



Caithness Community Fund

Funded by ScottishPower Renewables Halsary Windfarm

Main Grant Application

Applications from £501-£7,500

This form helps Caithness Community Fund understand more about your proposed project and determine whether it is eligible for funding.

The fund criteria and the project appraisal and approval process are explained in the Caithness Community Fund Guidance. Please ensure that you read the guidance before filling in this form.

It will save time if you provide **all** relevant details and documents requested, otherwise there could be delays in processing your application.

It is easier to assess your application if all relevant information is provided within this document. If you do need to provide further information in support of your application separately, please make sure that this is clearly stated on your application form (e.g. 'see attached 'name of document') or this may not be taken into account.

If you have any queries on the application form, please email office@cvg.org.uk or call Angus on 07789988857

Applications will be acknowledged within two weeks of receipt and decisions will be notified within two weeks of a panel meeting. Application deadlines and panel meeting dates will be published on the webpage.



Who Can Apply?

Any constituted local community, voluntary or non-profit organisation within the eligible area can apply for funds between £501 and £7,500 to support their project.

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.

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 will Caithness Community Fund not support?

- 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;



Section One: Organisation Details

1: Full name and type of organisation:

2: Contact name and role in organisation:

3: What are the main activities of your organisation/what service do you provide?

4: If applicable, what's your organisation charity number or registered company number?

5: Telephone number:

6: Email:

7: Address where we can write to you. (Your own address or the address of the organisation you represent) including postcode



Section Two: Grant Application

1: What is the name of your project

2: Where in Caithness will your project be delivered

3: Are there any organisations providing a similar service locally?

4: Please describe who benefits from your organisation or group and how many people will benefit from this project in particular?

5: Please describe the project you are looking for Caithness Community Fund to fund?

6: What do you want to achieve?

7: How will you deliver this? (Activities you will deliver, equipment needed, how it will be used)



8: Who will lead the project? What other paid/volunteer resource will be required to deliver it?

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9: How have you identified a need for this project within your community?

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10: How will you measure the success of this project?

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11: Is this a new project?

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12: Do you have any examples of other successful community projects you have delivered?

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13: Does your project require any permits or planning permission?

If so, are these in place? Please provide evidence.

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15: Is your application to fund a position or salary? If so, can you confirm that the level of salary is at, or greater than, the Living Wage.

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16: How much are you applying for?

How much does your project cost

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Section Three: Costs

1: 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 a minimum of two quotes and any evidence of seeking additional quotes where possible.

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2: What other sources of funding have you applied for?

Funder	Funding Requested	Date outcome expected	Outcome

3: Please describe what steps you have taken/will take to ensure best value for the community for the funding being requested (e.g. competitive tendering, using local suppliers, budget monitoring, sharing resources, accessing benefits in kind, volunteer opportunities etc.)

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4. When does your project start/finish?

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If your grant is successful, please specify who the award should be made payable to. This must not be an individual's bank account, and must be an account where two signatories are required.

4: Account name

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Section Four: Financial Information

1: What's your organisation's main source of income?

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2: Income (new groups projected income first year)

Total Income last Accounting Year	Total surplus deficit last accounting year

3: Current unrestricted reserves

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4: How much of your reserves are going towards this project.

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5: Have you applied to the Caithness Community Fund before? Please provide details.

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Checklist & Declaration

We have appropriate procedures in place to carry out our project safely yes/no

I have included the following documents with my application:

- ☐ A signed copy of the organisation's constitution
- ☐ The organisation's latest annual accounts (independently verified)
- ☐ A copy of the organisations most recent Bank Statement
- ☐ Project budget plan
- ☐ A copy of the organisation's Child Protection/Vulnerable Adult Policy (If Applicable)

I have also attached additional information with this application (please detail below)

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By submitting this application form to Caithness Community Fund I certify that the information contained in this application is correct, and that I, the contact person listed in Section 1, am authorised to make the application on behalf of the above group. I understand that decisions made by Caithness Community Fund are final.

Signed:

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Opening date for applications	1st November 2024
Closing date	31st January 2025
Panel meeting	TBC April 2025

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. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. Such organisations and individuals may include the community advisory panel or local authority. We may share information with other organisations providing matched funding.

Completed forms and accompanying information should be returned electronically to office@cvg.org.uk or by post / in person to:

Caithness Voluntary Group
The Argyle Suite,
Pulteney Centre,
Huddart Street,
Wick
KW1 5BA

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