

# Heysham South Wind Farm Community Fund

## Grant Guidelines

The Heysham South Wind Farm Community Fund (the Fund) provides grants to community groups, voluntary organisations and the local community in the area of the Heysham Wind Farm. The geographical boundaries for fund eligibility will normally be restricted to the parishes of Heaton-with-Oxcliffe, Heysham, Middleton and Overton.

Projects outside of these areas may be eligible if it can be shown that they benefit local people from these parishes.

## About the Fund

The Fund is administered by the Foundation on behalf of Banks Group in consultation with the Community Fund Committee (CFC). The CFC will be made up of representatives from each of the Parish Councils mentioned above. The final decision on grant applications is made by Banks Group who will be advised by the CFC.

## Who is eligible?

Community groups, voluntary organisations and environmental projects that are charitable, educational, philanthropic, or benevolent in purpose, can apply to the Fund. This includes but is not restricted to:

- Playgroups
- Youth clubs
- Sports clubs and facilities
- The Scout and Guide Movement
- Senior citizens clubs and activities
- Village halls
- Church halls
- Local charities that benefit local people
- Environmental projects
- Schools (for non-statutory projects that are not normally funded by the Council)
- Education, employment, training and skills development for unemployed people

## Eligibility criteria checks

Organisations seeking funding must satisfy the following conditions:

<b>Volunteer-led organisations, registered charities and CIOs must:</b>	<b>Social enterprises, Community Interest Companies (CIC) and other companies must:</b>
Have a management committee with a minimum of four unrelated members	Have a management committee with a minimum of three directors, or four directors if two are related
Have a bank or building society account in the name of the organisation/group, with a minimum of two unrelated cheque signatories	Have a bank or building society account in the name of the organisation/company, with a minimum of two unrelated cheque signatories
Have charitable aims	Have clear charitable purposes and a defined social benefit
Provide evidence of good governance practices and sound financial management (including registering with the Charity Commission, CASC or other governing body, depending on the size of the organisation)	Have a recognised status (e.g. a company limited by guarantee), and be registered with the necessary relevant body (e.g. Companies House)
Usually, you must register with the Charity Commission if your charity is based in England or Wales and has over £5,000 income per year. We may ask for evidence of this in the form of a letter from the Charity Commission confirming receipt of your application for charitable status.	Have an asset-lock clause in the Company's dissolution.

### **Important additional information for social enterprises, CICs and other companies**

As a model it is expected that all forms of social enterprise should have a tradable service or product that generates funds for social benefit. Grant funding will only be available to support this social benefit element. Social enterprises applying to the Foundation must clearly demonstrate the activity for which they are seeking funding not a tradable asset or service i.e. not an activity that would ordinarily generate income for the business.

All social enterprises, including Community Interest Companies, must demonstrate a reasonable percentage of their income has been earned through trading (usually 50% or more will be considered a reasonable percentage). Social enterprises will be asked to provide a breakdown of their income streams, quantifying the income from grants and the income from trade, to verify this.

### **All social enterprises must also demonstrate within applications that:**

- the company has been registered for a minimum of 12 months
- the application is made for costs to deliver the project not managing the CIC
- there is clear evidence of need (consultation etc.) from the community and the benefit must also be clear
- the project or activity for which funding is sought is charitable i.e. it must not be part of the trading services for which they would usually have a charge
- sessional costs are in line with an appropriate pay spine structure.

### **Expected policies**

In managing your organisation, we would expect that the appropriate policies are in place. These should

include (if appropriate) but not be restricted to:

- safeguarding policies and procedures for children and vulnerable adults
- public liability insurance
- employer's liability
- equality and diversity
- disclosure and barring service (DBS) checks carried out and in place for all paid and unpaid volunteer staff working with children and vulnerable adults
- suitable planning permissions and/or other regulations approval are in place prior to the commencement of any improvements to building or land as required.

While we may not always ask that these are submitted with all applications, we do anticipate that you hold appropriate assurances and that these can be produced upon request.

### **What kind of projects are eligible for grant assistance?**

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. Management fees should not normally exceed 10% of the grant value. Feasibility assessments will not be eligible for funding. Areas we are interested in include but are not limited to:

- Promotion of energy efficiency
- Environmental protection and nature conservation
- Supporting health and wellbeing of people
- Regeneration
- Improvements to community facilities
- Education and training facilities /equipment
- Social welfare, including events, trips and activities such as luncheon clubs and food banks

Examples of the types of projects that can be funded can be found on the Banks [website](#)

### **How much you can apply for?**

Groups can apply for up to £7,000, which must be spent within a 12-month period. Further applications would be welcomed subject to satisfactory completion of original award. Please note that the grant will be paid in arrears, on submission of appropriate evidence that all work and activities have been completed satisfactorily. Alternatively, suppliers and contractors can be paid directly by the Foundation where required.

Under no circumstances will grants be awarded for activities that have taken place prior to an offer of funding. You must apply for and be approved for grant funding before any project work or activity takes place. This includes placing any orders for equipment or works to be undertaken.

In certain circumstances it may be possible to request assistance with the cash flow of your project spend if you can show that you are currently unable to afford the expenditure from your reserves. You may request up to 50% of your project costs in advance to start your project, upon receipt of the project starting.

We will require three quotes/estimates to accompany the budget; where this is not possible due to the specialist nature of the project, we ask for written confirmation with a brief explanation.

If you do not draw down your grant within the agreed period, the Community Fund Committee (CFC) has the discretion to recommend a time extension to the Foundation or may recommend withdrawal of the award.

### **What we will not fund**

- The advancement of religion or political activities
- Activities understood to be the responsibility of statutory authorities
- Projects 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
- Retrospective funding i.e. paying for costs incurred before a grant has been formally approved by the CFC and ratified by the Foundation
- Services or facilities already funded by the local authority or other statutory body at the time of application (other than as part of a match funding application)
- Projects of no benefit to the community of environment in the area of benefit
- applications from national or regional charities with no specific projects in the eligible area
- Projects relating to improvements to land that is not open to the general public
- Requests for sponsorship
- Requests for deficit or retrospective funding for projects and activities that have already taken place
- Statutory or other legal duty of a governmental department, local authority or other public body to carry on.
- Individuals

### **Application Procedure**

All applications should be made on the appropriate form via the website. Standard circular requests for assistance will not be considered. Applications will be assessed by the Foundation on behalf of the Banks Group who will make recommendations to the CFC on qualifying projects. Final decisions on funding applications can take up to twelve weeks.

Applicants will be informed in writing of the decision in relation to their application.

### **Need more help?**

If you are unsure about whether you are eligible to apply, please contact us on **0191 378 6342** or email [fundmanager@bankscommunityfund.org.uk](mailto:fundmanager@bankscommunityfund.org.uk)

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.