

Banks Kype Muir Community Fund

The Banks Kype Muir Community Fund (the Fund) has been created to provide support to the Area of Benefit to deliver local projects that provide social, economic and / or environmental benefit. The Fund will operate as a single fund benefiting the local community across the Area of Benefit and it will be apportioned equally across each Community Council Area.

County Durham Community Foundation (the Foundation) manages the Fund on behalf of the Funder.

1. Area of Benefit

The Area of Benefit means the geographical area for fund eligibility as shown on the plan in Appendix 1, which will be for the benefit of communities in South Lanarkshire within a 10 km radius of the Wind Farm. Priority will be given to support projects in the Community Council areas of Lesmahagow, Sandford and Upper Avondale, Stonehouse, Strathaven & Glassford and Blackwood, Kirkmuirhill and Boghead.

2. Grant awards

- 2.1 Recommendations regarding grant awards will be based on the strengths of individual applications presented.
- 2.2 Eligible applications for projects which are identified in Community Action Plans will normally be given greater priority over other eligible applications.
- 2.3 It is accepted that the Fund will be equally apportioned across each Community Council Area.
- 2.4 Prior to submitting a grant application an expression of interest should be sent to the Foundation for initial review. Feedback will be provided to the applicant regarding the expression of interest. A request to the applicant to submit a full application does NOT imply that the grant application will be awarded.

3. How much you can apply for?

- 3.1 Normally grants will be restricted up to £25,000 per applicant group per year.
- 3.2 However applications will be welcomed from priority projects that run over a number of years or that are identified in the Community Action Plans, where a sum greater than £25,000 is requested.

- 3.3 Grant monies over £2,000 award will be paid in arrears on submission of appropriate evidence that works and activities have been completed satisfactorily. In no circumstances will grants be awarded retrospectively ie for works or activities that have already occurred.
- 3.4 Grants should normally be drawn down within 12 months from the award date. For projects where the grant award runs over multiple years each phase must be completed in line with the grant offer terms and conditions agreed at the time of the award. In the event that an award has not been drawn down within the agreed period, the Community Panel has the discretion to recommend a time extension to the Foundation or to recommend withdrawal of the award.
- 3.5 Community Council Areas, with the support of the Community Panel and agreement of the Funder, can reserve some, or all, of their annual fund allocation where they have a clearly defined long term strategic project identified in their Community Action Plan, otherwise any surplus will be made available to other eligible projects from the Area of Benefit that submit applications that the panel judges are suitable to award.
- 4. Grant application guidelines**
- 4.1 Applications for grant funding must be within the Area of Benefit.
- 4.2 Priority will be given towards supporting eligible schemes and projects identified as priorities in the respective Community Action Plans, if these have been developed.
- 4.3 Project applications from other Community Areas will be eligible for grant support. The Community Panel will consider such applications and if recommended for support such funds required will be deducted from the funds allocated to the Community Council Area closest to the project location.
- 4.4 Community groups, voluntary organisations and environmental projects that are charitable, educational, philanthropic or benevolent in purpose are eligible for this Fund.
- 4.5 Project applications from within 10km of the wind farm but outwith South Lanarkshire Council as identified in the Area of Benefit plan included at Appendix 1 or project applications from outwith 10km of the windfarm, will only be eligible for grant support if it can be clearly demonstrated that the project delivers a clear and tangible benefit to the population within the Area of Benefit.
- 4.6 The Fund will focus on supporting the following, non-exhaustive, list of typical groups, voluntary organisation and projects:
- Playgroups
 - Youth clubs
 - Sports clubs and facilities
 - The Scout and Guide Movement



- Senior citizens clubs and activities
 - Village Halls
 - Church Halls
 - Community Council projects
 - Local charities
 - Projects to enhance the environment
 - Schools (for projects that are not normally funded by SLC)
 - Education, employment, training and skills development for unemployed people
 - This is not an exhaustive list and consideration will be given to other types of projects if they can be demonstrated to provide benefit to the local community identified in the Community Action Plan and are within the remit of clause 4.4.
- 4.7 Grants will be available towards capital costs of purchase as well as for associated maintenance, revenue, or project management fees which could include salary costs (which should not normally exceed 10% of the grant value.)
- 4.8 The Fund is not to be used for:
- The advancement of religion or political activities
 - Activities understood to be the exclusive responsibility of statutory authorities
 - Projects benefitting primarily those resident outside the Area of Benefit
 - Activities contrary to the interests of the Funder or any associated entities
 - Activities likely to bring into disrepute the Fund, the Funder or the Foundation
 - Anti-renewable energy/windfarm activities
 - Retrospective funding i.e. paying for costs incurred before a decision on an application
 - Services or facilities which are already funded by the local authority or other statutory body at the time of application other than that part of a match funding application which is not being funded by a local authority or other statutory body; or
 - Projects of no benefit to the Area of Benefit; or
 - Applications from national or regional charities with no specific projects in the Eligible Area; or
 - Projects relating to improvements to land that is not open to the general public; or
 - Requests for sponsorship; or
 - Requests for deficit or retrospective funding for projects and activities that have already taken place; or
 - A statutory or other legal duty of a governmental department, local authority or other public body to carry on.
 - Supporting named Individuals

- 4.9 Applications must be made in accordance with the application process set out at Appendix 2.

5. Management Fee

It is an important requirement of this Fund, that if your application is successful you will be required to pay a % of the amount awarded, prior to your grant being released. No grant funding will be paid to your organisation until this money has been received by the Foundation. Details of how to make this payment will be contained within the grant offer terms and conditions. The contribution can be made by any business, local authority, applicant organisation (through fundraising activities only, proof will be required), or local resident, who should hold no interest in the project e.g. financial or reputational gain.

Successful grant recipients will need to pay a management fee and provide evidence of satisfactory progress of the scheme or project to the Foundation before the Grant is paid, unless the grant award is for £2,000 or less than the grant monies will be paid across once the fee has been remitted.

5.1 Single year grants.

- 5.1.1 For grants up to £10,000 a management fee of 10% of the amount awarded to be remitted.
- 5.1.2 For grants greater than £10,000 a management fee of 10% will be payable on the first £10,000 of the grant award and then 5% on the remaining balance.

Example calculation:

- Grant award £15,000;
- First band of the award of £10,000 incurs management fee £1,000;
- Second band of the grant award of £5000 incurs a management fee of £250
- Total Management Fee of £1,250.

5.2 For multi-year grants.

- 5.2.1 The management fee is composed of two elements: a flat fee of £1,500 and a 4% fee.
- 5.2.2 A flat fee of £1,500 is to be remitted to the Foundation before payment of the first grant instalment.

- 5.2.3 A fee of 4% of the grant amount being drawn down is to be remitted to the Foundation before any grant instalment payments.

Example calculation:

- Grant awarded for £60,000 over 3 years. It is anticipated the grant payment profile is £20,000 after 12 months, £25,000 after 24 months and £15,000 after 36 months.
- Flat fee of £1,500 to be remitted to the Foundation before payment of the first grant instalment.
- A fee of 4% of the £20,000 i.e. £800 is to be remitted to the Foundation before payment of the grant instalment.
- A fee of 4% of the £25,000 i.e. £1000 is to be remitted to the Foundation before payment of the grant instalment.
- A fee of 4% of the £15,000 i.e. £600 is to be remitted to the Foundation before payment of the grant instalment.
- Total management fee of £3,900

6. Need more help?

If you are unsure about whether you are eligible to apply, please contact **Margaret Vaughan** on **0191 378 6340**

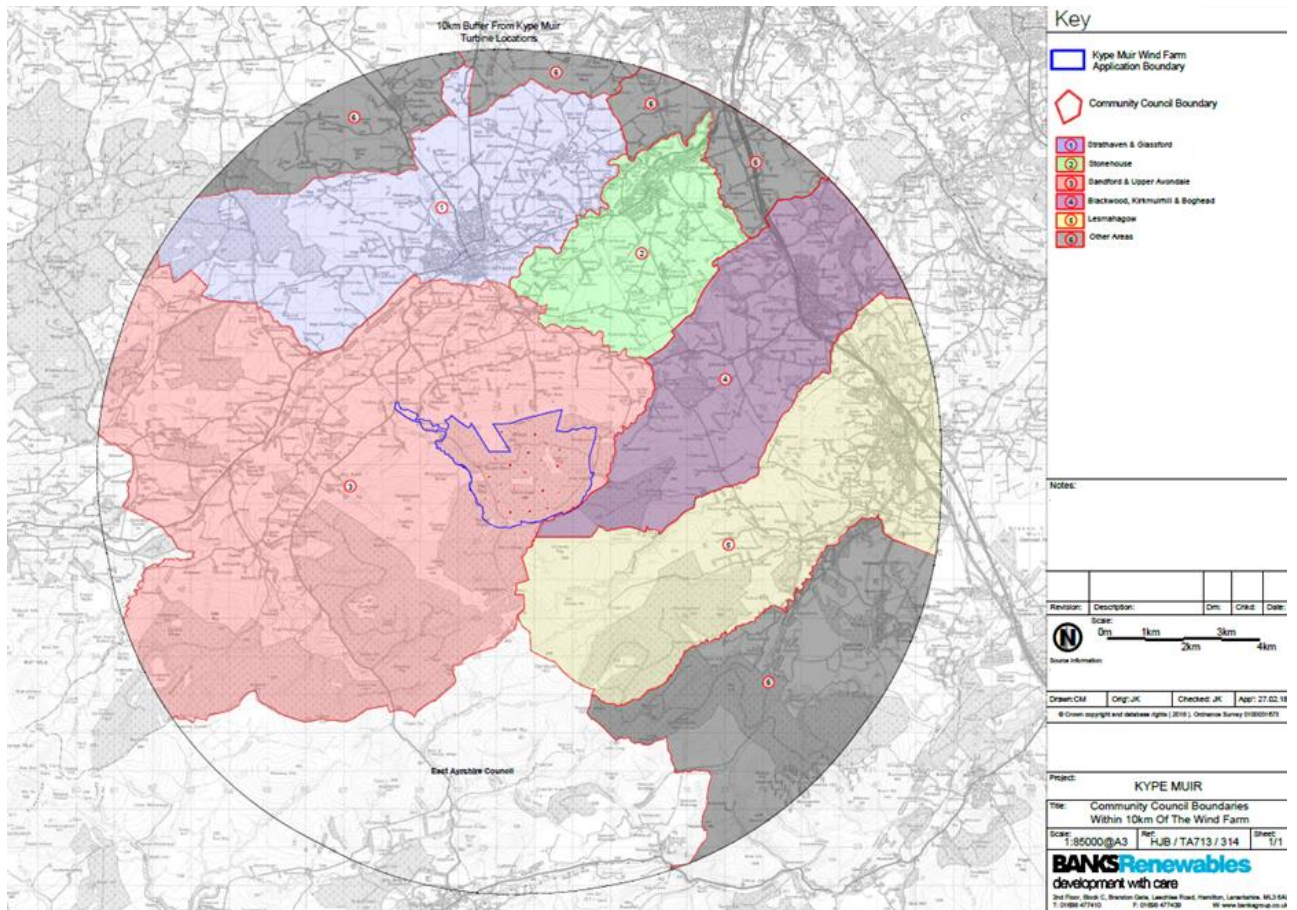
or email fundmanager@bankscommunityfund.org.uk

or contact the **Community Engagement Co-ordinator** from the Banks Group.

Please note that in submitting your application you, or a person in your organisation who knows the details of your application, should be available to speak to us during the next month. Applications can take up to 12 weeks before a decision is made as decisions are made by a community panel that typically meets quarterly /year.

Appendix 1 : Area of Benefit

6.





Appendix 2 – Application Process

1. Prospective applicants should first complete an **Expression of Interest** form, which is provided on the Foundation’s website.
2. The Foundation consults with the Community Panel to identify whether this is an application they might be minded to support, in line with their Community Action Plans.
3. If the Community Panel indicates that they would be interested in receiving an application, the Foundation then advises the applicant to complete an application.
4. All applications must be made on the online application form for Kype Muir Community fund. Standard circular requests for assistance will not be considered.
5. Within the application form, applicants will be asked to identify if their application is supported by a member of the Community Panel, and if so, the member must be named.
6. The Foundation reviews all applications to ensure they comply with the grants criteria.
7. The appropriate Community Council for which the eligible application applies will be consulted by the Foundation and will be given the opportunity to support or otherwise at the Community Panel meeting.
8. Community Panel meetings are held periodically throughout the year so applicants should allow up to 12 weeks for a decision.
9. Community Council recommendations will be considered by the Community Panel who will agree which schemes are to be supported.
10. Applicants may be invited to provide further information or make a presentation to the Community Panel in support of their bid if required.
11. The Community Panel will then notify the Foundation of their decision to support an application or otherwise.
12. The Foundation will notify the applicant, in writing, of the decision on their application in relation to each bid for funding.