

## SPURNESS COMMUNITY FUND GUIDANCE

### What is the Spurness Community Fund and who does it benefit?

SSE Renewables operates a 10MW wind farm on the Island of Sanday, in the Orkney Islands. The Spurness Community Fund has been established as a means of enabling us to contribute to the communities located around the wind farm. Starting in 2004, the Fund is worth approximately £30,000 per year. The fund supports the community-based projects near the wind farm.

### Who should I contact for more information?

SSE Renewables supports the administration of the fund and Spurness. Community Investment Manager Kirsty Partridge, can provide further information on the fund. Kirsty can be contacted at [kirstypartridge2@sse.com](mailto:kirstypartridge2@sse.com) or 07493 882554.

### What are the application timescales?

The fund will close for applications four weeks before a panel meeting and decisions on applications are taken at Community Council meetings. Therefore, the schedule for the Spurness Community Fund panel meetings is in accordance with the Sandy Community Council Meetings.

### Who can apply for funding?

The fund is open to applications from not-for-profit groups located within the following community council areas:

- The community council area of Sanday.

### 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 Spurness 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 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 Spurness Community Fund are made through an online application form. To access this, you will need to create an account for your group on our system, if you have not already done so, or login if you already have a user account.

To create an account and/or access the application form, please follow the link [here](#).

### 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 link above) in order to access and submit a grant application
- You will be able to save your draft application when you log out of your account and resume drafting it when you log back in
- We will send you an email confirming your application has been received after you have submitted it
- You can read [Frequently Asked Questions](#) about our online application and grant management system.
- If you have any problems in accessing or completing the application form, please contact the relevant Community Investment Manager (details above).
- You can read further guidance 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 some of the questions asked on the application form, as well as any supporting information that we require.

**About your group – this information will be registered once by your group and will remain 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.
- Contact name:
  - This will be the person to whom we address any correspondence regarding the application, for example any requests for further information or any grant offer letter.
- Contact email:
  - This will be the email address to which we will send any correspondence regarding your application, so it is important to provide an email address which is checked regularly.
- Phone number:
  - Please enter a phone number on which we can contact the above-named person.
- Website
- Correspondence address
- Registered address:
  - This is the address at which your group or organisation is formally registered, which may differ from the correspondence address.
- Number of people:
  - on your group's management committee or board – in total, not just office bearers
  - employed by the group
  - who volunteer for the group.
- Background Information about your group:
  - Please provide a brief overview of your group, e.g. date the group was established; its aims and objectives; an overview of relevant projects/ services delivered to date; an outline of the communities / beneficiary groups the group supports.
- Outline of previous grant awards the group has received from SSE Renewables:
  - For each previous grant award your group has received, please outline the grant award amount and give a short summary of what the grant was for. We are particularly interested to know about grants you have received in the past three years.

## Project details

- A 25-word summary of the project you wish to be funded:
  - Please give a brief summary of what your project will deliver and for who.
- The geographic area the project will be delivered in:
  - Please provide a postcode/EIRcode if the project will be located in one place
- 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, 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 this number is realistic and you can tell us how you arrived at this figure if we ask.
- Will any jobs be supported by this project?
  - If yes, we will ask how many.
- Will any community assets (e.g. community hall, walking path) be built and/or improved as part of your project?
  - If yes, we will ask how many.
- Will this project help improve energy efficiency or involve action on climate change?
  - If yes, please provide details of the energy generation or carbon reduction potential of the project, where you know this.

### 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 \(undp.org\)](https://www.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."

### **Fund aims and priorities**

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

### **Financial information**

- The name of the bank that the group's account is held with
- Account holder name:
  - The name that your groups' bank account is held in, as it appears on bank statements - this should be the name of your group
- If your project is in the Republic of Ireland, we will require your IBAN number:
  - Please remember to double check 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 UK or the Republic of Ireland, we will require your bank sort code and account number: 
  - Please remember to double check 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
- What the group's main sources of income are:
  - 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 you submit with your application
- Current unrestricted reserves and why they cannot be used for this project:
  - Unrestricted reserves are money which is not already restricted / committed for a particular use.

### **Budget**

- Please confirm if the project is new.
  - If the answer is no, we will ask how it has been funded to date
- Provide a breakdown of all project costs:
  - Please provide an accurate list of the 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.
  - You will have the opportunity to insert the information into a table on the form or for you upload your own budget template.
  - Explain how you have costed the project. For larger capital items (e.g. building work, vehicles, equipment) of more than £5,000 in value, we expect you to have sought at least three quotations.
  - Only non-recoverable VAT costs should be included in any grant amount you are requesting from SSE Renewables
  - If you are seeking a grant to cover salary costs, then 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.
- Confirm the amount you are applying to the Spurness Community Fund for.
- If your total project cost also 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, status of your applications, and expected date the outcome of these will be known.

## Uploaded documents

We will ask you to upload the following information:

- 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 (if you do not use the template in the application)
- Copies of quotes for works and 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 architect's 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 would ask you not to include any photos which include people.

## 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 the 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
- That the group has the relevant permissions, such as planning permission, building warrant and/or listed building consent, in place prior to starting work.