

Baillie Wind Farm Community Benefit Fund

Dear Applicant,

Please find attached the form to be used for your application to the Baillie Wind Farm Community Benefit Fund (BWFCBF). When completing the form please print all the information as we regret that any form which is unclear will be returned.

To comply with the terms of its Constitution and legal obligations, on behalf of the Fund we must advise you of the Terms & Conditions applicable to your application. We would ask that you take the time to study them and complete the checklist on the application form.

Please also ensure that you have read our [Privacy Notice](#) prior to submission of your application.

- **General conditions.**

- ❖ Only applications from Societies, Clubs, groups or residents who reside in the West Caithness Community Council area are eligible for grants. The Fund may also consider applications from educational and sporting groups from other community council areas in Caithness and North Sutherland.
- ❖ Only projects/applications that help to create a vibrant community including those with a focus on environmental, education and community improvement projects, including outdoor activities will be considered.
- ❖ Individual residents in the West Caithness Community Council area District are also able to apply for funding towards micro-generation on individual dwellings, up to 70% of the investment or a maximum of £5,500 per household, with priority given to residents closest to the wind farm.
- ❖ Small local businesses may apply for assistance with capital equipment or business start-ups which focus on environmental, education, community improvements and outdoor activities.
- ❖ Grants for capital projects and services will not be paid in full until the project has been completed or the service provided. Proof of completion will be requested.
- ❖ Applications must be submitted and approved before commencement of a project. No retrospective applications will be considered.
- ❖ No grants will be given for second-hand equipment, unless under exceptional circumstances.
- ❖ The Fund will not provide more than 50% of matched funding for community projects and initiatives that should ordinarily be funded by The Highland Council, NHS and other government bodies.
- ❖ Applications that are seen as promoting a specific political or religious position will not be considered.
- ❖ Applications that are seen as campaigning against renewable energy development and sustainability will not be considered.
- ❖ Three quotations will be required with each application, where capital projects are involved.
- ❖ Priority will be given to applications which have tenders and quotations from companies / businesses / tradesmen operating within the West Caithness Community Council area, where the appropriate skills are present so that the funding benefits local companies who employ local people.
- ❖ If considered necessary the Fund reserves the right to request additional information beyond that mentioned in this guidance letter. This may take the form of detailed plans or requesting the applicant to meet with the Board of Directors to discuss the application.

- **Grants for Clubs or Societies.**

- ❖ Applications must be accompanied by a copy of the Club/Society's audited accounts, its Constitution, quotes and details of how many members it has.
- ❖ In normal circumstances the application would not be considered without these three requirements accompanying the application. However if it is not possible to provide any of these three requirements then a letter explaining why must accompany the application.

- **Grants for small businesses or start-ups.**

- ❖ Applications must be accompanied by a *Business Plan*
This should contain for example: Brief description and history of the business; Description of products/ services, applications, significant product advantages, features of current technology, proposed future developments;

- ❖ Description of markets (type, size, share), major customers, competitors, marketing (strategy to retain customers and attract new ones – including aspects of product/service, delivery and promotion); Description of project (i.e. capital equipment or business start-up) for which funding is sought and reasons for the project.

For a new business the following information is also specifically required: Strong evidence of a business market by providing receipts from customers/letters from potential customers.

- ❖ Applications must be accompanied by *financial Information*

Start Up Businesses: Two years projected Cashflow Forecasts, Profit & Loss Forecasts and Balance Sheet Forecasts. If the business has a short trading record then Management Accounts should be made for this period.

Existing Business:

- Two years historic accounts to the latest year end.
- Management Accounts from the latest year end to date of application (if available).
- Two years Cashflow Forecast demonstrating the effect of the project in question

- **Publicity.**

- ❖ It is important that the work of the Fund is acknowledged in any published materials that relate to grants that have been given. Therefore if an application is successful clubs and societies are required to (a) acknowledge the contribution of the Fund in any publicity they might produce and (b) participate in any publicity that the directors might organise.

If funding permits, the Fund may consider applications that benefit the wider community which don't fit within the standard guidelines. Please contact the Fund Administrator to enquire before applying.

For additional information or to return a completed application, please contact 01847 500105, the Fund's Administrator, details below:

Fund Administrator
Baillie Wind Farm Community Benefit Fund
Naver Business Centre
Naver House
Naver Road
Thurso
Caithness KW14 7QA

E: enquiries@bailliecommunityfund.org.uk

Baillie Wind Farm Community Benefit Fund

GRANT APPLICATION FORM

(Please print all information)

Name of Organisation / resident / business making the application	
For Clubs, Societies, Groups and Business please give a contact name	
Address for correspondence	
Postcode	
Contact telephone number	

What will the grant be used for?	
What sum are you requesting <ul style="list-style-type: none"> • Please provide three copies of quotations and a breakdown of costs 	
Please detail payment terms (please note grants are normally paid on production of receipts)	
Please provide a brief summary of why you are applying. i.e. <ul style="list-style-type: none"> • For equipment and services why the item is needed. Is the grant for the total cost or only part? • Are you likely to receive funding from other sources? (Continue on the reverse of this form if necessary)	

I certify that the details that have been provided are true and accurate to the best of my knowledge. I understand that the Fund will seek the return of any grant if it is discovered that the information given was incorrect or if the grant is not being used for the purpose stated above. If the application is approved then I or the organisation I represent agree to participate in any publicity events the Fund might arrange.

Signed		Name		Date	

(Please return this form to Trudy Morris, Baillie Wind Farm Community Benefit Fund, Naver Business Centre, Naver House, Naver Road, Thurso, Caithness KW14 7QA)

PLEASE ENSURE YOU HAVE INCLUDED ALL THE DOCUMENTATION REQUIRED

GRANT APPLICATION CHECKLIST

(Please ensure that all boxes are ticked before your application is submitted otherwise the Board of Directors will be unable to consider your application)

Grant Application Funding Requirements	Please Tick
This application is from a society, club, group, resident or business from the West Caithness Community Council area	
I accept that for capital projects, not all funds will be immediately released and that proof of completion will be required before the final payment is made	
This application is not for retrospective funding	
This application does not promote specific religious or political beliefs	
This application does not oppose renewable energy and sustainability	
Where applicable, accounts, constitution, details of no. of members and three quotes are enclosed	
If successful in this application, we will fully acknowledge the Fund in our publicity and agree to take part in any publicity organised by the Fund.	