services.
- Goal 4 - education and training e.g. your project will support people to enter work, will help schools to deliver new activity or would help community members learn new skills.
- Goal 7 - energy efficiency - your project helps communities to have affordable and modern energy e.g. insulation measures, new heating systems.
- Goal 8 - supporting jobs, tourism and economic growth - your project will enhance the local economy e.g. projects which employ people in the local area, the development of social enterprise activity, projects to increase tourism to the area.
- Goal11- Sustainable communities - your project will help enhance the local community e.g. improving a community hall, building new community sports Centre, running a community event
- Goal 13 - climate action - your project will help to combat climate change e.g. community renewables.
- Goal 15 - Life on land - projects which help the local environment e.g. community owned forests, community gardens, community nature paths."

Project Aims and Success

- Explain how your project achieves the Fund aims and priorities outlined on page 1 of this guidance document.
  - Suggested word limit - 300 words

Project Bank Details

- If your project is in the UK, we will require your group's bank sort code and account number:
  - Please ensure the details you provide here are correct as this information will be used to make grant payments if you are successful in securing a grant.
- If your project is in the Republic of Ireland, we will require your IBAN number:
  - Please ensure the details you provide here are correct as this information will be used to make grant payments if you are successful in securing a grant.
- Bank account holder's name:
  - This is the name that your group's bank account is held in, as it appears on bank statements - it should be the name of your group.
- Upload a copy of a recent (within the past three months) bank statement
- Upload a copy of your group's latest accounts (as approved by your board or management committee)
- Additional authorised bank signatory:
  - Provide the name, e-mail address and position of a second person who is authorised to use your group's bank account. Please ensure you enter these details correctly as this person will be e-mailed any grant offer letter for their countersignature.

Group Finances

- What are the main sources of income for the group?
  - Please provide brief details of how the group normally raises most of its income e.g. from local fundraising, grants, charges for services, etc
- Total income and surplus/deficit from the uploaded financial accounts:
  - The figures you provide should match those in the group's approved annual accounts that you uploaded earlier as part of your application
- Current unrestricted reserves and why they cannot be used for this project:
  - Unrestricted reserves are monies which are not restricted (usually by a donor or lender) for any particular use. If your group's unrestricted reserves cannot be used towards the project you are seeking a grant from SSE Renewables for, we will ask you to explain why.

Project Budget

- Select an option to add your project cost details:
  - You will have the opportunity to insert the information into a list/ table in the form or to upload your own budget template. Please **do not do both**.
  - If you enter costs in the list / table option then decide to upload a budget file instead, please ensure you delete any entries in the list / table before continuing.
  - Please provide an accurate list of all costs involved in the work, services, or items required for the project. This should include any project costs that you are not requesting a grant towards.
  - If you enter costs in the list / table option, these will automatically be totalled.
  - If you have chosen to upload a budget file, enter the total project cost (as stated in the file) into the box provided.
- Explain how you have costed the project.

o For larger capital items (e.g. building work, vehicles, equipment) of more than £2,500 in value we expect you to have sought at least two quotations, for such items of more than £10,000 in value we expect you to have sought at least three quotations. Please upload any quotations you have received towards such costs.

o If you are seeking a grant to cover salary costs, please tell us what hourly rate will be paid. SSE Renewables is a Living Wage Friendly Funder; therefore, we require any roles paid for through our funding to meet or exceed the Living Wage.

- Tell us how much you are applying to the Strathy North Community Fund for.
  Only non-recoverable VAT costs should be included in any grant amount you are requesting from SSE Renewables.

Project Funders

- If your total project cost requires other funding (including where your organisation is contributing its own funds), you will be asked to list all of the other funding sources, including the amounts being applied for and whether this funding is confirmed.

Checklist

We will ask you to tick yes, no or not applicable to the following checklist:

- That the group has the appropriate procedures in place to carry out your project safely
- That the group has at least three unrelated people serving on its management committee / board.
- That the project doesn't require retrospective funding
- That, if requested, you can provide the details of an independent referee.
- That any salaries are paid at, or greater than, the Living Wage
- Whether the project requires your group to secure permissions, such as planning permission, a building warrant and/or listed buildings consent, prior to starting work. If it does, tell us whether these have been applied for / granted. If they haven't been applied for or granted yet, tell us when you expect this to happen.