

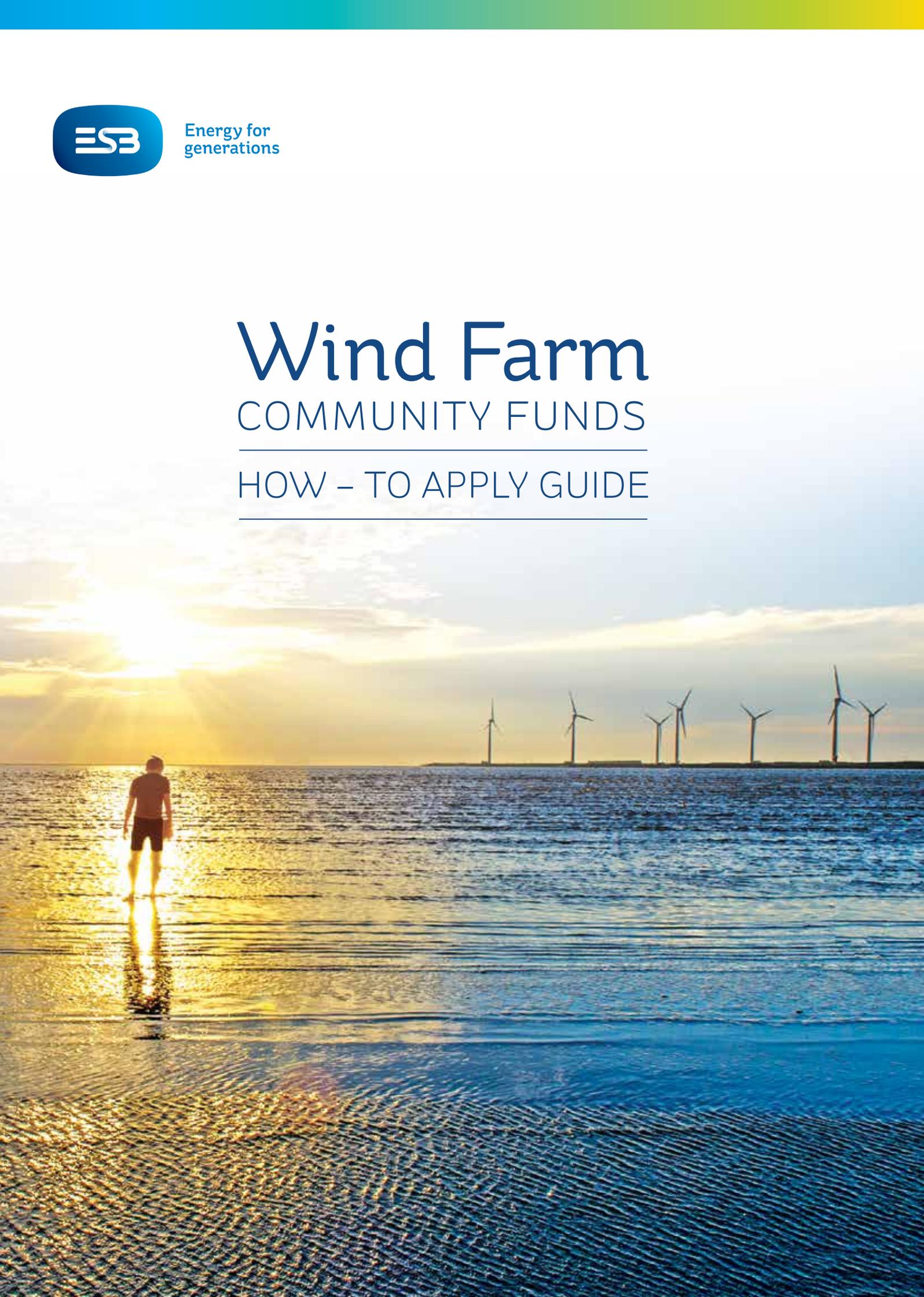


Energy for
generations

Wind Farm

COMMUNITY FUNDS

HOW – TO APPLY GUIDE





THE WIND FARM COMMUNITY FUNDS HOW – TO APPLY GUIDE

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ABOUT OUR FUNDS

The Wind Farm Community Funds were established by ESB and our joint venture partners 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 seeks address current and emerging issues, needs and opportunities within communities, enriching lives and creating brighter possibilities for local residents.

A grant making organisation known as SECAD, South and East Cork Area Development Ltd., administers these 12 Irish community funds which surround ESB's ten wholly-owned wind farms and two other wind farms ESB co-owns with Galetech Energy Services and Coillte.

ESB OWNED WIND FARMS:

Wind Farm	Location	Suggested Award Value ¹	AOB ²
Carrane Hill	Co. Sligo	€2,000	5 km
Garvagh Glebe	Co. Leitrim	€6,000	10 km
Mount Eagle	Co. Kerry	€2,000	8 km
Tullynahaw	Co. Roscommon	€6,000	6 km
Crockahenny	Co. Donegal	€2,000	8 km
Black Banks	Co. Leitrim	€2,000	8 km
Carnsore	Co. Wexford	€4,000	7 km
Woodhouse	Co. Waterford	€5,000	8 km
Grouselodge	Co. Limerick	€5,000	6 km
Derrybrien	Co. Galway	€9,000	N/A

CO OWNED WIND FARMS:

Wind Farm	Location	Suggested Award Value ¹	AOB ²
Mountain Lodge (Co Owner: Galetech Energy Services)	Co. Cavan	€4,000	5 km
Raheenleagh (Co Owner: Coillte)	Co. Wicklow	€9,000	N/A

¹ The suggested award value is neither a minimum nor a maximum, rather an indication of the scale of resources available annually. Awards may exceed the above suggested values if a project is identified as being of significant strategic benefit to the community.

² The fund will prioritise applications from local community groups and organisations from within an area of benefit. However, applications from outside this area may be considered if a project directly addresses a current or prospective need / issue / opportunity of the communities nearest the wind farm. The Derrybrien and Raheenleagh funds do not have a set radius, and will prioritise applications from local community groups and organisations within the environs of the respective wind farm.



THE ELIGIBILITY CRITERIA

WHO CAN APPLY

Typically, the funds are available to community and voluntary organisations for projects which are in the vicinity of one of our wind farms.

These include, but are not limited to:

- Registered Charities.
- Community Development Groups.
- Tidy Town Committees.
- Sports, and Recreation Clubs.
- Primary, and Secondary Schools.

In order to apply these organisations must have:

- A bank or building society account in the name of the organisation/group (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).
- Charitable aims.
- A management committee or board with at least three unrelated members.

WHO CANNOT APPLY

The funds are not available to:

- Individuals.
- Private - Sector Organisations.
- Organisations with that restrictive 'members only' conditions to access.
- Applications on behalf of other organisations or in the name of a professional fundraiser.

WHAT WE CAN SUPPORT

We support projects which focus on the following themes:

- Sports and Recreation.
- Health and Wellbeing.
- Environment and Conservation.
- Energy Efficiency and Sustainability.
- Culture and Heritage.
- Education.
- Children and Young People.
- Older People.
- Tourism*.

*Will only be considered for funding from the Raheenleagh Community Fund.

WHAT WE CANNOT SUPPORT

We cannot support projects:

- Where work has commenced on a project prior to application submission.
- Which directly replace statutory activities / funding.
- Which do not directly benefit the local community, and are not deemed as 'not-for-profit'.
- Which provide unnecessary duplicate activities / services / infrastructure within the community.
- Which impact upon, or adversely affect the sustainability of an existing facility or service that may be located and / or operating elsewhere in the area of benefit.
- Where duplicate funding from other sources exists, however matched funding is welcomed.
- Which conflict with or adversely affect the aim, objectives or policy of ESB or any other associated company.
- Which directly promote / advance:
 - (a) any particular religion / faith.
 - (b) any particular political party.
 - (c) any type of hunting / shooting.
- Which seek to purchase / cover the cost of the following:
 - (a) Salaries of core staff.
 - (b) Feasibility Studies.
 - (c) Musical Instruments.
 - (d) Trips or visits outside the project area.
 - (e) Retrospective funding where contracts have already been signed and/or orders placed before funding approval.
 - (f) Routine repairs and maintenance.
 - (g) Normal running costs.
 - (h) Recoverable VAT costs.
 - (i) Fundraising campaign contributions or costs.

SUGGESTIONS FOR NATIONAL SCHOOLS

Over the past few years, we have noticed that National Schools have had difficulty in applying to the Funds as the majority of the received applications would have represented the replacement of statutory funding.

With this in mind, and while all of the aforementioned eligibility criteria still applies, we will welcome applications from the following thematic areas:

- Eco-education projects including environmental and biodiversity.
- Projects related to the promotion of Science, Technology, Engineering and Maths (STEM) subjects.
- 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.



SECTION 3

THE APPLICATION PROCESS

In order to make an application to one of the Funds you will need to visit our website, www.windfarmcommunityfunds.ie, and follow the steps to access and complete our Online application form.

HOW TO COMPLETE THE APPLICATION FORM

As a general point, it is important that applications are presented as cohesive projects and that applicants avoid a 'shopping list' approach. When completing your application form you will need to demonstrate:

- **Proximity of project to wind farm** – Is your project located within the Fund's area of benefit? What is the distance from the wind farm? The fund will prioritise applications from local community groups and organisations within the area of benefit. However, applications from outside the area may be deemed eligible if their project directly abenefits the communities nearest the wind farm.
- **Evidence of Group background and proven capacity** – Include a brief history of your group, it's aims and objectives, etc. How many people are involved with the running of your group, including people who help out with fundraising or volunteering?

- **Proof of quality works undertaken to date** – Include details of any other projects completed by your organisation.
- **Evidence of a multi-sectoral, regional and social inclusion impact of your project** – If the application relates to current community infrastructure / buildings, give a brief summary of the groups that use the facility? Who will benefit from the project, do they live locally, or does the project have a more strategic focus? How does the project plan to include minority or disadvantaged groups?
- **Evidence of project life-span and levels of users** – How do you know the project is needed? Have you done any research? Has the project been requested by users of your group? How many people currently use your services and how many are likely to use any new services? Are there any people that are excluded from using your services at present, and if so why?
- **Quality of Proposal** – You should ensure your budget is realistic and that costings are as accurate as possible. It is helpful when the project is well summarised, as this information is essential to evaluate the impact of the work of your organisation and individuals it supports, and the difference it makes to communities.

WHAT SUPPORTING DOCUMENTATION IS NEEDED

You will need to submit the following with your application:

- A copy of your organisation's bank, credit union or post office account statement.
- Two references from a local community representative. Please note this will not be required if you have submitted references within the last three years.
- Map marked with project location.
- Quotations are required to verify the value of each item you wish to purchase, as follows:
 - Up to 5,000 – 1 quote.
 - Over 5,000 – 3 quotes.
- For works relating to renovation / construction / refurbishment:
 - (a) Permission to proceed from land owner.
 - (b) Planning permission, or a letter of exemption from the relevant Local Authority.
 - (c) For expenditure in excess of €10,000 a current tax clearance certificate must be available for both the applicant and product / service provider.

WHAT HAPPENS ONCE YOUR APPLICATION IS SUBMITTED

Once you have submitted your application:

- You will receive a letter to confirm receipt of your application.
- We will make checks to ensure the applicant organisation and project meets the funds eligibility and criteria.

Your project will then be assessed, during which time applicants may be contacted by SECAD as part of their assessment process to discuss the project and they reserve the right to ask applicants to submit further information in support of their application.

SECTION 4

THE DECISION-MAKING PROCESS

HOW YOUR APPLICATION WILL BE ASSESSED

The decision to award a grant depends on the fund under which the application was submitted. The decision may be delegated by SECAD to members of their internal evaluation committee, or be considered by a locally-based community panel.

In either circumstance, each project is judged under a common set of evaluation criteria:

Evaluation Criteria	Total Marks	Brief Description
Project Life-Span and Levels of Users	30 marks	Where the project is likely to: <ul style="list-style-type: none"> • be in place after five years, it will receive the scores between 20 - 30 marks e.g. Capital Investments in Infrastructure. • be in place for a period of three to five years, will receive scores between 15 - 22 marks e.g. IT Equipment, Machinery that is essential for a group to deliver a high value service for the community. Higher marks will be awarded for those projects with education and capacity building impacts. • be valuable for a period of one to three years, will receive a score of between 10 - 18 marks e.g. materials, tools. • have a once off valuable impact for an area will receive between 5 - 10 marks. – Higher scores will be applied to projects which display where there are multiple positive impacts especially in terms of sustainable development and education.
Extent to which projects contributes to the objectives of the Funds	20 marks	Projects which demonstrate a clear contribution to the stated aims of the Funds impact will receive between 10 - 20 marks. Projects with a lesser emphasis will receive between 0 - 10 marks.
Projects with a broader multi-sectoral, regional & social inclusion impact	15 marks	Projects which demonstrate the following impacts will receive: <ul style="list-style-type: none"> • broad multi-sectoral impact (5 marks). • regional impact (5 marks). • social inclusion impact (5 marks).
Quality of Proposal and proof of quality works undertaken by applicant to date	15 marks	High quality proposals will receive between 10 - 15 marks. Those of a lesser quality, but still demonstrate a capacity to deliver, will receive between 5 - 10 marks.
Group background and proven capacity	10 marks	Projects from established groups with proven capacity will receive between 5 - 10 marks, newer groups with little or no track record & proof of capacity will receive between 0 - 5 marks.
Proximity of project to windfarm	10 marks	Projects will be placed on a scale, those within 1km of a Wind Farm will receive 1 marks. Conversely, those within 10km will receive only 1 mark and projects located greater than 10km will receive 0 marks.
Total	100 marks	

WHEN, AND HOW WILL YOU BE NOTIFIED OF A DECISION

Applicants will be notified in writing of a decision being made within two months from the stated closing date of the Funds.

- Successful applicants will receive a contract and provisional grant offer letter including a payment claim form and associated guidelines.
- Unsuccessful applicants will receive a letter informing them of the reasons their project was rejected.
- Deferred applicants (i.e. in cases where a Fund is oversubscribed some eligible applications may be deferred to a subsequent funding round) will receive a letter informing them that their project has been deferred. SECAD may also request additional information to be provided in order for your application to be reconsidered.

IS IT POSSIBLE TO APPEAL A DECISION

Throughout the project evaluation process, care is, care is taken to assess all applications against criteria in a consistent and equitable way. Applicants who do not agree with the outcome of the application process can write to SECAD to request additional feedback on their application. Although the decisions made by the evaluation committee / community panel are final and not subject to appeal, such requests enable us to learn, and may inform future strategies.



SECTION 5

THE GRANT OFFER

HOW TO ACCEPT A GRANT OFFER

In order to accept a grant offer all contracts must be signed and returned via post to SECAD within 15 working days of receipt.

WHAT ARE THE ASSOCIATED TERMS & CONDITIONS

There are a number of terms and conditions contained within the contract, which an applicant agrees to when it's signed and returned. Below are some examples of the terms and conditions which may be contained in a contract:

- Funding must be used exclusively for the purposes of implementing the project as stated in the application form. Funding for one project cannot be transferred to another project and / or activity.
- All Contracts contain a closing date after which time your grant offer will become void, generally

this is six 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.

- Every applicant in receipt of funding must inform SECAD immediately of any change to their circumstances. Any change must be reviewed, acknowledged and agreed by SECAD where a specific change to the use of the grant is requested.
- In relation to works of a construction / renovation nature, an engineer's report must be furnished to SECAD when applying for your grant drawdown certifying the value of the work undertaken and confirming the work conforms to relevant planning, building and fire regulations and other statutory building / other regulations
- Works completed and or goods purchased must be adequately insured and evidence of same must be available for inspection by funder.

- Where planning permission is required, the payment of grant aid is subject to submission of relevant documentation from the relevant County Council.
- Where permission from a third-party is required to undertake the works, this should either be specified in a lease or evidence of same provided in a separate document from the owner.
- It is important that the work of the Funds, ESB and/or associated companies is acknowledged in any published materials, which relate to the grant-funded project. Therefore, if an application is successful, organisations are required to:
 - (a) acknowledge the contribution of the wind farm fund, ESB and/or associated companies in any publicity they might produce and
 - (b) allow and participate in any publicity that the wind farm fund, ESB and/or associated companies might organise.

Please note the provisional grant offer letter may stipulate further conditions which will need to be fulfilled within the 15 day timeframe.

WHAT HAPPENS IF YOU BREACH THESE TERMS & CONDITIONS

In the event that ESB, SECAD and/or any other associated company considers an applicant in breach of the terms and conditions, we reserve the right to withdraw the awarded grant and all funding being returned.

Additionally, no future applications for funding will be accepted from organisations / individuals for a minimum of two years. After this period, 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.



SECTION 6

THE GRANT CLAIM

HOW DO I CLAIM THE GRANT

All grants from the Funds are made retrospectively, as such; monies will only be made available to an organisation upon completion of their proposed project. For grant aid to be paid out, you must submit all the necessary documentation, incomplete claims will result in delays processing 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 the documentation required, such as invoices, Tax Clearance Certificates, etc., must be in the same name.
- **Letter / email requesting payment of grant** – The letter / email should clearly state you now wish to draw down your grant. Please also outline any differences in your actual expenditure compared to what was proposed in your original application and quotations. A template letter will be provided.
- **Invoices & Receipts** – All expenditure you wish to claim grant aid for must have supporting, independent and original documentation proving purchase and payment. Please note, all invoices and receipts must be dated within the eligible dates. (i.e. expenditure is eligible from the date that SECAD received the signed Contract from you and ceases on the closing date stated in that contract.) Any expenditure incurred outside these dates will not be eligible for grant aid. After you have gathered your invoices and receipts, please list them on the Grant Claim Form, which you must also sign.
- **Cheque Payments of Invoices** – Where a payment by cheque has been made, please submit your bank statement(s) supporting the cheque number(s) being cashed
- **Cash Payments of Invoices** – Applicants are advised to keep cash payments to a minimum.
- **Debit / credit payments, and Electronic Fund Transfer** – Please provide a print out of these transaction(s)
- **Independent validation** – Over the course of your application or as part of your Grant Offer Contract, you may have been asked to provide independent validation of work done. Examples include Engineer's Reports, etc.
- **Evidence of works completed / good purchased** - For all works of a construction / renovation nature, please take photographs before and after the work has been completed and return to SECAD with your claim documentation. Alternatively, you may email electronic copies of photographs to info@secad.ie. Where the purchase of equipment has been grant aided, please provide serial numbers and photographs.



SECTION 7

THE FOLLOW - UP

MONITORING

SECAD, ESB and / or any associated companies reserve the right to undertake monitoring visit(s) to any of the funded applicants. In order to see how a project is progressing, or the completed project in action. Where multi-year funding is agreed, an appropriate monitoring framework will be agreed and implemented.

OUTCOME REPORT

The completion and return of an outcome report upon the completion of your project is an additional

requirement of the terms and conditions set out in the contract. It helps us understand community needs and helps to demonstrate the impact of the funding at community level. Failure to submit a satisfactory outcome report will be considered a breach of the Fund's terms and condition and may also affect any future funding applications.

A template outcome report will be provided, however the length and content of such reports depend upon the scale of the funded project.

SECTION 8

FURTHER INFORMATION

If you need further information, please contact SECAD, via:

Telephone: 021 4613432

E-mail: info@secad.ie

Post: South and East Cork Area Development Partnership Ltd., Midleton Community Enterprise Centre, Owennacurra Business Park, Knockgriffin, Midleton, Co. Cork

Website: www.windfarmcommunityfunds.ie



windfarmcommunityfunds.ie

