

Treorchy Wind Fund Scheme Guidelines

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1. Apply for a Grant

If you are interested in receiving funding from the Treorchy wind fund please:

1. Read the Scheme Guidance (this document)
2. Produce a Bid Poster (see the website for examples)
3. Complete an Application Form (available on the website)

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2. Background to the Fund

The Treorchy Wind Fund is funded by the operating revenues from the Maerdy Windfarm. This is an eight turbine windfarm built in 2013 at the top of the Rhondda on land between Maerdy and Treorchy. The wind fund began in 2013 and will continue until the windfarm is decommissioned, which is expected to be about 2038.

Grants are issued every two years. Applications are invited from organisations and individuals with little restrictions and the objective to be as accessible as possible. Grants range from £500 to £5,000; the higher grants are usually oversubscribed, but the lower grants not so.

The grants are awarded following a public vote. A call for bids is publicised; qualifying bids are published on the fund website following which a vote of the residents in the Treorchy Ward is held. Successful grantees receive their funding and have two years to implement their project. Grantees produce progress reports which are published on the fund website.

This document provides guidance on the scheme. Further copies are available from the fund website. The document may be updated from time to time; please check the website for the latest version.

3. Wind Fund Scheme Guidance

3.1 What is the purpose of the fund?

The objectives of the Treorchy Wind Fund are to benefit the local and wider community of Treorchy.

3.2 How much money is available?

£60,000 is available for 2020 (£57,500 in 2018). 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	16	£8,000
£1,000	12	£12,000
£2,500	6	£15,000
£5,000	5	£25,000
Total	39	£60,000

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 2018

Grant	Grants Available	Qualifying Applicants	Subscription Rate
£500	15	18	120%
£1,000	10	21	210%
£2,500	6	15	250%
£5,000	5	15	300%
Total	36	69	

3.3 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 2020 funding round are being invited in the summer of 2019, the closing date for applications is 30 September 2019. Successful applicants will receive funding in January 2020 and are expected to complete their projects during the next 2 years. The funding round after that will be 2022.

3.4 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.

3.5 What are the key dates?

30 th September 2019	Closing date for applications
1 st November 2019	Qualifying applications published on fund website and in leaflets and posters
Sunday 24 th November 2019	Public Vote at Treorchy boys and Girls Club
Friday 29 th November 2019	Vote results published on Fund website
TBC	Awards presentation at Parc and Dare Theatre

3.6 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.

We are particularly keen to encourage individuals to apply, who have been tentative in the past.

3.7 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 (including individuals within it)
- 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
- 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).

3.8 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 successive years of funding.

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.

3.9 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 / 01443 846200). The Council also administer several of the funds - search web for "RCTCBC grants" for contact details.

3.10 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 either not take up or refund the grant from the wind fund.

3.11 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 available on the website. 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.

3.12 What is the submission date for applications?

The date is 30 September 2019. 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 affect your qualification and allow them to be corrected before the submission date.

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

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

3.14 How does the public vote work?

Practical Arrangements

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 for the vote are shown on the Key Dates section. These details will be confirmed and publicised by the leaflets in the Autumn

Eligibility to Vote

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 presiding officer. Please note passports do not contain an address and therefore cannot be used.

Residents must be aged 15 or over. Young voters 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.

Proxy Voting

Any resident who wishes to vote, but cannot access the voting hall for any reason must give written notice to the Fund administrators by the end of the Friday before the voting day, 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 (or signed email) and proof of residency to the voting hall. A proxy voter can only represent one other person, not multiple voters.

Voting

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.

Award of Grants

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.

3.15 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.

3.16 When will I receive the grant money?

The grants will be paid by cheque at an awards ceremony in January 2020. It is an important part of the transparent fund process that applicants turn up in person to collect their grant. Last time grants were distributed by the local AM or MP.

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.

3.17 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 carefully before applying.

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.

3.18 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.

3.19 Legal Notice

Please note that the Fund administrators reserve the right in their 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 Fund administrators without notice. The Fund 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.

3.20 Fund Administration

The Treorchy Wind Fund is administered by Maerdy Windfarm Community Funds Ltd (MWCF). MWCF is a 'not for profit' company that is limited by guarantee. This is the counter party which grantees enter into the Grant Agreement with.

MWFCF receives its funding from Maerdy Windfarm Ltd (MW) which owns the Maerdy Windfarm. MW is owned and part of the Greencoat UK Wind group (www.greencoat-ukwind.com).

4. Contact

If you have further queries please check out the website 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. Please note that to keep admin costs low (and hence grants high) telephone and postal support is not generally available.