# Guidance for Applicants

**What is the grants scheme?**

The Wingates Wind Farm Community Fund has been set up by the operator Infinis, to provide grants for the benefit of communities in the area immediately surrounding the wind farm. The fund is expected to offer £30,000 worth of grants per annum (£2000 per megawatt of installed capacity). The scheme is administered by Community Action Northumberland (CAN).

**Size of Grant Available**

Grants will normally be in the range of £250 to £5000. However in exceptional circumstances some larger grants may be available at the panel’s discretion. (Please discuss with the fund co-ordinator before submitting an application for a grant over £5000. Grants may meet up to 100% of the eligible costs of a project excluding recoverable VAT.

**Who can apply?**

Applications are welcomed from constituted voluntary and community groups, parish councils and schools running projects which benefit communities in one or more of the parishes of Brinkburn & Hesleyhurst, Longhorsley, Netherwitton, Nunnykirk and Rothley & Hollinghill.

**What kind of Projects are supported?**

Projects must help to achieve one or more of the following purposes:

1. The advancement of education.
2. The advancement of citizenship or community development (including rural or urban regeneration and the promotion of civic responsibility, volunteering, the voluntary sector or the effectiveness or efficiency of charities).
3. The advancement of culture or science.
4. The advancement of public participation in sport (and 'sport' means sport which involves physical skill and exertion)
5. The advancement of environmental protection or improvement.
6. The promotion of sustainable development, meaning development which meets the needs of the present without compromising the ability of future generations to meet their own needs, including (but without limitation) the promotion of energy efficiency measures and sustainable transport options.
7. Support for buildings located in the Communities that are used for community purposes (for example village halls or community centres).
8. The advancement of the use of information and communications technology.

**Exclusions**

The following purposes are excluded from support:

* replacement funding for projects and/or schemes already funded through the public sector
* Projects promoting any specific political or religious purpose
* Projects that directly benefit any specific individual
* Activities considered by the Operator to be anti-wind and/or anti-renewable energy
* Expenditure incurred before the date of the grant offer letter.

**Responsibility**

The applicant must ensure all expenditure is spent on eligible activities as stated in the approved application. If required, the applicant may arrange for another agency to carry out work on their behalf.

**Application and Appraisal Process**

Applications will only be accepted on the official application form.

Every application will be appraised by a member of CAN staff to check it meets the eligibility criteria.

Eligible applications will then be submitted for approval to a local panel of parish council representatives from the 5 parishes within the area of benefit. Panel meetings are held quarterly on the first Monday in March, June, September and December, and applications must be submitted at least 3 weeks prior to the meeting to allow time for appraisal. A current list of application deadlines and panel meetings is available on the CAN website

Please be aware that the time from application deadline to final approval could be up to 6 weeks and if additional information is required this time-scale may be extended. Successful applicants will receive a grant offer letter and grant acceptance form and a first payment of 75% of the grant will be paid on receipt of a signed grant acceptance form. Payment will be made by BACS transfer wherever possible.

At the end of the project all grant recipients are required to submit a final report including evidence of expenditure incurred. The final instalment of 25% of the grant will be made once the final report has been checked. In exceptional circumstances it may be possible to increase the percentage of the grant that is paid in advance (please contact the grant co-ordinator to discuss if necessary).

**Contact Details**

Application packs and full details of upcoming application deadlines and meeting dates are available from the CAN website at

If you require a hard copy version, or if you would like support to submit an application, please contact the grant co-ordinator:

***Julia Plinston, UNIUN Enterprise Building, Front Street, Pegswood, Morpeth, Northumberland NE61 6RG***

***Tel: 01665 605540***

***Email:*** ***communityfunds@ca-north.org.uk***