



Guidance Notes

What is the Ayre Offshore Windfarm Community Fund and who is it for?

The Ayre Offshore Windfarm Fund is funded by Qair as it develops its Ayre offshore Wind Farm. The fund is delighted to offer donations to local community groups based in Caithness & Orkney

Who can apply for a grant?

Applicants must normally fulfil the following conditions to apply to the fund -

- Applicants have a constitution (governing document or set of rules) and are set up on a not-for-private-profit basis. However, groups do not need to be registered charities to apply.
- Applicants must provide their latest set of accounts, signed by an independent third party.

We welcome pre-application enquiries - please contact us if anything is unclear.

What will the Ayre Offshore Windfarm Community Fund support?

This year we looking to support projects that focus on the following –

1. **Environmental, Coastal and Recreation projects** that might include –
 - Volunteer beach cleans (gear, skips, Hi -Vis vests etc)
 - Path repairs
 - Nature conservation
 - Habitat restoration
 - Supporting improved access to and recreation in our coasts and countryside.

2. **Youth projects** focusing on skills & practical learning that might include -
- STEM initiatives
 - Learning practical skills
 - Developing outdoor & environmental skills
 - Community & social impact projects

What sizes of grants are available?

Grants between £250 - £500 Priority will be given to applications where our contribution is matched from other sources.

Grant holders must be able to spend their grant within 12 months of an award.

Categories on what you cannot apply for are listed below.

- Religious purposes (where one religious group would benefit over another or the promotion or activities of any religious group). Where a religious building (Church, Church Hall etc) is a community resource and the application is for the improvement of the community hub which would benefit the whole community, this would be acceptable.
- Political purposes (applications which promote political views or the activities of political groups cannot be supported);
- Entertainment or hospitality purposes (where funds would be used to offer a gift, hospitality or entertainment with the intention of achieving an advantage over others);
- Funding cannot be awarded to be spent at the discretion of a person or legal entity;
- Any purpose which is adverse to Ayre Offshore WindFarm, its parent companies or group companies, renewable energy industry or the electricity industry;
- The funding or replacement of a service which is provided by, or is the legal responsibility of, the local authority or other public authority or a statutory responsibility;
- Projects which cannot demonstrate a significant benefit to the local community;
- Funding for the repayment of loans or debts or applications to the Fund for loans;

General guidelines

All sections of the application form must be completed. A separate sheet may be included.

Section One: Organisation Details

- Please don't write 'see attached' on any part of the form as a substitute for information – although if you wish to include other documents (besides your constitution and accounts) with which to support and supplement your application then you are welcome to do so.
- Please round figures up to the nearest pound.

- Make sure the main contact is someone, who is familiar with both the workings of the group and the grant application, as this person may be contacted for a short telephone interview. Please make sure they will be available in the four weeks following the next deadline and let us know if they are away for any time during this period.
- We can only consider applications from constituted groups. The name of your group should be the name written on your constitution (or governing document). This must also be the name on your bank account. You must send us a copy of your signed constitution with your application.
- Your type of organisation will be the legal status of your organisation e.g. a company limited by guarantee, a charity, etc
- You don't have to be a registered charity, but if you are, please supply the charity number.

Section Two: Grant Application

- Please describe your project – its background, overall aims and the activities involved.
- Tell us who will directly benefit from the project/activity that you are looking for the funding towards. Be realistic regarding these numbers.
- If the grant being requested includes salary costs as part of the project, then please tell us what the hourly rate to be paid is. We would expect it to be the Living Wage or greater. See website for further information. <http://www.livingwage.org.uk/friendly-funders>

Section Three: Costs

- Please give an accurate list of the costs involved in the work, service, project or items for which you need the grant. If the grant requested does not cover all the costs, you should make clear which costs it will cover or go towards and go on to show how you intend to meet the other costs to ensure that the project will go ahead.
- We require quotations if your grant request is for equipment, vehicles or refurbishment work. Please supply at least two competitive quotes.
- Tell us where any other funding for this project is coming from, for example local fundraising or other grants. Please indicate whether the funding has been received or pledged. If you are awaiting a decision on a funding application, tell us when you expect to hear the outcome.
- If your project is time-specific then please make sure your application is made in plenty of time to receive a decision before the project takes place.
- Please note that 'account name' should give the exact name in which your account is held. We expect this to be the same as the name of your group (as shown on your constitution) and if it isn't we may not be able to give you a grant. We cannot deposit money to bank accounts in the name of an individual.
- We expect groups to require at least two unrelated people to authorise cheques from their account. If this is not the case, we may not be able to award you a grant.

Section Four: Financial Information

- A copy of your most recent annual accounts must be included with your application. They should be signed by a member of your management. We will be unable to process your application if you do not send these or if your accounts are out of date. Please include a copy of your most recent bank statement.
- Groups that have not yet completed one full year must provide a projection of income and expenditure for the group's first year of operation, this is just an outline of where you anticipate receiving funding from and what you will be spending this on. Please include any evidence you can of funding pledged or secured and include details of all your group's income and expenditure, not just that which relates to this application.

Applications will be reviewed monthly.

How can you apply? the simplest way is to apply online, via our website – www.ayreoffshorewindfarm.scot/communities, application forms and guidance are available on request from our Community Engagement Manager – Allan Tait - a.tait@qair.energy