

## Treorchy Wind Fund Scheme Guidelines

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Treorchy Wind Fund CIC  
Maerdy Windfarm Community Funds Ltd

**Maerdy Windfarm** Community Funds

The logo for Maerdy Windfarm Community Funds features the text "Maerdy Windfarm" in a bold, sans-serif font, followed by "Community Funds" in a lighter, sans-serif font. A blue, wavy line graphic is positioned below the text, starting under "Maerdy" and ending under "Funds".

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# 1. Background

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## **Maerdy Windfarm**

Maerdy Windfarm is an eight turbine windfarm built in 2013 at the top of the Rhondda. It is owned by Greencoat UK Wind ([www.greencoat-ukwind.com](http://www.greencoat-ukwind.com)). The windfarm is equally funding two community funds: The Maerdy Wind Fund and the Treorchy Wind Fund. This documents relates to the Treorchy Wind Fund, for information on Maerdy Wind Fund see [www.maerdywindfund.co.uk](http://www.maerdywindfund.co.uk).

## **Treorchy Wind Fund**

The Treorchy Wind Fund will operate for the life of the windfarm (about 25 years) and is designed to benefit both the local and wider community. The fund is now in its fourth round, with £144,000 distributed in the previous three rounds. The fund is now run biennially. Bids are being invited in summer 2017, for funding in 2018. A unique aspect of the fund is that it is democratic with successful grants being chosen through a public vote.

## **This Document**

This document provides guidance on the scheme. Further copies are available from the fund website – [www.treorchywindfund.co.uk](http://www.treorchywindfund.co.uk). The document may be updated from time to time with notification placed on the website.

Please apply!

## 2. Scheme Guidance

### 2.1 What is the purpose of the fund?

The Treorchy Wind Fund CIC Ltd provides the grants and is a Community Interest Company. Its objectives are to benefit the local and wider community of Treorchy.

### 2.2 How much money is available for the 2018 Fund?

£57,500 is available for 2018 (£55,000 in 2016). There are four categories of grant available; £500, £1,000, £2,500 and £5,000. The table below shows the number of grants available in each category.

Grant Amount	Number of Grants	Total Grant Fund
£500	15	£7,500
£1,000	10	£10,000
£2,500	6	£15,000
£5,000	5	£25,000
<b>Total</b>	<b>36</b>	<b>£57,500</b>

The levels of subscription are shown below for the previous funding round to assist you in understanding the level of demand for grants. Higher value grants are much more in demand than lower value grants; with some lower value grants undersubscribed.

#### Treorchy 2016

Grant	Grants Available	Qualifying Applicants	Subscription Rate
£500	15	15	100%
£1,000	10	13	130%
£2,500	5	14	280%
£5,000	5	15	300%
<b>Total</b>	<b>35</b>	<b>57</b>	

## 2.3 When is the next funding round?

The fund now runs on a biennial basis. This allows applicants time to implement their schemes before applying for new ones; enables the public to observe the success of applicant's schemes before supporting more and avoids fatigue amongst applicants, voters and administrators. Bids for the 2018 funding round are being invited in the summer of 2017, the closing date for applications is 30 September 2017. Successful applicants will receive funding in January 2018 and are expected to complete their projects during the next 2 years. The funding round after that will be in 2020.

## 2.4 How will my grant application be decided?

This is a democratic fund. Local residents will decide on how the funds are spent through a public vote. Those bids that get the most support will receive the available grants. There is a minimum level of support of ten votes required. All residents of the Treorchy Ward aged 15 and over can vote. Before the public vote it will be necessary for applications to be verified by the Fund to ensure they are properly prepared and qualify.

## 2.5 What are the key dates?

30 <sup>th</sup> September 2017	Closing date for applications
1 <sup>st</sup> November 2017	Qualifying applications published on fund website and in leaflets and posters
Sunday 26 <sup>th</sup> November 2017	Public Vote at Treorchy Boys & Girls Club
Friday 1 <sup>st</sup> December 2017	Vote results published on fund website
2 <sup>nd</sup> February 2018 (tbc)	Awards presentation – Parc & Dare, Treorchy (tbc)

## 2.6 Who can apply for a grant?

Any group, organisation, or individual can apply. Examples include:

- charities
- voluntary and community sector organisations
- social enterprises, including co-operatives and community ownership initiatives
- local authorities
- private sector companies\*
- clubs
- other groups

- individuals

Applicants must be 16 yrs or over.

You do not need to be located in Treorchy, however, it may be that the residents of Treorchy will favour more local schemes.

\*Please note that a scheme that supports a profit making venture, such as a shop or trading business is allowed, but the scheme must also demonstrate a benefit is being provided to the community.

## **2.7 What can a grant be used for?**

The constraints on the use of grants are limited. However; a grant must :

- be for the benefit of the local or wider community
- be for a legal purpose
- not risk bringing the fund into disrepute.

A grant can:

- be for capital or operational use. If it is for capital then you must demonstrate how the operational needs such as maintenance or rent will be met.
- be for an individual or a group.
- be for benefit within or outside of Treorchy.
- be for a profit or not for profit venture; however if it is a for profit venture, it must also provide a benefit to the community in some way.
- be a loan, rather than a grant, if funds are not needed permanently

A grant cannot be used:

- to pay for costs that have been incurred before a funding offer is made
- to pay for items that are not directly needed to deliver the proposed benefit
- to build up a reserve or surplus, whether distributable or not
- to fund loan repayments
- for a purpose that a governmental body has direct responsibility or pays for
- to pay for VAT which is recoverable (except temporarily to ease cashflow, in which case the VAT must be repaid to the Fund as soon as it has been recovered).

## **2.8 How many grants can be applied for?**

An individual may apply for one grant only in any year. An organisation may apply for more than one grant – for example a large organisation such as a school could have several good causes. However, the administrators reserve the right to limit the number of applications from one organisation following discussion with the applicant in the interest of maintaining balance in applications.

An applicant may apply for grants in every funding round.

There must not be component grants for a single purpose by the same or different applicants. Only one grant application can be made for one cause, scheme or project in any year. For example, it is not possible to break down the cost of a £10,000 scheme into component bids of £5,000 by one or more applicants. Each grant application must be for a unique scheme.

A grant in a subsequent funding round can be for the same purpose as a previous year. For example; funding for a regular school trip.

## 2.9 Match & Alternative Funding

A grant from the Treorchy Wind Fund does not need match funding from another funding source, the Treorchy Wind Fund can supply 100% of the cost of a scheme.

Often government funding require match funding from another source outside government. The Treorchy Wind Fund therefore provides a good leverage to access other governmental sources of funding. Applicants are encouraged to consider match funding from other sources as this would allow the Treorchy Wind Funds to be spread further in the community.

Other funds are available in the local area including:

- Welsh Church Act Fund, Community Economic Development Programme, Awards for All Wales.

Interlink RCT can provide advice to community groups ([www.interlinkrct.org.uk](http://www.interlinkrct.org.uk) / 01443 846200). The Council also administer several of the funds - search web for "RCTCBC grants" for contact details.

## 2.10 Parallel Funding Applications

You are allowed to apply to alternative organisations for the same scheme; as you may not know which applications will be successful and covering as many options as possible makes sense. However, you must declare this and if you accept funding from an alternative source then you must advise us and not take up or refund the grant from the wind fund.

## 2.11 How do I apply?

It is simple –

1. Complete an **Application Form**.
2. Submit your **Bid Poster**.

### **The Application Form**

The application form is short, simple to complete and available to download from the fund website. Please note that all application forms going forward to the public vote are published on the fund website, excluding any private contact details and anything else requested and agreed to be excluded because of sensitivity. All communications by the fund are by email, rather than post. Therefore you need to provide an email contact address.

### **The Bid Poster**

Your bid poster advertises and summarises your project for the public on a single A4 sheet. Your bid poster will be posted on the Treorchy Wind Fund website, other public buildings and the voting hall for residents to review. It is the main document the public will review, although they will have access to your application form online.

The poster should be attractive and individual – it is your sales pitch to the community for your project. Please make it portrait not landscape to assist with presentation on web and in halls.

It is also vital it carries key pieces of information, such as names, contacts, grant amounts, etc. All the required contents are listed on an example bid poster attached to this guidance. It is vitally important that all the points on the example bid poster should be covered on yours and there is a checklist in the application form to make sure.

## **2.12 What is the submission date for applications?**

The date is 30 September 2017. However, we strongly recommend that you submit your application at least 2 weeks before this date, so that we may review it and advise you of any problems that may effect your qualification and allow them to be corrected before the submission date.

## **2.13 What affects qualification?**

To qualify the application must accord with the guidelines as set out in this document, including any subsequent revisions that may be made.

The Company may review qualification at any time before and after the public vote. Qualification is at the sole and absolute discretion of the Company. The Company's decision is final, however you may re-apply the following year.

The Company will consider grant applications regardless of age, race, gender or religion.

## **2.14 How does the public vote work?**

Qualifying bids will have their Bid Posters posted on the Fund website and also hopefully in other local locations to be notified. The bids will be publicised through a

leaflet to local residents and press coverage. It is up to you, the applicant, to foster as much support and hence votes in the community as you can for your bid. The more support the more likely you are to succeed.

The provisional arrangements are for the vote to take place on Sunday 26th November 2017 at Treorchy Boys & Girls Club. The voting hall will be open from 11am to 4pm. These details will be confirmed and publicised by the leaflets in the Autumn.

The vote will follow the traditional format for a local election. Residents of Treorchy Ward are eligible to vote. Residents must provide proof of residency at the voting hall. Accepted proofs are: driving licence, utility bills, bank communications, local or national government communications e.g. Council tax bill, social security, etc. Other proofs of residency will be accepted at the discretion of the voting officer. Please note passports do not contain an address and therefore cannot be used.

Residents must be aged 15 or over. Youngsters must provide proof of age as well as residency at the discretion of the voting officer. If you look young, please ensure you have proof of your age – this is your responsibility.

Any resident who wishes to vote, but cannot access the voting hall for any reason must give written notice to Community Interest Company administrators at least 14 days prior to the voting date via letter or email. The letter must state the voter's name and address, why they are unable to attend and who their proxy voter shall be in their absence. The proxy voter must bring a copy of this letter to the voting hall. A proxy voter can only represent one other person, not multiple voters.

Each resident will be allowed to vote for one grant application in each funding category. So with four different funding categories (£500, £1,000, £2,500, £5,000) they will have four different votes. Residents do not have to vote in every category if they do not wish.

Any bid must be supported by at least 10 public votes. This is to ensure a minimum level of community support for any cause.

The bids with the most public votes will be awarded the available grants. For example - if there are five applications in a category and only two grants are available then the two bids with the most votes will be awarded the grant.

Please note that while it is the intention that grants will be awarded on the basis of the public vote, the scheme administrators necessarily reserve the right to amend or overrule the award of grants in their absolute discretion should they see this as necessary. This has never been necessary to date.

## **2.15 When will I find out if I have been successful?**

The votes will be counted and verified and published the Friday after the vote on the Fund website. Successful applicants will be notified by email and issued the Grant Agreement to sign and return.

## **2.16 When will I receive the grant money?**

The grants will be paid by cheque at an awards ceremony in February 2018. It is an important part of the transparent fund process that applicants turn up in person to collect their grant. Last year grants were distributed by the local AM.

The beneficiary details must correspond to the grant and applicant. Verification checks will necessarily be made to prevent fraud.

Grant monies will be issued based on the estimated cost of the scheme. Money is not paid in arrears after you have been billed as this may require applicants to hold personal funds themselves as working capital which might not be possible. However, you are required to provide all receipts, invoices, and accounts if appropriate, through a system of annual reporting and to refund any unspent monies.

## **2.17 What are the obligations on me if I receive a grant?**

It is important that the money is properly spent, as intended by the community and there is no fraud or similar problems. Therefore successful applicants must sign a Grant Agreement to receive the monies. This contains reasonable and non-onerous obligations. The standard terms and conditions for the Grant Agreement are on the website. The application form contains a declaration that you have read these and if you were awarded a grant you would be willing to agree to them; so please review the Grant Agreement early on.

Key terms include:

- You must spend the money as you declared during the application.
- You must evidence this with third party receipts / documentation. You should keep proper accounting records to enable an audit trail. You must also support us in making reasonable enquiries to confirm the proper expenditure. This might include visits.
- You must spend the money within 24 months and return unused monies to the Fund. If there is going to be a delay beyond 24 months, which may happen for good reason, then you must get permission from the Fund to delay expenditure.
- You are also required to provide a written report and accounts annually on progress with your scheme, until the funds are spent and the Fund administrators have advised all obligations are complete. These reports or summaries may be posted on the fund website; they will help the community see how you are getting on with the scheme that they have supported.

## **2.18 Changes to Rules, Guidance, Terms and Procedures**

The administrators may at their discretion amend the number of grants available. Every effort has been made to foresee how the fund will work and any issues that may arise. However, changes to the scheme may be necessary during its process and applicants must therefore understand and accept this if they wish to apply. The administrators will seek to keep changes to the scheme to a minimum. Interested

parties should review the website for updates and sign up to notifications by Facebook or Twitter – see website.

## **2.19 Legal Notice**

Please note that the Community Interest Company reserves the right in its absolute discretion to refuse applications and decline grants for whatever reason. Please note that the mode of operation of the scheme as described here and elsewhere is subject to change at the discretion of the Community Interest Company without notice. The Community Interest Company is under no obligation to any person or organisation as a result of their consideration, application, award, or payment of any grant. Any person or organisation should not proceed with a grant application if unwilling to accept these conditions.

### 3. Further Information

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If you have further queries please check out the website [www.treorchywindfund.co.uk](http://www.treorchywindfund.co.uk) for answers to Frequently Asked Questions (FAQ).

Sign up to our Facebook page and Twitter account via the website so that you are aware of developments with the fund and any changes to the guidelines.

Post an email query to [enquiries@treorchywindfund.co.uk](mailto:enquiries@treorchywindfund.co.uk) . Please note that telephone and postal support is not available.

## **Appendix – Example Bid Poster**

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# Oldport Football Club

1. Organisation name

## “We need a new football kit”

2. Project title

3. Amount of grant

Oldport Children’s Football Club need £660 for new football kits for 3 teams.

Currently one kit has to be shared by 3 teams of all different ages. The new kits will allow us to field two new teams at ages 13 and 15.

The money will be used straight away and we should have our kits for the new season. The kits are £220 each from XYZ supplier.

Oldport Children’s Football Club has been going for 10 years and provides a great place for girls and boys aged 5-15. There are over 60 members and we are affiliated to the County Football Association, ensuring proper governance.

The children stay fit, have fun, build friendships and the parents get heavily involved too.

Our after school training sessions help working parents out too. We provide real benefit to the community.

**For more information contact Linda Jones at:**

8. Contact details

[www.oldportfootball.org.uk](http://www.oldportfootball.org.uk)  
[info@oldportfootball.org.uk](mailto:info@oldportfootball.org.uk)

9. Category applying in

Please vote for us in the £1,000 category of the Treorchy Wind Fund



4. Needs & benefits of project to you

5. What the money will be spent on

6. Description of organisation

7. Needs & benefits to community

