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## 2019 Wind Farm Community Funds

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### FUND GUIDELINES

#### 1. About the Wind Farm Community Funds

The Wind Farm Community Funds were established by ESB and their joint venture partners: Galetch Energy, Greencoat and Enercon, with the intention of helping the communities neighbouring our wind farms to become more sustainable through the support of positive local initiatives and activities. The funds seek to address current and emerging issues, needs and opportunities within communities, enriching lives and creating brighter possibilities for local residents.

SECAD Partnership CLG administers these 15 Irish community funds which surround twelve wind farms owned by ESB subsidiary companies, and three other wind farms such companies co-own with Galetch Energy, Greencoat and Enercon.

#### 2. Introduction to the Wind Farm Community Funds

Prior to making an application it is essential that you read this document, which sets out general grant making criteria, and in particular the eligibility criteria for the Wind Farm Community Funds. Details of each individual fund are outlined below:

##### ESB owned Wind Farms:

Wind Farm Name	Suggested Award Value*	AOB Radius	Fund available (2019)
Black Banks Wind Farm, Co. Leitrim	€2,000	8 km	€8,670
Cappawhite Wind Farm, Co. Tipperary	€10,000	8 km	€66,491.25
Carnsore Wind Farm, Co. Wexford	€4,000	7 km	€10,115
Carrane Hill Wind Farm, Co. Sligo	€1,500	5 km	€2,890
Castlepook, County Cork	€9,000	6km	€42,627.50
Derrybrien Wind Farm, Co. Galway	€9,000	N/A	€50,575
Garvagh Glebe Wind Farm, Co. Leitrim	€5,000	10 km	€22,100
Grouselodge Wind Farm, Co. Limerick	€5,000	6 km	€12,750
Moneypoint Wind Farm, Co. Clare	€4,000	N/A	€22,390.87
Mount Eagle Wind Farm, Co. Kerry	€2,000	8 km	€5,780
Tullynahaw Wind Farm, Co. Roscommon	€4,000	6 km	€18,700
Woodhouse Wind Farm, Co. Waterford	€5,000	8 km	€17,000

##### Co-owned Wind Farms:

Wind Farm Name	Suggested Award Value*	AOB Radius	Fund available (2019)
Crockahenny Wind Farm, Co. Donegal (ESB & Enercon)	€2,000	8 km	€4,250
Mountain Lodge Wind Farm, County Cavan (ESB and Galetch Energy)	€4,000	8 km	€18,351
Raheenleagh Wind Farm, County Wicklow	€9,000	10km	€46,098.05

\*Please note, awards may exceed the above suggested value if a project is identified as being of significant benefit to the community.

With regards to the Fund Available (2019), the figures referenced above may include existing commitments to community projects.

#### Area of Benefit

The fund will prioritise applications from local community groups and organisations from within the area of benefit. Applications from outside area of benefit will only be considered if their project directly addresses a current or prospective need/issue/opportunity relating to the communities nearest the wind farm.

The Derrybrien & Moneypoint Wind Farm Community Funds do not have a set radius, and applications will be prioritised from local community groups and organisations within the environs of the wind farm.

To find out more on each wind farm fund, please go to <http://www.windfarmcommunityfunds.ie/the-funds/>

### 3. Who and what the funds can support

Typically, the fund is available to community and voluntary organisations for projects which are based within a given distance of a particular wind farm. A maximum of one application can be submitted from each group / organisation per annum.

The fund supports projects / activities which clearly benefit at least one of the following categories:

- Education and skills
- Health, safety and wellbeing
- Environment and habitat conservation
- Energy efficiency and sustainability
- Culture and heritage
- Recreation, sport and social inclusion

#### Overhead costs

The 2019 Wind Farm Community Funds will accept applications for overhead costs, subject to the conditions outlined below:

- Properties will be required to have a BER rating, if applying for heating costs. Please note, it is advised that buildings with a very low energy rating should apply for remedial works first and should link with [SEAI](#).
- Similarly, where an application is for lighting costs, any required energy efficient works or upgrades should be undertaken prior to making an application for running costs.
- Confirmation there are no major structural defects i.e. roof/ wall/ door are intact & sound, glass in windows etc.
- Repairs must be completed before operational application will be considered.
- Maximum application amount is subject to an upper limit of the Suggested Award Value (please see table above).

Please note, projects approved for funding will be required to complete an energy audit prior to contract offer. This audit can be conducted by the funder(s), or by the applicant. It is a condition of the funds that groups applying for Operational Costs must liaise with SECAD prior to submitting an application.

#### National Schools

If a school wishes to apply to the fund, they must demonstrate that their project would not normally be funded by the Department of Education and Skills. If in doubt, please contact SECAD.

Please note that due to the presence of the Digital Strategy for Schools 2015 - 2020, applications relating to the purchase of IT equipment for National Schools will not be considered as eligible applications to the Wind Farm Community Funds.

Applicable to the fund from 2016 onwards and cognizant of the overall eligibility criteria, the Wind Farm Community Funds will welcome applications from National Schools in the following thematic areas:

- Eco-education projects including environmental and biodiversity
- Creativity & the performing arts, including art, heritage, music, literature and culture
- Community amenities accessible to the broader public
- Initiatives that encourage outdoor education e.g. edible garden, outdoor classroom, wildflower meadow

#### Multi Annual Funding

Support to larger projects can be facilitated through a multi-annual agreement. In cases such as these, a contract is issued to the group for an overall sum, which is then paid in set instalments on an annual basis e.g. €6,000 x 4 year = €24,000.

In order to be considered for multi-annual funding, the following must be demonstrated in an application:

- The project will be completed in the first year of the contract (accompanied by appropriate sign off / verification as outlined in contract, e.g. Engineers / Architects report)
- Only legacy / strategic projects will be considered for multi annual support e.g. community hall renovation, development of sporting facilities, upgrade of basic services.

Please note, it is envisaged that no more than 30% of a fund may be allocated to multi annual projects in any one year.

#### The fund cannot support projects/activities, if one or more of the following apply:

1. Projects operated by individuals/private sector or for-profit organisations.
2. Projects which primarily benefit organisations that apply restrictive 'members only' conditions to access.
3. Projects where work has commenced prior to application, however separate stage of a project can apply.
4. Projects which directly replace statutory activities/funding.
5. Projects which provide unnecessary duplicate activities/services/infrastructure within the community.
6. Projects which do not directly benefit the local community, and are not deemed as 'not-for-profit.'
7. Projects where duplicate funding from other sources exists, however match funding is welcomed.
8. Projects which conflict with or adversely affect the aim, objectives or policy of ESB or any other associated companies.
9. Projects which directly promote or advance:
  - any particular religion or faith
  - any particular political party.
  - any type of hunting or shooting.
10. Projects which seek to purchase/cover the cost of the following:
  - Recoverable VAT costs.
  - Insurance.

#### The fund does not normally support

Statutory or other accountable bodies (including schools), unless they can provide evidence that the project is community-led, open, accessible and for the benefit of the community and not a statutory responsibility.

## 4. How to make an application

Go to the application portal at [www.windfarmcommunityfunds.ie](http://www.windfarmcommunityfunds.ie).

1. You will be asked to submit the following documents with your application, at a minimum:
  - A copy of your organisation's bank, credit union / post office account, statement
  - A copy of your organisation's signed and dated constitution (a template is available on request from SECAD). Please note, at a minimum a constitution should include confirmation that:
    - o the organisation has charitable purposes;
    - o is not for profit in nature; and that
    - o no directors or trustees are remunerated.
  - Quotations are required to verify the value of each item that you are seeking funding support from the Wind Farm Community Funds to purchase, as follows:
    - o If any individual item is less than €5,000, you need one quote for that item.
    - o If any individual item costs €5,000 or more, you must provide three quotes from three different suppliers.

For works relating to renovation / construction / refurbishment / groundworks / installation etc, the following is required:

- A lease or letter of permission from the owner to undertake to proposed works is required if the applicant group is not the owner of the premises/location
- Planning permission, or a letter of exemption / email from the relevant Local Authority

If your project includes construction, renovation, installation, groundworks or, you must provide either evidence of Planning Permission, or a Letter of Exemption / email from your Local Authority.

It is important to note that it is the responsibility of the applicant group to provide the relevant permissions. Further information on the planning process and contact details for Local Authorities are available at the links below:

<https://www.housing.gov.ie/PLANNING/LEAFLETS/PLANNING-LEAFLETS>

<https://www.housing.gov.ie/local-government/administration/local-authorities/local-authorities>

**Please note applicants that do not submit required documentation with the application form e.g. planning permission, planning exemption or owner permission, will not proceed to evaluation.**

### Tax Clearance

For contracts valued €10,000, or above, the project promoter must furnish SECAD with a Tax Reference Number (TRN) and a TCAN (Tax Clearance Access Number) for the applicant group and product / service provider. This must be made available at Claim Stage.

### VAT

Please note, if your organization is VAT registered, no claim for payment may be made for the VAT element of expenditure.

## 5. Project Plan & Budget

It is important to take some time to think through your community project, and to consider carefully what costs should be included in your project budget. It essential to note that payment cannot be made until the project is complete and the goods are in hand.

### Common Pitfalls

- ▶ Incomplete Applications
- ▶ Poor project description

- ▶ Did not read the criteria
- ▶ Blank answers to questions
- ▶ Missing paperwork
- ▶ Project costs do not tally with quotes

If undertaking construction works of any nature, please be aware that an Engineers Report, or ROSPA report in the case of playgrounds, will be required at Claim Stage, the costs associated with this report may be included in your application (please ensure a quotation is provided).

Take some time to consider the project you wish to submit for support and make a plan so that you will have the required documentation available to submit before the closing date.



Photo courtesy of St Kieran's Heritage Association

## 6. Key dates

The key dates for the 2019 funds are as follows:

Fund opening date: 17<sup>th</sup> December 2018

Fund closing date: 15<sup>th</sup> March 2019 at 5.00pm

Contract Issue: End May 2019

Please note, no applications or required accompanying documentations will be accepted after the closing date.

Applicants can expect to be informed of the outcome of their application no later than May 2019. Please note, if we are experiencing any delays due to application volume, we will inform you of same.

## 7. Evaluation Criteria

Each application received by the fund will be evaluated according to the following criteria:

- Project Location: Is the project located within the Area of Benefit (please see map(s)) or in a 'service centre' (e.g. a neighbouring town or village) outside the AOB, but that is used by the people living within the target area?
- Demonstration of the need and potential impact of this project on the people and communities who live within the target area
- Project Life-Span / Appropriate project timelines & costs

- Contribution to thematic objectives of the Fund as set out in Section 3 above (consistent with Wind Farm Community Fund core values)
- Contribution of project to social inclusion within the locality
- Overall contribution of project to the locality

Groups which have not been supported by the funds in the last two years, may be prioritised for support.

**Please note applicants that do not submit required documentation with the application form e.g. planning permission, planning exemption or owner permission, will not proceed to evaluation.**

## 8. Once you have submitted your application

You will receive an e-mail to confirm receipt of your application with a copy of your application form in an attached PDF document, which may be printed for your records.

SECAD will then make checks to ensure the applicant organisation and project meet the funds' eligibility criteria. Complete, eligible projects will proceed to evaluation stage.

In some cases, an application may be deferred, SECAD may then request additional information to be provided in order that your application can be reconsidered during a subsequent call.

## 9. The Decision-Making Process

The decision to award a grant depends on the Wind Farm Fund under which the application was submitted. The recommendation is generally made by SECAD to the funder(s) and in some places, may involve a Community Evaluation Panel. Please note the decision of the Wind Farm Community Funds is final. Applicants will be informed of the outcome of their application no later than May 2019.

**Please note, canvassing or lobbying of panel members will result in automatic disqualification.**

### Feedback

Throughout SECAD's grant-making policy and specific fund/programme criteria, care is taken to assess all applications against criteria in a consistent and equitable way. Although decisions are final, SECAD can provide feedback on unsuccessful applications, if requested.

## 10. Contract Offer

Successful applicants will receive a provisional grant offer letter and contract, which must be accepted, signed and returned within 15 working days.

Please note the provisional grant offer letter may stipulate conditions which will need to be fulfilled within the 15-day timeframe. Along with the contract, successful applicants will receive the relevant grant claim log in details and guidance notes relating to the drawdown of funds.

Please note, no expenditure in relation to grant aided elements of the project should be incurred until the signed contract has been received by the applicant group.

### Breach of Terms and Conditions

In the event that SECAD considers an applicant has breached the terms and conditions of grant aid, SECAD reserve the right to request the return of the total grant awarded. SECAD may also stipulate that no future applications for funding will be accepted from the organisation for a minimum of two years and then only if the organisation can provide evidence that action has been taken to strengthen their capacity, which will include evidence of support sought from appropriate support/umbrella organisations.

### Project closing dates

All Contracts contain a closing date after which time your grant offer will lapse and cease to be payable, generally this is 6 months from date of issue.

If, for some reason, your project has become delayed and will not be completed by the closing date, please contact SECAD immediately.

**Please note, community groups must generally complete a project and satisfy the terms of the contract before they can submit a further application to the fund. This includes multi annual funding i.e. groups will be required to wait until the full term of the contract has expired, before re-applying to the fund.**

## 11. Grant Claims Process

### Grant Claim

Please remember that for funding to be paid out, you must submit all the necessary documentation required. Please note that if documentation is missing or incomplete, this will delay processing of your claim. SECAD will issue a "Claim for Payment Guide" with your contract, which provides detail on the documentation required to accompany your claim.

### Name of grant recipient

When processing your grant payment SECAD will make the payment to the name of the group or company stated on the Offer Contract. All documentation such as invoices, receipts, etc., must be in this name.

### Bank Account & Project Payments

Each applicant should have a bank, post office or credit union account in the name of the organisation/group and that all payments should be made through this account.

Please note, in exceptional circumstances and through prior agreement with SECAD, organisations that do not have their own bank account may nominate an organisation to hold the funding on their behalf.

SECAD advises that cash payments are minimised or avoided.

### Project Monitoring

SECAD and funder(s) reserve the right to undertake a monitoring visit to any of the funded applicants.

Where multi-year funding is agreed, an appropriate monitoring framework will be implemented.

### Making a Claim for Payment

On completion of the approved project, each applicant group will be required to upload the required documents, to demonstrate that project expenditure was undertaken in accordance with the contract. Once the expenditure has been verified by SECAD, the appropriate payment will be remitted to the group. Detailed instructions will be provided to each group regarding the Claims Process.

In the event a project does not complete the project in full accordance with the contract, SECAD may not make the final payment and may seek reimbursement of the initial funding provided to the group

## 12. Payment on Commencement of Contact (Pilot)

To assist community groups, the funder(s) are introducing a pilot project whereby successful groups receive an advance payment of 60% of the award value, once the contract has been signed by both the applicant and SECAD.

To qualify for advance payments, projects must fulfil the following qualifying criteria:

- Purchase of goods, services and equipment only
- Maximum contract value €6,000

The following projects will not be considered for advance payments:

- Multi annual projects
- Projects which include construction / renovation / installation or landscaping works
- Projects where any permissions are required, including but not limited to planning permission, owner permission, heritage / conservation officer etc

### Upfront Payment

Once the contract has been agreed and signed by both parties, SECAD will transfer 60% of the contract amount to the group / organisation bank account nominated by the applicant.

The final payment will be made in line '**Making a Claim for Payment**' outlined earlier.

### Further Information

Please get in touch with SECAD if you have any questions:

Tel: 021 4613432

E-mail: [info@secad.ie](mailto:info@secad.ie)

Web: [www.communitybenefitfunds.ie](http://www.communitybenefitfunds.ie)

SECAD Partnership CLG  
Midleton Community Enterprise Centre,  
Owennacurra Business Park,  
Knockgriffin,  
Midleton,  
Co. Cork