



Caithness Community Fund

Funded by ScottishPower Renewables Halsary Windfarm

Factsheet and Guidance Notes

What is Caithness Community Fund and who is it for?

Caithness Community Fund is funded by ScottishPower Renewables (SPR) community benefit funds, from its Halsary Windfarm. The fund supports projects located within Caithness, incorporating the community council areas of Berriedale & Dunbeath, Bower, Caithness West, Castletown, Dunnet & Canisbay, Halkirk District, Latheron Lybster & Clyth, Royal Burgh of Wick, Sinclair Bay, Tannach & District, Thurso, Watten, and any other surrounding area the Funding Panel deems to be of significance.

Projects must benefit one or more of the communities, which are geographically defined by community council boundaries.

How is Caithness Community Fund managed, and who makes the decisions?

Caithness Community Benefit Fund is managed by a panel of 12 local representatives one from each community council area in Caithness who make the decisions on grant awards from the fund. Administration is provided by Caithness Voluntary Group, a registered charity and company limited by guarantee.

How much is available? Approximately £55,000 is available each year.

Who can apply for a grant?

Applicants must normally fulfil the following conditions to apply to the fund.

- The proposal is for projects or activities consistent with the overall priorities and criteria of Caithness Community Fund.
- Applicants have a constitution (governing document or set of rules) and are set up on a not-for-private-profit basis. However, groups do not need to be registered charities to apply.
- Applicants must provide their latest set of accounts, signed by an independent third party.

We welcome pre-application enquiries - please contact Caithness Voluntary Group if anything is unclear.

What will Caithness Community Fund support?

Caithness Community Fund will support community-led activities that support the rural regeneration and sustainability of communities in Caithness. These activities would typically relate to community facilities, skills and employment, community or local events, sport and recreation, environmental improvements, youth and education, heritage and/or net zero/emissions reduction initiatives. Awards can support a wide range of costs and activities including running costs. Groups seeking to undertake capital projects in respect of land or assets (e.g. village halls, community spaces) must either own the property, or have a minimum twenty-five-year lease.

What sizes of grants are available?

Micro grants up to £500

Main grants from £501-£7,500

Grant holders must be able to spend their grant within 12 months of an award.

Categories on what you cannot apply for are listed below.

- Religious purposes (where one religious group would benefit over another or the promotion or activities of any religious group). Where a religious building (Church, Church Hall etc) is a community resource and the application is for the improvement of the community hub which would benefit the whole community, this would be acceptable.
- Political purposes (applications which promote political views or the activities of political groups cannot be supported);
- Entertainment or hospitality purposes (where funds would be used to offer a gift, hospitality or entertainment with the intention of achieving an advantage over others);
- Funding cannot be awarded to be spent at the discretion of a person or legal entity;
- Any purpose which is averse to ScottishPower Renewables, its parent company or group companies, windfarms, renewable energy industry or the electricity industry;
- Investment in any windfarm or windfarm site which does not belong to Scottish Power Renewables;
- The funding or replacement of a service which is provided by, or is the legal responsibility of, the local authority or other public authority or a statutory responsibility;
- Projects which cannot demonstrate a significant benefit to the local community;
- Funding for the repayment of loans or debts or applications to the Fund for loans;

General guidelines

All sections of the application form must be completed. A separate sheet may be included.

Section One: Organisation Details

- Please don't write 'see attached' on any part of the form as a substitute for information – although if you wish to include other documents (besides your constitution and accounts) with which to support and supplement your application then you are welcome to do so.
- Please round figures up to the nearest pound.
- 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. Please make sure they will be available in the four weeks following the next deadline and let us know if they are away for any time during this period.
- We can only consider applications from constituted groups. The name of your group should be the name written on your constitution (or governing document). This must also be the name on your bank account. You must send us a copy of your signed constitution with your application.
- Your type of organisation will be the legal status of your organisation e.g. a company limited by guarantee, a charity, etc
- You don't have to be a registered charity, but if you are, please supply the charity number.

Section Two: Grant Application

- Please describe your project – its background, overall aims and the activities involved.
- Tell us who will directly benefit from the project/activity that you are looking for the funding towards. Be realistic regarding these numbers.
- If the grant being requested includes salary costs as part of the project, then please tell us what the hourly rate to be paid is. We would expect it to be the Living Wage or greater. See website for further information. <http://www.livingwage.org.uk/friendly-funders>

Section Three: Costs

- 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 or go towards 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 and any evidence of having sought more than two.

- Tell us where any other funding for this project is coming from, for example local fundraising or other grants. Please indicate whether the funding has been received or pledged. If you are awaiting a decision on a funding application, tell us when you expect to hear the outcome.
- If your project is time-specific then please make sure your application is made in plenty of time to receive a decision before the project takes place.
- Please note that 'account name' should give the exact name in which your account is held. We expect this to be the same as the name of your group (as shown on your constitution) and if it isn't we may not be able to give you a grant. We cannot deposit money to bank accounts in the name of an individual.
- We expect groups to require at least two unrelated people to authorise cheques from their account. If this is not the case, we may not be able to award you a grant.

Section Four: Financial Information

- A copy of your most recent annual accounts must be included with your application. They should be signed by a member of your management. We will be unable to process your application if you do not send these or if your accounts are out of date. Please include a copy of your most recent bank statement.
- Groups that have not yet completed one full year must provide a projection of income and expenditure for the group's first year of operation, this is just an outline of where you anticipate receiving funding from and what you will be spending this on. Please include any evidence you can of funding pledged or secured, and include details of all your group's income and expenditure, not just that which relates to this application.

There will be one round for this fund open per year closing date listed below.

Fund opens for Applications 1st November 2024 closing date 31st January 2025

How can you apply? the simplest way is to apply online, go to <https://cvg.org.uk/caithness-community-fund/> Alternatively, application forms and guidance are available on request from Caithness Voluntary Group from the Programme Administrator office@cvg.org.uk or phone Angus on 07789988857.

Caithness Voluntary Group is a company limited by guarantee registered in Scotland no SC150015, recognised as a charity in Scotland no SC002484, registered office; The Argyle Suite, Pulteney Centre, Huddart Street, Wick KW1 5BA