

## CLYDE BORDERS COMMUNITY FUND GUIDANCE

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

Clyde Wind Farm (Scotland) Ltd operate a 206-turbine wind farm in the Clyde Valley. The Clyde Borders Community Investment Fund has been established as a means of enabling a contribution to the communities located around the wind farm. The fund is worth approximately £130,000 per year. The fund supports the community council areas of Skirling, Upper Tweed and Tweedsmuir. The funding decisions are made by local advisory panel, made up of local residents and representatives from the community councils.

### Who should I contact for more information?

SSE Renewables supports the administration of the fund and Colin McMillan, Community Investment Manager can provide further information on the fund. He can be contacted at [colin.mcmillan@sse.com](mailto:colin.mcmillan@sse.com) or on 01738 344 360.

### What are the fund deadlines?

The fund operates four rounds per year and the deadlines for applications are:

- 6<sup>th</sup> February 2023
- 1<sup>st</sup> May 2023
- 24<sup>th</sup> July 2023
- 23<sup>rd</sup> October 2023

### How much can I apply for?

Between £250 and £25,000. Applications above £25,000 are possible but should be discussed with SSE first. Micro grants of under £250 are also available from your community council.

### Who can apply for funding?

The fund is open to applications from constituted (governing document) not for profit groups. The project seeking funding must be for the benefit of the residents of Skirling, Upper Tweed and Tweedsmuir.

### What does the fund support?

Within the Skirling, Upper Tweed and Tweedsmuir areas, 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 grants that:

- 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 acquisition, 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

- protect the environment and advance the area's heritage; including involving local people in the sensitive and sustainable stewardship of the natural environment and participation in activities that promote sustainable development
- strengthen the ability of local people and groups to continue to meet their own needs and make a difference within their communities

In addition, in order to ensure that the Fund achieves maximum benefits for the local communities, *priority* for grants will be given to projects that can demonstrate they also meet the following criteria:

1. That other possible sources of funding for the project have been explored.
2. For local community groups applying to the Fund that reasonable efforts have been made to raise money through their own local fundraising activity.
3. That local suppliers will be used for the provision of goods and services, where appropriate.
4. That consideration has been given to minimising the environmental impact of projects and reducing your organisation's 'carbon footprint'.

### What is not eligible for funding?

The Clyde Borders Community Fund will not support the following activity:

- Projects which do not benefit people living within the community council areas of Skirling, Upper Tweed or Tweedsmuir
- Individuals, or groups without a constitution
- The advancement of religion or politics (including requests to support the core activities of religious or political groups)
- Costs of energy consumption
- The repayment of loans or payment of debts
- Trips Abroad
- Costs already incurred or activities which will take place before we have made a decision on an application (retrospective funding).
- Payments towards areas generally understood to be the exclusive responsibility of statutory authorities.
- Anti-wind farm/renewable energy activities, including activities contrary to the interests of SSE Renewables and its subsidiaries

### Guidance for completing the application form

The following guidance may assist with the completion of the applications form:

- Make sure the main contact is someone who is familiar with both the workings of the group and the grant application, as this person may be contacted for a short telephone interview.
- We can only consider applications from constituted groups. The name of your group should be the name written on your constitution (or governing document). You must send us a copy of your signed constitution with your application.
- Your project should address a current need or gap in community provision.
- Please give an accurate list of the costs involved in the work, service, project or items for which you need the grant. If the grant requested does not cover all the costs, you should make clear

which costs it will cover and go on to show how you intend to meet the other costs to ensure that the project will go ahead.

- We require quotations if your grant request is for equipment, vehicles or refurbishment work. Please supply at least two competitive quotes. If this is not possible or appropriate, please tell us why.
- If the grant being requested is to cover salary costs, then please tell us what the hourly rate to be paid is. SSE Renewables is a Living Wage Friendly Funder; therefore, we require any roles paid for through a grant to meet or exceed the Living Wage.

## CLYDE BORDERS COMMUNITY FUND APPLICATION FORM

Please read the guidelines before completing this form. All sections must be completed and returned to [colin.mcmillan@sse.com](mailto:colin.mcmillan@sse.com).

### Section 1: About your organisation

Name of organisation		
Contact name		
Position in organisation		
Website		
Email address		
Telephone	Daytime	Alternative
Correspondence address (including postcode)		
Please provide some background information on your organisation, when it was set up and describe its main activities including any previous community projects you have carried out.  Suggested word limit 150 words		
Which organisations (if any) provide a similar service locally?		

If applicable, what's your charity number?				
Does your organisation require membership?				
How many members does your management committee have?	How many regular volunteers do you have?	How many full-time staff do you employ?	How many part-time staff do you employ?	How many members does your organisation have?
<b>Section 2: Financial information</b>				
What's your organisation's main source of income?				
Total income last accounting year? (New groups: projected income in first year)	Total Surplus/Deficit last accounting year?	Current unrestricted reserves		
£	£	£		
Why can't your reserves be used for this project?				
<b>Section 3: Grant application</b>				
Please provide a 25-word summary of the project you wish to be funded.				

<p>Please describe the project you are looking for SSE Renewables to fund e.g. What do you want to do?</p> <p>How will you do this? (activities you will deliver, equipment needed, how it will be used)</p> <p>Where will the project take place?</p> <p>Who will lead the project?</p> <p>Suggested word limit – 400 words</p>	
<p>How will you maintain/ sustain your project after the period of funding is finished?</p>	
<p>How many people will benefit from the project?</p>	
<p>Please describe how the community:</p> <ol style="list-style-type: none"> <li>1. have been involved in the development of the project</li> <li>2. have shown support for the project (e.g. letters of support, surveys, local fundraising etc)</li> <li>3. will be involved in the implementation of the project</li> </ol> <p>Suggested word limit – 200 words</p>	
<p>How have you identified a need for this project within your community?</p> <p>Suggested word limit – 150 words</p>	
<p>Is this a new project?</p>	

<p>If your project is already running, please describe how it has been funded to date.</p>	
<p>Does your project require any permits or planning permission? If so, are these in place? Please give details.</p>	
<p><b>Project Budget</b> Please provide, or attach separately, a full cost breakdown of the whole project and indicate which elements you are requesting from this fund. Please enclose quotes or evidence where possible.</p>	
<p>How much are you applying to SSE Renewables for?</p>	
<p>How much does your project cost in total?</p>	
<p>What is a minimum amount you would require for impact?</p>	

**What other sources of funding have you applied for?**

Name of funder	Amount requested	Confirmed funding?	Date confirmed
	£	No	
	£	No	
	£	No	
	£	No	

Will you be contributing any of your own funds to the projects or undertaking

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local fundraising to help meet the costs? If so, please state how much and how these funds have been raised.

When does your project start/finish?

#### Section 4: Checklist

	Yes	No
We have appropriate procedures in place to carry out our project safely	<input type="checkbox"/>	<input type="checkbox"/>
I can confirm this project doesn't require retrospective funding	<input type="checkbox"/>	<input type="checkbox"/>
We confirm there are at least three unrelated people serving on the management committee	<input type="checkbox"/>	<input type="checkbox"/>
If requested, I could provide the details of an independent referee.	<input type="checkbox"/>	<input type="checkbox"/>
I can confirm that any level of salary paid is at, or greater than, the Living Wage	<input type="checkbox"/>	<input type="checkbox"/>
<b>I have included the following documents with my application:</b>		
A signed copy of the organisation's constitution	<input type="checkbox"/>	<input type="checkbox"/>
The organisation's latest annual accounts (independently verified)	<input type="checkbox"/>	<input type="checkbox"/>
An organisation bank statement from within the last 6 months	<input type="checkbox"/>	<input type="checkbox"/>
If you hold an AGM: The minutes of the last meeting	<input type="checkbox"/>	<input type="checkbox"/>
Project budget plan	<input type="checkbox"/>	<input type="checkbox"/>
Quotes for relevant pieces of work – please see guidelines	<input type="checkbox"/>	<input type="checkbox"/>
A copy of the organisation's Child Protection/Vulnerable Adult Policy (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Letters of support (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
I have attached additional information with this application (please detail below)	<input type="checkbox"/>	<input type="checkbox"/>

**Declaration**

By submitting this application form to SSE Renewables you certify that the information contained in this application is correct, and that you, the contact person listed in Section 1, are authorised to make the application on behalf of the above group. You understand that decisions made by SSE are final.

**Data protection**

We will use the information you give us to help assess your application and administer any grant we award you. We may also use it to analyse our grant-making and for our own research. Please read our [Data Protection Privacy Notice](#) before applying for funding.

Completed forms and accompanying information should be returned  
electronically to [colin.mcmillan@sse.com](mailto:colin.mcmillan@sse.com)