

# Isle of Skye Renewables Coop Community Fund Guidance Document

## What is the Isle of Skye Renewables Coop Community Fund?

The Isle of Skye Renewables Coop (IoSRC) owns a small share of the Ben Aketil Wind Farm on the Isle of Skye. Each year IoSRC receives a share of the profits from the wind farm. A proportion of these is paid out to members of the IoSRC and a proportion is allocated to a Community Fund. The Community Fund is overseen by the IoSRC Board and administered by Energy 4 All. The fund aims to support individuals, communities and organisations in the Skye and Lochalsh region to pursue environmental and sustainability projects and initiatives which benefit the people who live in the area.

Each year, the IoSRC Board allocates a proportion of the profits from the Ben Aketil Wind Farm to the Community Fund. The amount available in the fund will differ from year to year, dependent on a number of factors.

The Community Fund is typically used to support projects and initiatives by providing grants, rather than loans or other forms of investment. Different levels of grant funding are available depending on type of party applying to the fund. The Community Fund is able to consider applications from a range of different applicants including individuals, community and environmental groups and organisations, cooperatives and other forms of community interest and not for profit organisations. There may be circumstances when an application from a “for profit” organisation may be considered, but only where this can demonstrate the project or initiative is well aligned with IoSRC’s objectives, will deliver significant community impact and has a need for grant funding support from the Community Fund.

Applications to the Community Fund can be submitted at any time during the year. The IoSRC reviews applications periodically during the year. The IoSRC may approve an application, reject an application or delay the review of an application.

## What does the Community Fund support?

The IoSRC aims to make several grants each year from the available funds to ensure a wide range of people and organisations benefit from the Community Fund each year. The Community Fund is able to support a wide range of projects and initiatives and there is no specific definition of the scope or type of projects or initiatives which can be supported. However, all projects or initiatives must be aligned with at least one of the objectives of the IoSRC itself. These are...

- The development, management, generation, transmission and supply of electricity from renewable energy sources;
- The conservation of energy through energy efficiency including energy efficient products and activities;

- The promotion of awareness of environmental and related issues and support for educational initiatives related to renewable energy or sustainability in general.

The types of project the Community Fund aims to support include...

- environment and sustainability education;
- energy efficiency improvements to buildings used by communities;
- installation of energy efficient technology in buildings which will be used by communities;
- small scale renewable energy projects or sustainable activity that reduces waste/carbon emissions;
- initiatives aimed at reducing fuel poverty;
- health, well-being, inclusion and access projects where these are aligned with the sustainability objectives of the IoSRC (e.g. community gardening, growing and healthy eating initiatives, improved infrastructure for sustainable travel such as walking, cycling and for people with mobility needs).

If you are unsure whether your project is eligible for funding, please contact the IoSRC via Energy 4 All in advance of submitting an application.

In reviewing and assessing applications, the IoSRC will also consider the following criteria...

- community impact, e.g. how the project will benefit the community, roughly how many people in the community will benefit from the project or initiative supported by this grant, and which groups in the community will benefit?
- leveraging and availability of the funds from other sources, e.g. have you already secured other funds for your project, do you have other funding applications ongoing or will a grant from IoSRC help you secure additional funds?

### Who can apply?

The Community Fund is intended to be able to offer support to a wide range of different people, with different levels of funding available to different types of applicant. It should be noted that the maximum levels set out below are a guide and where a compelling case can be made, the Board is able to consider applications for grant funding in excess of these.

Applicant Type	Typical Maximum Grant Funding Application
Individual	£1,000

Unconstituted Group	£5,000
Constituted Groups / Organisation	£25,000

Details are provided below regarding who can apply for funding and what criteria they should meet...

- The Community Fund is available to individuals, unconstituted and constituted groups and not for profit organisations across the Skye and Lochalsh region, where the main beneficiaries of the project are in the region;
- Individuals must be resident in the Skye and Lochalsh region;
- Unconstituted groups, with no formal constitution and / or governance document, may apply. However, they must be able to demonstrate the group has basic systems in place to run its activities (including the delivery of new projects) in an appropriate fashion;
- Constituted groups can typically apply for larger amounts of funding. These groups must have a formal constitution and / or governance document, fully functioning governance and management processes in place, and have their own bank account;
- Organisations must be registered with an appropriate regulator or agency, for example Companies House or the Financial Conduct Authority's Mutual Public Register;
- Applicants must have a Bank or Building Society account in the name of the applicant or nominated individual;
- Any application made must relate to spend / costs anticipated within the next 12 months;
- All grant funding will ask the applicant to provide reports to IoSRC following award of the grant and delivery of the project or initiative. These reports will be used for progress monitoring and project evaluation and will be agreed on a project by project basis in advance of the application approval (see below);
- Applicants will not be eligible to apply for another grant from the fund until all monitoring and evaluation reports have been completed to the satisfaction of the IoSRC Board;

If you are unsure whether you are eligible for funding, please contact the IoSRC via Energy 4 All in advance of submitting an application.

### What the fund will not support?

- The repayment of loans or payment of debt;
- Matters which are generally understood to be the statutory responsibility of local and regional authorities;
- Projects which have already been fully funded from other sources;
- The purchase of refreshments or catering services for events, (while the event itself may be funded);

- Promotion of political or religious views;
- Activities which are critical of or oppose renewable energy projects or initiatives;
- Costs which have already been incurred at the time of application;
- Activities which might bring IoSRC or Energy 4 All into disrepute;
- Activities, projects or initiatives which could be funded by the existing unrestricted reserves of an organisation unless there is an explanation for this.

### **How is the grant funding payment made?**

- The grant funding application approval will include guidance on the scope, content and schedule of monitoring and evaluation reports. This may also include the requirement for a site visit and / or the provision of photographic images for our records and use in promotional activities;
- The grant funding application approval will include guidance on the proposed payment timing and schedule, as well as a request for any further relevant quotations or cost information;
- Once the award has been approved, relevant quotes and supporting documentation received and the monitoring and evaluation reporting process and payment schedule agreed with the Board, successful applicants, Energy 4 All will ask for bank or building society details in the name of the organisation;
- Contingent on the item above, payments will be made shortly before the costs are incurred, at a time agreed with the applicant, usually in one lump sum. However, stage payments can be made where this is better aligned with the way costs will be incurred by a project or initiative;
- Successful applicants will usually be expected to provide receipts for monies spent within one month of the payment, and a short monitoring and evaluation report on the project, typically after 3 and 12 months of the payment, although these timescales may be adjusted on a project by project basis;
- Any monies which are not spent must be returned to IoSRC unless otherwise agreed;

### **What is the application procedure?**

The IoSRC Community Fund Application Form can be found on the Coop website, [www.skye.coop](http://www.skye.coop). Please send completed forms and any supporting documentation to [grants@skye.coop](mailto:grants@skye.coop). Whilst every effort has been made to ensure the application form includes all key information required to review an application, the Board reserve the right to request additional information in support of an application.

Submissions may also be made by post to Isle of Skye Renewables Coop, c/o Energy4All, Unit 26, Trinity Enterprise Centre, Furness Business Park, Barrow-in-Furness, Cumbria, LA14 2PN.

Applications will be acknowledged within 21 days.



## **What happens if something in my project or initiative changes after the application is approved?**

After award, and prior to payment, the applicant must advise the IoSRC in a timely fashion of any material changes in circumstances which are relevant to the grant funding award decision and payment.

Grant funding award decisions will be entirely at the IoSRC's discretion and until such time as funds are transferred, may be subject to delay or cancelation (although the IoSRC do not envisage this happening unless there was a material change in circumstances associated with the application, applicant or Community Fund).

## **Do I need to acknowledge the grant as part of any communications, materials or other publicity associated with my project or initiative?**

Grant recipients should acknowledge the grant in any publicity related to the funded project. In addition, IoSRC may publicise grant awards and invite grant recipients to give a presentation on their project at its AGM or Board meetings.

The IoSRC will provide the applicant with a communications pack with information about the IoSRC for use and reference in communications. This will include a copy of the IoSRC logo for use in communications, signage and other materials as appropriate.

## **Further Information**

For more information about the Isle of Skye renewables Coop, please see [www.skye.coop](http://www.skye.coop) or contact the Board via email on [info@skye.coop](mailto:info@skye.coop).