



3R Hazelside & Ventient Galawhistle Micro-Grant Schemes
administered by Douglas Community Council

Application Guidance Notes

Thank you for considering making an application to a Douglas Community Council Micro Grants Scheme. Douglas Community Council administers Micro Grants on behalf of three Windfarm Community Benefit Funds:

- 3R Energy Hazelside (£2,500 pa)
- Ventient Galawhistle (£6,000 pa)
- South Lanarkshire Council Renewable Energy Fund (£5,000 pa)

These Guidance Notes are for both the 3R Energy Hazelside and Ventient Galawhistle Funds only. Please request a separate Application Form and Guidance Notes for the REF Micro Grant Fund.

Please note that the Ventient Galawhistle Fund cannot be used as match funding for any project or initiative and therefore any applications to that fund should not exceed £250 for individuals or £500 for community groups.

As a consequence, prior to submitting any application you are strongly encouraged to email douglascommunitycouncil@gmail.com or call 07872 577515 to discuss your project and to be advised which Fund it is most appropriate for you to apply to given fund demand and budgetary constraints at that particular time.

You may apply for up to £250 as an individual or £500 as a community group, constituted or un-constituted.

If applying as an individual:

1. You are required, in addition to submitting an Application Form, to provide a short statement outlining why you are best placed to lead this project as an individual. You may also wish to include a short breakdown of any previous awards or achievements that demonstrate your excellence in a particular area e.g. athletics, music.

If applying as a community group:

1. You must have a bank account in the name of the organisation. There must be at least 2 authorised signatories to this account who are members of the committee or other governing body of the organisation. The two signatories should not be related and all cheques must be signed by both individuals.
2. Where applicable, you should submit a written, signed copy of your Governing Document with your application and must notify Douglas Community Council of any changes to it or your office bearers. **Please note that Ventient Galawhistle Micro**

Grant Scheme applicants need not be constituted, and in fact generally speaking such informal groups will be considered a priority, as other funds are unlikely to be open to them. It is felt to be unfair to ask small informal groups, which wish to remain as such, to develop a governance structure in order to access funds for 'low level' or informal activity. Constituted groups are eligible to apply but they should not use the micro-grants scheme to circumvent applying for grants elsewhere and beyond £500 e.g. through submission of multiple applications.

3. All children's and youth organisations should ensure that in carrying out their activities that they meet the requirement of the legislation, regulation and rules governing health and safety and child protection. In particular, a child protection policy and procedure should be in place, with all staff and volunteers having had criminal records checks carried out through Disclosure Scotland where required.

Conditions applicable to individuals and community groups:

1. You must utilise the grant within six months of the date awarded and for the purposes outlined in our application only.
2. You must ensure that any statutory consents or approvals for our project, e.g. planning permission, are secured at the appropriate stage.
3. You must provide, if requested, an opportunity for Community Council representatives to visit and inspect your project at various stages of progress and discuss any issues relevant to the project at that time.
4. You must inform, at the earliest opportunity, the Community Council of any reason why the project is not or is unlikely to proceed and return the grant in full with minimum delay.
5. You must acknowledge the support of the Community Council and the 3R Hazelside/ Ventient Galawhistle/ SLC REF Micro Grant Schemes in any printed materials, press releases or signage associated with your project. The Community Council, 3R Hazelside/ Ventient Galawhistle/ SLC REF Micro Grant Scheme logo can be had on request by emailing douglascommunitycouncil@gmail.com.
6. You must provide two digital photographic images of your project progress or output, which can be used for reporting purposes in the Hazelside Micro Grant Scheme Annual Review.
7. You must make provision for the proper maintenance of financial records. Where applicable this will include annual accounts, which must be certified annually by an independent auditor, independent accountant or an independent responsible person. These must clearly show the Micro Grant Scheme's contribution to your organisation. A copy of your latest audited/inspected/examined Annual Accounts must be submitted with this application.
8. In respect of equipment purchased with grant assistance, you will be required to provide information on storage facilities and insurance arrangements.

9. The grant must not be used to publish such information which, in whole or in part, appears to: (a) be designed to affect public support for a political party; (b) be designed to oppose any developments promoted by 3R Energy Solutions Ltd, Ventient Energy Ltd (or associated companies) or any developer which contributes to the SLC REF; or (c) discriminate by reason of age, birth, race, gender, sexual orientation, religion, disability or any other condition or circumstance, personal or social. In particular, you should ensure that you are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
10. Payment of any grant awarded from the Micro Grant Schemes will be made only on the production of satisfactory evidence that: (a) the expenditure has been incurred or committed, as approved, e.g. copy invoice, receipt or order, and: (b) a complete funding package has been secured in relation to the project as a whole. The Office Bearers of Douglas Community Council reserve the right to pay suppliers directly in appropriate circumstances.
11. In certain circumstances, the office bearers of Douglas Community Council may impose additional conditions on a grant award, for example, to ensure that a project is properly managed by a qualified person. Such conditions shall be determined at the sole discretion of Douglas Community Council and set out in the Offer of Grant letter.
12. All successful applicants in receipt of a grant award from the Micro Grant Schemes will be required to demonstrate to the office bearers of Douglas Community Council that the award has been used for the purpose intended.
13. In considering grant applications the office bearers of Douglas Community Council shall consider whether the ongoing maintenance/revenue consequences of the project have been addressed.
14. In the event of any breach of these conditions and/or your organisation ceasing to exist, the office bearers of Douglas Community Council shall be entitled, at its discretion, to immediate repayment of any grant monies and/or to take over ownership of any equipment bought with the grant immediately on serving notice to that effect.

Ends.

Updated 22nd September 2021