



GRANT-MAKING & MONITORING POLICY

This purpose of this policy is to set out the principles, criteria and processes that govern how the Trust makes grants.

Introduction

The Kilbraur Windfarm Community Benefit Trust (KWCBT) is a registered charity, registered number SC040268, benefiting the Community Council areas of Brora, Golspie and Rogart. The KWCBT Fund is a Charitable Trust funded by Kilbraur Wind Energy Ltd and aimed at community-led organisations delivering charitable activity that benefits their community. The activities must provide some measure of economic, environmental, educational, social or cultural benefit for people living in the area.

The fund is managed by a board of six trustees nominated by Brora, Golspie and Rogart Community Councils. Each Community Council will nominate 2 individuals to be Trustees. In attendance at the quarterly grant awarding meetings will be two observers, one each from Highland Council and Kilbraur Wind Energy Ltd. From time to time there may be other observer participants as required.

Kilbraur Wind Energy Ltd will pay funds throughout the year into the Trust Fund while the Kilbraur Wind Farm is operational.

The trust operates FOUR schemes – Main Grant Scheme and Small Grants consisting of:- Microgrant Scheme administered by Community Councils, Training Microgrant administered by Community Councils and Path Maintenance Grant.

(Appendix 6: Small Grants Microgrant and Training Microgrants administered by Community Councils and Path Maintenance Grant)

The trustees ensure proper governance of the Trust's grant-making in four ways:-

1. Through grant-making principles which ensure that, even where there is donor or funding partner involvement, decisions are ultimately made by the Trust's trustees. To clarify that funds given are the Trust's asset, albeit with degrees of restriction on their use, and that, where they are involved, donors/funding partners are recommending grants, not awarding them.
2. Through published grant-making criteria which set out the activities the trustees wish to support in furtherance of the Trust's charitable objectives. The criteria also include activities which the trustees do not wish to support because they do not consider them to be in line with the Trust's purpose. The trustees accept that they will on some occasions make grants outside published criteria but that in all such cases the activity supported will be charitable in law.
3. Through grant-making processes which set out how decisions are reached for awarding grants.
4. Through a monitoring procedure of grants awarded. **(Appendix 4: End of Grant Report)**

Grant-making principles

The principles are as follows:-

- The Trustees have ultimate collective responsibility for all grant-making decisions in line with the Trust's charitable purposes and any restrictions agreed with donors and funding partners.
- Trustees reserve the right to apply conditions to any grant.
- Trustees also reserve the right not to approve any application if they determine that the resulting grant would not be charitable, or would conflict with the Trust's stated policies or damage its reputation.

Grant-making criteria

As a registered charity, the Trust can only make grants to support activity which is charitable in law and are used solely to further its charitable objectives. **(Appendix 1 – List of Charitable Purposes)** Organisations do not have to be registered charities to apply, but Grants to other types of organisation will always be restricted for specific charitable purpose/s.

Applications for support from the Main Grant Scheme must be made using the Trust's application form. **(Appendix 5: Application Form)**

There is no upper limit for the Main Grant Scheme, but applicants should be mindful that the Trust's usual maximum grant is £10,000. You must contact the secretary to discuss applications that are likely to be above this amount. The secretary will forward request to the trustees and you may be contacted by a Trustee to discuss further.

Groups are eligible to apply to the Trust if they have an outstanding end of project report from a previous Trust Fund grant, however any grant awarded will not be paid to the group until the previous grant has been accounted for.

For projects of £2,500 or less the Trustees may make a 100% grant available at their discretion. Otherwise grants of up to 80% may be awarded. The amount and source of other funding (e.g. other windfarms, VAT refunds, local authority assistance, other funders, own funds) should be detailed at Item 4 on page 9 of the application form.

From time to time there may be a limited number of specific funds to support individuals. these funds will be advertised when available. The Trustees will not respond to unsolicited requests from individuals.

Please see **APPENDIX 2: GRANT-MAKING CRITERIA** for more detail

Grant-making processes

Trustees aim for the Trust's grant-making processes to be transparent and to address the interests of applicants and the wishes of donors and funding partners.

To this end, all grant requests go through a staged process as follows:

1. Advertisement of the next closing date for application. The Trust has set four closing dates in a year for applications – the last Friday of February, May, August and November. The Trustees aim to meet 6-8 weeks after the closing date to assess the applications.
2. There is an Application form to be completed, this and supporting information will determine whether the request is eligible for support. All questions to be completed and supporting documents to be received by the closing date. If an incomplete application has been received, the Secretary will request the missing documents/information and if this not forthcoming the Trust may refuse to process an application. **(Appendix 3: Application Review Checklist)**
3. Review of the application by the Trustees. The Trustees will write to the applicants detailing the decision and if any conditions are to be met such confirmation of match funding, planning permissions. This letter will detail claim procedure for funds.

Decisions to approve high-risk and unusual grants of any type may take longer and require additional information.

Examples include where:

- there is a question as to whether the grant would be for a charitable purpose;
- there are risks around an organisation's long-term liquidity or solvency;
- the grant is for unusually large sum, or for a type of organisation, activity or area of benefit not usually supported;
- one or more trustees (or senior staff/advisors) have a conflict of interest;
- there is a risk of damage to the Trust's reputation; or
- there is a potential conflict with the Trust's policies

Variations to this policy

The trustees may vary the terms of this policy from time to time.

Approved by the Trustees April 2021

APPENDIX 1: List of Charitable Purposes

- a) to advance community development (including the advancement of rural regeneration) within the three communities (as defined by the respective parish boundaries) of Golspie, Brora and Rogart ("the Area of Benefit");
- b) to relieve poverty within the Area of Benefit ;
- c) to advance education within the Area of Benefit;
- d) to advance heritage through preserving for public benefit the historical, architectural and constructional heritage that may exist within the Area of Benefit in buildings (including any part of a building, and any other structure or erection) of particular beauty or of historical, architectural or constructional interest;
- e) to advance citizenship, including the promotion of civic responsibility, volunteering, the voluntary sector and/or the effectiveness or efficiency of charities within the Area of Benefit;
- f) to advance the arts or culture within the Area of Benefit;
- g) to advance health and to relieve ill-health within the Area of Benefit;
- h) to advance public participation in sport within the Area of Benefit;
- i) to assist in the provision of recreational facilities and/or the organisation of recreational activities, within the Area of Benefit

(which may include, without prejudice to that generality, the creation and maintenance of footpaths, cycle tracks, picnic areas and other amenities), such facilities/activities being available to members of the public at large with the object of improving their conditions of life;
- j) to advance environmental protection or improvement (which may include, without prejudice to that generality, the preservation of natural habitats and other measures to protect wildlife) within the Area of Benefit;
- k) to advance environmental protection by promoting the adoption of measures to encourage the more efficient use of the world's resources, and in particular more efficient use of non-renewable energy sources so as (i) to minimise the proliferation of mines, wells and other extraction facilities which degrade the natural environment and (ii) to reduce greenhouse gas emissions and thus avoid the damage to the natural environment caused by global warming;
- l) to relieve those in need within the Area of Benefit by reason of age, ill-health, disability, financial hardship or other disadvantage;

APPENDIX 2: GRANT-MAKING CRITERIA

Grants for groups

How to apply?

All applications must be made using the Trust's application form. This is available on our website at <https://kilbraur.com> or from Voluntary Groups Sutherland, Alba, Main Street, Golspie, KW10 6TG

Who can apply?

A group can apply if it can demonstrate the following:

- Are a community-led organisation
- are a not-for-profit run group
- are working in and involving people from the communities of Brora, Golspie and Rogart
- have an adopted governing document, Constitution OR Set of Rules dated and signed as a true copy. If a group doesn't have a constitution or bank account it can apply if it is supported by a constituted voluntary organisation, where it is permissible under their constitution and where relevant, charity law. In these circumstances a group should apply **in its own name**, but provide the bank details, the constitution and the accounts/statements of income and expenditure and a bank statement for the constituted group
- have a bank account in the name of the group which requires at least two signatures
- can provide a copy of accounts or statement of income and expenditure. These must be either audited or confirmed as Independently Examined and be no more than 24 months old.
- can spend the grant within one year
- the activity will fit with our charitable purposes

We will make grants to a wide range of organisations. We are particularly keen to help grassroots community groups and small-to-medium-sized voluntary organisations. We do not normally make grants to large UK-wide charities, but we might do so where there are strong relationships in our area and the proposal has potential to achieve a substantial impact. Priority will be given to groups operating and run by people living in the communities of Brora, Golspie or Rogart.

A group does not have to be a registered charity to apply, but the activity looking to be supported must be legally charitable.

Please note if a group has previously had a grant from us, we will not pay out on any new award unless all the required end of grant reports have been received.

Which areas can apply?

Our Trust grants are for activities in the Community Council areas of Brora, Golspie and Rogart only.

What sort of activity is supported?

The following types of activities could be included:

- Equipment for community groups
- Repairs and improvements to buildings/land used for community purposes. (However, if the building/land is not owned by a group, it will need to provide us with a copy of the lease.)
- Community events, festivals and trips
- Practical activities
- Activity based environmental schemes
- Production of community-run newspapers
- Local surveys, questionnaires and community profiles undertaken by community groups
- Training and educational courses
- Interpretation or translation costs as required by community groups
- Bursaries for individual members of community groups to participate in training courses. These courses to be relevant to the operations of the group.
- Costs to community groups of participating in networks and visiting other community projects

How much can be applied for?

- There is no upper limit for the Main Grant Scheme, but applicants should be mindful that the Trust's usual maximum grant is £10,000. Please contact the secretary to discuss applications that are likely to be above this amount. The secretary will forward request to the trustees and you may be contacted by a Trustee to discuss further. This will be reviewed from time to time.
- Groups are eligible to apply to the Trust if they have an outstanding end of project report from a previous Trust Fund grant, however any grant awarded will not be paid to the group until the previous grant has been accounted for.
- For projects of £2,500 or less the Trustees may make a 100% grant available at their discretion. Otherwise grants of up to 80% may be awarded. The amount and source of other funding (e.g. other windfarms, VAT refunds, local authority assistance, other funders, own funds) should be detailed at Item 4 on page 9 of the application form.
- It would be much appreciated if quotes/estimates could be sourced from local businesses. We understand this may not always be possible due to the nature of a specific project. A minimum of two quotes/estimates are required. If your request is > £2,500 you need to comply with the 80% rule i.e your claim must be 80% or less of the total project cost.
- If you currently have unrestricted reserves i.e. available funds not earmarked/ringfenced for other purposes please state why the unrestricted funds cannot be used. If you are in any doubt about this question please contact us for clarification.

Payment of Grants

- Claims for payment will be made on the submission of invoices and proof of expenditure identified in bank statements. Copies of invoice and bank statements will be acceptable. There is an End of Grant Report to complete. **(Appendix 4: End of Grant Report)**
- Generally the claim for payment of the grant should be submitted when the project has been completed along with the End of Grant Report.

Who cannot apply to the Trust Fund?

The rules of the Trust Fund prevent the following groups/individuals from applying:

- Political organisations
- National organisations, unless the group is a local branch with local management/accountability arrangements and bank account
- Individuals unless the application is for a bursary for individual members of community groups to participate in training courses
- Religious organisations
- Companies who aim to distribute a profit
- Projects already started
- We cannot fund schools. However, Parent Teacher Associations/Parent Councils can apply if they are appropriately constituted.

For the avoidance of doubt, the Trust will not consider:

- Activities which are not a fit with our charitable purposes
- Organisations with restrictions on membership and cannot demonstrate public benefit
- Applications for salaries and related employment costs.
- Political, religious, entertainment, or hospitality purposes
- Any purpose adverse to KWEL's interest in the Kilbraur Wind Farm
- Any purpose, or service that the Highland Council is obliged to provide
- Projects that involve improvement work to a building **unless** your group own the building, or have a lease on the property of not less than 10 years
- Applications for unspecified items e.g. contingency money
- Retrospective applications, for example we would not accept an application for an event that has already taken place
- The Trust will not consider applications for CCTV unless it is to protect a community owned building

When will decisions be made?

The Trust has set four closing dates in a year for applications – the last Friday of February, May, August and November. The Trustees aim to meet 6-8 weeks the closing date after to assess the applications.

We will let groups know if they have been awarded a grant or not. This letter will contain conditions, if any, of the grant and process for claiming. We reserve the right not to explain our decision.

APPENDIX 3: Application Review Checklist

Kilbraur Windfarm CBT

Application review checklist for internal use

Application round closing date:

Application ref:

Checklist Item	Status/comment	Notes/Action
Organisation name:		
Contact name:		
Correspondence address:		
Email address:		
Organisation head office:		
Previous grants		
End of grant form(s) completed for previous award(s)		
Constitution - signed		
Charity or charitable purposes (check against KWCBT)		
Not for profit		
Charity registration number (if applicable)		
Bank account in the name of the applicant organisation		
Sort code		
A/c number		
Examined accounts (<24 months)		
Reserves		
Brief summary of project		
Total Project Cost		
Amount requested		

Match funding secured		
% requested		
Is it 80% or less?		
100% category (<£2500)		
Is requested amount greater than £10k?		
Has applicant contacted Trustees about this?		
Have all questions been completed?		
Two signatures (bank signatories)		
GDPR consent		
Lease – minimum of ten years?		
Confirmation of ownership		
Planning Consent		
Other consents		
Two quotes/estimates included		
Acknowledgement of application		
Appropriate policies in place e.g. child protection, data protection, Equalities		

Appendix A for Application Review Checklist

Record of previous applications submitted by

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APPENDIX 4: End of Grant Report

Name	
Organisation Name	
Address	
Email Address	
Application Reference	
Grant Amount	
Date Awarded	
Total Project Value	
Other Sources of Funding	
Was your project a success? <ul style="list-style-type: none">• Describe the activities that took place and/or any services or items purchased.• Advise who has benefitted and how.• What difference the grant has made to your organisation.• Will the grant have a long term impact?• Please include pictures if appropriate.	
Details of Expenditure – please invoices paid out below	

Appendix 5: Application Form

This is available on our website at <https://kilbraur.com/> or from Voluntary Groups Sutherland, Alba, Main Street, Golspie, KW10 6TG

Appendix 6: Small Grants:- Microgrant and Training Microgrants administered by Community Councils and Path Maintenance Grant

Micro grants are intended to support small scale local community activity. The process of applying for and receiving a micro grant is intended to be relatively quick and light touch and will be managed by the local Community Council.

Applications for micro grants can be accepted from groups – including those who don't have a written constitution or set of rules – and individuals. Individuals must be living in one of the three eligible community council areas.

Applications can be for up to £500, be Community-focussed and for activities which fit with the Trust's charitable purposes. The activity should enhance quality of life for local residents; contribute to vibrant, healthy, successful and sustainable communities; and/or promote community spirit and encourage community activity.

Applicants for the Training Microgrant will be managed by the local Community Council. Awards up to £500 can be made.

Applicants for the Path Maintenance Grant need to complete a simple form and get support from their local Community Council or other relevant community organisation which takes responsible for paths in the Community Council area. A maximum of £1500 per annum is available to each Community Council area.