**East Kintyre Windfarm Trust – Application Guidance and Form**

Emergency Applications Outwith Tranche Deadlines

In exceptional circumstance you may complete the attached word document outwith the tranche deadlines and return to Alasdair Bennett at the contact details below.

Grants for capital or revenue funding may be available to charities, community groups and village halls within the East Kintyre Community Council area bordered by Grogport to the North and Peninver to the South.

Before completing the application form, we strongly advise you to read the attached documentation:

* EKWFT Criteria - to ensure your application meets the fund's requirements.
* East Kintyre Windfarm Trust Privacy Policy
* Application Form – in full and have all information/documentation to hand before filling in the form
* Form Guidance information - to assist in completing some questions

**Any queries can be directed to:**

Alasdair Bennett,

Secretary & Treasurer, East Kintyre Windfarm Trust,

Brudhearg, Waterfoot, Carradale PA28 6QX

Tel: 01583431112 Email: ekccwft@hotmail.com

**East Kintyre Windfarm Trust (EKWFT) Range of Criteria for Grants**

1. **Positive Criteria**

Applications that fulfil the greatest number of the following criteria have the best chance of being successful.

**Criteria (a) must be met**

* 1. The area in which the grant is to benefit is the Area of “The Community Council”
	2. The organisation is a recognised charity
	3. The organisation has a constitution, committee, accounts and has held an AGM within the past year
	4. The grant will be used to benefit the social, educational or religious life of the community
	5. The grant will be used for proposals that result in improved energy efficiency, improved energy management or innovative renewable or sustainable energy projects.
	6. The grant will be used to benefit tourism, or the scenic or historical value of the area.
	7. The grant will benefit the community at large.
	8. The grant will benefit the young or the elderly
	9. The grant will benefit the disabled or the disadvantaged.
1. **Negative criteria**

Applications that fall into the following categories will have less chance of success.

* 1. Grants sought by individuals
	2. Grants sought for projects that are expected to be undertaken by statutory bodies, such as the local Council, Social work, Police, Schools and Health Service.
	**NB** Grants will be available for the above for the likes of extracurricular activities or locally run initiatives that fulfil a number of the positive criteria.
	3. Grants sought retrospectively
	4. Grants sought which expect the trust to fund the project in its entirety
	5. Grants sought where a large amount is requested and only a few people benefit.
	6. Grants sought for projects that bear little relation to the geographical area of “The

 Community Council”

1. **Grants for Revenue Costs**

Grants are available for Revenue or running costs for the following:

* 1. A village hall or church building that has charitable status.
	2. Where there has been fundraising to at least the amount of the grant.
	3. With reference to a set of accounts
	4. With the proviso that the money does not simply increase the general balance.
	5. A project deemed suitable by “The Community Council” that fulfils a number of the positive criteria above.
1. **Grants for Capital Costs**

Grants are available for Capital or project costs with the following considerations:

* 1. That the project may only be totally funded by the Trust when there is no other funding available from another source.
	2. When other funding is available the Trust may only part fund the project.
	3. The Trust may in exceptional circumstances make grant for costs incurred.
1. **Revision of “range and criteria”**

“The Community Council” reserves the right to adjust the range of and criteria for grants in the light of experience. All such adjustments will be made in accordance with the “Deed of Trust” set up by Argyll and Bute Council.

**East Kintyre Windfarm Trust (EKWFT) Privacy Policy**

Our Contact Email Address is: ekccwft@hotmail.com

Our Website Pages can be found at: eastkintyre.org

**The type of personal information we collect**

We currently collect and process the following information:

• Name, address, telephone number and email address of the person submitting an application for grant funding

Note: As EKWFT is not allowed to make grants to individuals, no information will be requested or should be submitted that provides personal financial details.

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you so as to provide a contact point for the charity, community group or voluntary organisation you represent and submit an application on behalf of.

We use the information you have given us in order to communicate with you and advise on progress with and outcome of the application.

We may also contact you to submit further non-personal information regarding the application you have made and the group you represent.

We may share this information with:

* Argyll & Bute Windfarm and Renewable Trust who are the parent body of EKWFT
* Scottish Power Renewables who provide much of the community benefit funds from their wind farms in Kintyre and may require the contact details of applicants to carry out audits of how grant funding has been spent and also compliance with funding criteria.
* Other providers of community benefit funds who may require your contact details for audit and compliance purposes
* The EKWFT auditor who will have access to all applications during the annual audit of the accounts

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information is consent.

By completing and submitting an application to us you are giving your consent for your name and contact details to be held and stored by EKWFT. You are able to remove your consent at any time. You can do this by contacting the secretary at ekccwft@hotmail.com or by phone on 01583 431112.

**How we store your personal information**

Your information is securely stored at the secretary’s home address in Carradale in both paper and digital format.

We keep copies of application forms with your contact details for an indeterminate period for archive, research and statistical purposes. Data is also retained for purposes of fraud prevention and detection.

At a point where retention is no longer considered necessary application forms, along with personal data, will be destroyed. This will be done by shredding and deletion of data from digital storage systems.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us by email at ekccwft@hotmail.com or by phone on 01583 431112 you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us by email at ekccwft@hotmail.com or by phone on 01583431112

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office Wycliffe House
Water Lane
Wilmslow

Cheshire SK9 5AF

Helpline number: 0303 123 1113 ICO website: https://www.ico.org.uk

**East Kintyre Windfarm Trust (EKWFT) Form Guidance**

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| --- | --- |
| **Inserting Information** | Please note the boxes will expand as you type into the word document. It is advised as much information as possible is provided to assist in the success of application. |
| **Description of Project**  | Please provide a description of the specific project that will be supported by the grant and who will benefit from it. You may wish to let the Trust Members know what your inspiration and/or motivation is for the project. |
| **Breakdown of Costs** | Please provide a full breakdown of costs and upload all quotes and estimates obtained for your project (see file upload instructions below). |
| **Are others providing you with funding on this project as well?** | Have you made an application for/or received financial assistance towards the cost of this project from any other source? **If yes, then please provide details of:**> Grant Source> Date> Amount (£)> Funding Request Applied For> Result of Application> If awaiting result, when is this expected> Any conditions attached by funder**If no, explain why**Normally the Trust would expect some level of match funding before making a grant. This could be through fund raising events, sponsorship or donations but need not be a monetary contribution. For example, if volunteers give their time to help deliver a project this can be shown as a total number of hours along with a breakdown of how incurred. |
| **Details of any previous financial assistance in the last 3 years from the EKWFT** | Please insert details of all East Kintyre Windfarm Trust grants received within the last 3 years including date/purpose/amount. Note - details of previous grants may be found on the East Kintyre Community website at:<https://eastkintyre.org/EKWFT-Past-Awards.php>  |
| **Supporting Documentation** | Please attach documents to support your application.* A copy of your constitution
* Current statement showing all deposit and current account balances, Building Society Deposit or Share Accounts
* An up-to-date income and expenditure statement for the current or last year
* Balance Sheets for last three years, if possible, which should be audited professionally or by a reputable qualified person.
* If you own or lease premises or land, attach documents to assist your application
* Other relevant documents eg Quotes, Business Plan
 |
| **User Agreement** | By completing and submitting an application to EKWFT you are giving your consent for your name and contact details to be held and stored by EKWFT. The EKWFT Privacy Policy can be found at <https://eastkintyre.org/east-kintyre-windfarm-trust.php> . |
| **Where to send the completed form** | Please email your form to:ekccwft@hotmail.com |

**East Kintyre Windfarm Trust**

**Emergency Application Form**

Application No (for official use only):

**Applicant Details**

|  |  |
| --- | --- |
| Society or Organisation: |  |
| Contact Name: |  |
| Official Position: |  |
| Address: |  |
| Postcode: |  |
| Email: |  |
| Phone Number: |  |

**Tell Us About Your Project**

|  |  |
| --- | --- |
| Name of Project: |  |
| Description of Project: |  |

**Project Costs**

|  |  |
| --- | --- |
| Total Project Costs | £ |
| Funding Requested | £ |
| Detailed Breakdown of Costs |  |

**Are others providing you with funding on this project as well?** Yes / No

|  |  |
| --- | --- |
| If yes, please provide details |  |
| If no, please explain why |  |

**Details of any previous financial assistance in the last 3 years from the East Kintyre Windfarm Trust**

|  |  |  |
| --- | --- | --- |
| **Date** | **Project** | **Amount** |
|  |  |  |
|  |  |  |
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|  |  |  |

**Organisations, please provide the following information**

|  |  |
| --- | --- |
| How many members do you have? |  |
| Do you charge membership fees? | YES / NO |
| If yes, please provide current membership fees |  |
| Is there a charge for the facilities? | YES / NO |
| If yes, how much is charged |  |
| Are facilities available to visitors? | YES / NO |
| If yes, approximately how many visitors use the facilities each year? |  |
| Do you own or lease any premises or land? | YES / NO |
| If yes, details of premises/land owned/leased should be provided and evidence of this may be required. |  |
| If appropriate do you have planning permission and a building warrant? | YES / NO |
| If yes, please provide the Planning Department Reference Number |  |

**Total financial state at the time of application**

|  |
| --- |
|  |

**Please enclose the following documents and tick to confirm**

|  |  |
| --- | --- |
| A copy of your constitution | YES / NO |
| Current statement showing all deposit and current account balances, Building Society Deposit or Share Accounts | YES / NO |
| An up-to-date income and expenditure statement for the current or last year Balance Sheets for last three years, if possible, which should be audited professionally or by a reputable qualified person. | YES / NO |
| If you own or lease premises or land, upload any documents to assist your application | YES / NO |
| Other relevant documents eg Quotes, Business PlanIf yes, please state which documents below:  | YES / NO |

**User Agreement**

By completing and submitting an application to us you are giving your consent for your name and contact details to be held and stored by EKWFT under EKWFT Privacy Policy.

**Declaration**

I hereby apply for assistance in the undertaking described in this application. To the best of my knowledge and belief the information given in this application is correct.

|  |  |
| --- | --- |
| **Name** |  |
| **Society / Organisation** |  |
| **Date** |  |