



The St John's Hill Wind Farm Community Fund has been established as a means of enabling the Wind Farm to contribute to the community in which it operates. These guidelines have been produced to assist those seeking grants from the fund and the community fund decision making panel when considering applications.

What is the St John's Hill Community Fund?

The St John's Hill Community Fund has been set up because the energy company (Quintas Energy) recognise that in helping to satisfy society's energy needs, their activities have the potential to affect their neighbours. They accept responsibility to minimise those impacts and to operate within the conditions of their planning permissions. They recognise that a good corporate neighbour is one who contributes to the wider wellbeing of the community. The St John's Hill Community Fund is a practical way of providing such support.

How much money is available?

Each year, a total fund in the amount of £12,950 index linked, will be available to be distributed to successful applications. The St John's Hill Wind Farm Community Fund is taken directly from wind farm profits. It is recognised that Quintas Energy directly donates £10,000 annually to Kinneff Village Hall (KVH) from the Wind Farm. The KVH donation does not form part of the St John's Hill Wind Farm Community Fund.

What is the area of benefit for the Fund?

The St John's Hill Wind Farm Community Fund is open to applications from groups and organisations for projects which benefit residents living in the following Community Council areas of:

- **Arbuthnott**
- **Catterline, Kinneff and Dunnottar**

The Decision-Making Panel will endeavour to ensure so far as is reasonably practicable that the fund is distributed equally between the two Community Council areas.

What type of projects does the fund support?

The aim is to support projects that make a difference in the communities where the wind farm operates. Quintas Energy is keen to support community and voluntary organisations that are charitable, educational, and philanthropic or benevolent in purpose. Organisations do not have to be a registered charity, but they do have to be able to demonstrate real community impetus and benefits. They also need to have a constitution or other appropriate governing documentation.

The Fund welcomes applications from organisations whose focus covers aspects of the following:

- the advancement of education
- the advancement of citizenship or community development
- the advancement of culture or science
- the advancement of public participation in sport and recreational activity

- the advancement of local services and facilities for the community
- the advancement of environmental protection or improvement
- the promotion of sustainable development

What information is required?

The key requirement the Decision-Making Panel considers is evidence that the project will benefit the community it serves. It will help your case if you can demonstrate all or any of the following:

- **Need:** You will have to establish that there is a clear need for the project. It will help if you have done research that has involved dialogue with those who will use the facility or service.
- **Community use:** The true extent of the likely community use of the proposed project or service.
- **Community involvement:** We like to support projects where the community is already helping itself and where there is an enthusiastic input from committed and resourceful people.
- **Value:** We need to know that what you are proposing represents value for money and has been carefully budgeted. Your budget must be realistic with quotes/estimates included with your application.

What type of projects will not be considered?

- Projects outside the immediate area of benefit.
- Projects not proposed by an acceptable project applicant.
- National or regional charities with no independent office in the area of benefit.
- Projects that should be funded by a statutory body – other than the two Community Council's in the area of benefit.
- Sponsorships.
- Improvements to land that is not open to the general public.
- Projects promoting political or religious activities - other than historic buildings in the area of benefit.
- Deficit or retrospective funding (i.e. grants for activities that have already taken place).
- Any project which conflicts with the interests of renewable energy.
- Any project which conflicts with the interests of the Company.
- Any projects which conflicts with the interests of the Wind Farm.

How long is funding available for?

Grants are to cover a one-year period and should be used within a year of receiving payment. You may, however, receive one year's funding and then re-apply the following year. Applications from groups that have not received a grant previously may be given greater priority, so you should not assume that you will be successful in a request for repeat funding.

What about match funding?

Grants from the St John's Hill Wind Farm Community Fund may be used as match funding unless expressly excluded by the Decision-Making Panel.

What is the application process?

Kincardineshire Development Partnership (KDP) will open the St John's Hill Community Fund for applications between the 1st January and 31st March each year. Copies of the application form will be made available to interested parties by post, email or from the KDP website.

Once your full application is received, you may be contacted for further information. Please ensure that the person nominated as a referee on the application form knows about the project and can talk knowledgeably about it.

The St John's Hill Community Fund Panel will then meet to consider all applications and agree which projects will receive funding.

Who sits on the fund panel?

The St John's Hill Community Fund Panel consists of:

- 2 representatives from Arbuthnott Community Council plus one additional resident from Arbuthnott nominated by the Community Council.
- 2 representatives from Catterline Kinneff & Dunnottar Community Council plus one additional resident from Catterline, Kinneff & Dunnottar nominated by the Community Council.
- An independent person nominated by Kincardineshire Development Partnership who lives out with the area of benefit and with no commercial interest in the area of benefit.
- A representative from Quintas Energy.

Each Community Council will elect their representatives annually to attend the Panel meeting as arranged by Kincardineshire Development Partnership. The Chair will rotate annually between the two Community Council areas.

What do I need to send with my application?

As well as the completed application form, you should send us:

1. **A signed copy of your organisation's governing document** (signed at the time of adoption). This may be a simple set of rules, a constitution or memorandum and articles of association. Your organisation should have an open membership and operate with regards to equal opportunities best practice and this should be reflected in your constitution.
2. **A copy of your organisation's most recent accounts.** If you have been running for over one year, we would expect to see a full set of accounts showing a breakdown of your annual income, expenditure and carry-forward balance. Please note that OSCR returns will not be accepted. If you are a new group (less than twelve months old) a recent bank statement plus an annual budget/cash flow forecast showing estimated income and expenditure is acceptable. These documents should be signed by your treasurer. If you do not have a bank account, it is possible for you to nominate another voluntary organisation to receive payment on your behalf. The nominated organisation should be willing to provide confirmation that they are able to ring-fence your grant within their own accounts.
3. **A copy of your child protection policy.** If your organisation works with children or young people (under 19 years) or the activity subject of the application will involve working with children or young people, you will need to provide a copy of your child protection policy. If you do not have such a policy your local council for voluntary service may be able to assist.

4. **Vulnerable person's policy.** If your organisation works with vulnerable people aged 18 years or over or the activity subject of the application will involve working with vulnerable people, you should include a copy of your vulnerable person's policy. If you do not have such a policy, then your local Council for Voluntary Service may be able to assist.
5. **Permissions.** If your project requires landowner or landlord's permission, you should produce a letter from him/her to that effect. You should also provide documentation to show that planning permission has been obtained if required.
6. **Plans and photographs.** If your project involves an element of development, you should provide a location plan, photographs of the site today, and plans/sketches showing what is proposed.
7. **An independent reference.** This should be someone who knows about your organisation, but who is not a trustee or committee member. It could be a volunteer or someone who takes part in events or activities. Or it could be a member of the clergy, a policeman, councillor, or a professional local resident who knows your group and its activities well.

What happens once a decision has been made?

All offer or refusal letters will be sent within two weeks of the Panel meeting. Offer letters will include any conditions imposed by the Fund Panel. A copy of the acceptance letter must be signed and returned before payment can be made. You should not commit any money before you have received your offer letter and conditions. You should not use an award for any other purpose than that applied for. If there is any change to your original application, you should notify the Community Fund Panel in writing as soon as possible.

Decisions made by the Fund Panel will be final and no negotiations or appeals will be entered into with the applicant.

What are my responsibilities as a successful applicant?

All successful applicants must report back including copy invoices to the Community Fund upon completion of the project. If applicable, suitable photographs should be provided to allow Quintas Energy to promote the positive work that the St John's Hill Wind Farm Community Fund has enabled.

Any press references with regards to the project should refer explicitly to the funding source, by stating either "made possible by the St John's Hill Wind Farm Community Fund" or "part funded by the St John's Hill Wind Farm Community Fund."

Completed application forms should be emailed by 31 March 2021 to windfarms@kdp.scot

For more information please contact:
St John's Hill Wind Farm Community Fund
Telephone: 01569 763246
Email: windfarms@kdp.scot
www.kdp.scot

