

EAST AYRSHIRE COUNCIL

CABINET – 15 SEPTEMBER 2010

REPORT ON THE OUTCOME OF THE CONSULTATION EXERCISE ON THE PROCEDURES FOR THE OPERATION OF THE RENEWABLE ENERGY FUND

Report by Depute Chief Executive/ Executive Director of Neighbourhood Services

1. PURPOSES OF REPORT

1.1 The purposes of this Report are to:-

- (i) inform Cabinet of the consultation exercise that has been undertaken regarding the proposed Procedures for the Operation of the Renewable Energy Fund;
- (ii) summarise the views that have been received on those proposals; and
- (iii) recommend appropriate responses to the views that have been expressed

2. BACKGROUND

2.1 On 18 November 2009 Cabinet considered an item on the Procedures for the Operation of the Renewable Energy Fund. The item included a report dated 11 November 2009 by the then Depute Chief Executive/Executive Director of Corporate Support which resubmitted for consideration the Report on the Procedures for the Operation of the Renewable Energy Fund previously submitted to Cabinet on 4 November 2009 and which updated Members on the issues raised at that meeting. Amongst other matters, Cabinet agreed that:-

- (i) The proposed principles for the disbursement of the Renewable Energy Fund as detailed in Section 4 of the Report be used as a basis for discussion/consultation with community representatives, subject to the additional requirement for views to be sought as to (a) whether a “Rolling” Application Process, or a “Phased” Application Process, possibly linked to deadlines for other avenues of funding, eg European funding, would be the preferred option; and (b) whether community representatives should be involved in the proposed scoring process as part of the overall evaluation of applications;
- (ii) The proposals for the Operation of the Renewable Energy Fund as detailed in Section 5 of the Report be used as a basis for discussion/consultation with community representatives, subject to an additional requirement for relevant officers to give consideration to the greater utilisation of appropriate measurable outputs and outcomes

within the proposed Application Process and to bring back a further report on this specific issue for consideration and approval by Cabinet prior to undertaking the proposed consultation.

2.2 On 24 February 2010, Cabinet considered a supplementary report on the Procedures of the Operation of the Renewable Energy Fund.

2.3 Amongst other matters, Cabinet agreed that:-

- (i) The changes as discussed at the meeting be incorporated and that the revised documentation be circulated to all Cabinet Members, prior to issue for consultation with the community;
- (ii) The outputs and outcomes listed in Section 4 of the Report and all consequential changes to the appendices, and including revisions covered under (i) above, be adopted for consultation with the community; and
- (iii) A further report be presented to Cabinet after consultation with the community, the Energy Agency and the Crichton Carbon Centre.

3. FORMAT OF THE CONSULTATION EXERCISE

3.1 In accordance with the decisions of Cabinet, a consultation exercise has been undertaken, the format of which is summarised below.

3.2 On 15 March 2010, the Head of Planning and Economic Development wrote to a number of local community groups and organisations within the proposed Whitelee Wind Farm eligible area informing them of the position regarding the proposal to establish a Renewable Energy Fund within East Ayrshire and inviting them to attend a meeting in the Burns Monument Centre, Kilmarnock, on Tuesday 23 March 2010. The correspondence included:-

- The background to the proposal to establish the Fund
- Web links to the relevant Cabinet meetings where the proposals had been considered
- A summary of the proposals
- Specific reference to the Cabinet's request that consultees' views be sought as to whether (i) a "rolling" or "phased" application process be adopted and whether (ii) community representatives should be involved in the scoring process as part of the overall evaluation of applications.

3.3 Copies of all of the associated papers, including application forms, guidance notes, measurable outcomes and outputs and the assessment criteria, amended as appropriate to reflect the earlier Cabinet decisions were included in the correspondence.

3.4 A list of those who were invited to attend that meeting is contained in Appendix 1 to this report.

- 3.5** On 19 March 2010, correspondence was sent to the Crichton Carbon Centre and Energy Agency summarising the position regarding the establishment of the Renewable Energy Fund, the consultation exercise that was being undertaken with local community groups and inviting both to submit their views on the proposals. They have both confirmed their interest in being involved in the application process.
- 3.6** On 30 March 2010, the Head of Planning and Economic Development wrote to Head Teachers of the schools within the proposed Whitelee Wind Farm eligible area and invited them to attend a meeting in the Burns Monument Centre on Tuesday 27 April 2010 in order to discuss the proposals.
- 3.7** Those who were invited to attend that meeting is contained within the list at Appendix 1 to this report.
- 3.8** In addition, the Loudoun Valley Trust requested an opportunity to comment on the proposals and this was done.

4. RESPONSES RECEIVED TO THE CONSULTATION EXERCISE

- 4.1** At the meetings that were held on 23 March 2010 and 27 April 2010, those present expressed a wide range of views, both on the specific issues upon which they were being consulted and the wider general principles. Written responses were subsequently received from a significant number of those who attended the meetings as well as from other consultees.
- 4.2** A list of those who submitted responses in writing is also detailed within Appendix 1 to this report.
- 4.3** The written comments received from each respondent are available as background papers
- 4.4** Appendix 2 to this Report summarises, collates and considers the written comments that have been received. The comments are grouped under general principles and related specific issues. Each point is then discussed and thereafter a recommendation is made as to whether any changes to the current proposals should be undertaken.
- 4.5** The comments received from the consultation exercise are generally supportive of the principles behind the fund. Some comments are directed specifically to the policy which has already been established in the Local Plan and cannot be changed at present. The remaining comments are, in general, clarifications of the procedures as proposed.
- 4.6** In terms of the main changes being recommended these are:
- Agreement to a rolling programme of applications.

- Additional guidance on eligible applicants to include Trusts
- Additional guidance on eligible projects relating to business plans, acquisition costs, mainstream Council projects
- Inclusion of a further simplified application form at stage 2 for projects between £1,000 - £10,000
- Setting a minimum of £1,000 on eligible projects
- Inclusion of targets on carbon reductions in the appraisal criteria
- The need for annual report on performance with a review of outputs and outcomes.

5 AMENDED APPLICATION FORM, GUIDANCE NOTES ETC

- 5.1** A revised application pack included Guidance Notes which incorporates the recommended changes following consultation is attached to this report for information (Appendix 3)

6 LEGAL, COMMUNITY PLANNING, POLICY, FINANCIAL AND PERSONNEL IMPLICATIONS

- 6.1** There are no additional implications arising from this report to those identified in earlier related reports.

7. RECOMMENDATIONS

- 7.1** It is recommended that Cabinet:-

- (i) Notes the consultation exercise undertaken,**
- (ii) Notes the consultation responses received; and**
- (iii) Approves the recommended amendments to the Renewable Energy Fund procedures as detailed in Appendix 2 to this report arising from the consultation exercise;**
- (iv) Notes the amended Application Form, Guidance Notes etc as detailed in Appendix 3 to this report**
- (iv) Agrees that the annual report to which Cabinet previously agreed at its meeting 18th November, 2009 includes a review of performance in relation to outputs and outcomes; and**
- (v) Otherwise note the content.**

ELIZABETH MORTON

Depute Chief Executive / Executive Director of Neighbourhood Services

4 August 2010

DAH/JRS/AN

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BACKGROUND PAPERS

- (1) Background Paper – Details of Consultation Responses
- (2) Cabinet 18 November, 2009 – Procedures for the Operation of the Renewable Energy Fund
- (3) Cabinet 24 February, 2010 – Supplementary Report on the Procedures for the Operation of the Renewable Energy Fund

For further information please contact David Hewet, Senior Policy Adviser at Council Offices, Croft Street, Kilmarnock on (50) 3234.

Implementation Officer: John Spooner, Business Development and Tourism Manager

CONSULTATION LISTS**1. Consultation Meeting: 23 March 2010 - List of Invitees**

Altonhill Residents Group
Ayrshire Rivers Trust
Bellfield Community Council
Bonnyton Community Association
Bonnyton Community Council
Campbell Street Tenants & Residents Association
Council for Voluntary Organisations
Craufurdland (Community Activities) Ltd
Crookedholm Community Association
Darvel & District Community Council
Darvel Improvement Group
Darvel Music Company
Darvel Primary School
Dunlop & District Community Company
Dunlop & Lugton Community Council
East Ayrshire North Communities Federation
Fenwick Community Association
Fenwick Community Council
Fenwick Weavers Co-operative
Galston Community Council
Galston Primary School
Galston Youth Forum
Gilfoot & Girvan Crescent Tenants & Residents Association
Grange/Howard Community Council
Heal the Earth
Hurlford Community Association
Hurlford & Crookedholm Community Council
Irvine Valley Regeneration Partnership
James Hamilton Academy
Kilmarnock Can Cycle
Kilmaurs Community Association
Kilmaurs Community Council
Knockinlaw Community Association
Loudoun Academy
Lower Gauchalland Tenants & Residents Association
Moscow & Waterside Community Council
Moscow Community Association
Moscow Community Hall Committee
New Farm Loch Community Council
Newmilns & Greenholm Community Council
Newmilns Primary School
Newmilns Snow & Sports Complex
North West Kilmarnock Environmental Improvement Group
Onthank Community Association

Onthank Primary School
Onthank Residents Association
Piersland/Bentinck Community Council
St Joseph's Academy
St Sophia's Primary School
Stewarton & District Community Council
Stewarton Academy
Stewarton Woodlands Action Trust

2. Consultation Meeting: 27 April 2010 - List of Invitees

Bellfield Primary School
Cairns Nursery School
Crosshouse Nursery School
Crossroads Primary School
Darvel Nursery School
Dunlop Nursery Class
Dunlop Primary School
Fenwick Primary School
Flowerbank Nursery and Family Centre
Gaelic Nursery Class
Galston Nursery School
Gargieston Nursery Class
Gargieston Primary School
Grange Academy
Hillbank Nursery and Family Centre
Hillhead Primary School
Hurlford Nursery Class
Hurlford Primary School
Kilmarnock Academy
Kilmaurs Nursery School
Kilmaurs Primary School
Kirkstyle Primary School
Lainshaw Nursery Class
Lainshaw Primary School
Loanhead Primary School
Mount Carmel Primary School
Nether Robertland Nursery Class
Nether Robertland Primary School
New Farm Nursery Class
New Farm Primary School
Onthank Nursery School
Riccarton Nursery School
Shortlees Nursery and Family Centre
Shortlees Primary School
Silverwood Primary School
St Andrew's Nursery Class
St Andrew's Primary School
Witchhill School
Woodstock School

3. List of Written Responses Received

Dunlop & Lugton Community Council and also on behalf of:-

- Dunlop and Lugton Community Company
- Dunlop and Lugton Park Association
- Dunlop Church
- Dunlop Primary School Parent Council

Energy Agency

Ayrshire Rivers Trust

Crichton Carbon Centre

Newmilns Snow and Sports Complex

Moscow and Waterside Community Council

Galston Community Council

Darvel and District Community Council

Darvel Improvement Group

New Farm Loch Community Council

Loudoun Valley Trust

	<p>strategic oversight necessary to ensure a fair and equitable distribution of the funds across the eligible area.</p> <p>(2) Communities should administer the distribution of the fund. (see below regarding community involvement)</p> <p>(3) It is inappropriate for EAC to administer and distribute the fund given that EAC is an eligible applicant.</p> <p>(4) The fund should be administered free of charge in order to maximise the availability of funds to support eligible projects.</p>	<p>Noted. It is proposed that final decisions on the distribution of funds will be made by EAC Cabinet following consultation with local elected members and local community groups/organisations.</p> <p>Policy CS 15 states that it is Council policy that the funds will only be used for community based projects. The Council has confirmed that the fund will not be used to pay for services and facilities that are the responsibility of EAC. However where EAC is assisting local community groups and for legal and administrative reasons is required to take a lead it is entirely appropriate for the Council to make application to the fund.</p> <p>Substantial legal and administrative costs are borne by the Council in negotiating and securing s75 agreements and will be borne in managing the application process and in monitoring the progress of projects. EAC has agreed that some of these costs should be recouped through negotiations for s75 agreements. It is agreed however that administration and management costs should be closely monitored. To date no administrative or management charges have been made against the fund.</p>	<p>No change</p> <p>No change</p> <p>EAC Cabinet has agreed that a report be submitted within 1 year to provide an update on the state of the fund, the projects supported and any manpower or personnel issues that have arisen. The need for additional resources or staff to manage the process will require to be fully justified through the annual report and will not be made without Cabinet approval.</p>
<p>Geography and associated comments</p>	<p>(1) The eligible area has been well selected</p>	<p>Noted.</p>	

	<p>(2) The 10 km boundary should be rigidly enforced (3) Where the boundary runs through a settlement then only those parts that are within the related Ward or Community Council or Parish boundary should be eligible</p> <p>(4) The inclusion of the whole of Kilmarnock for the Whitelee wind farm and the Phase 1 Extension is inequitable</p> <p>(5) Funds should be allocated to individual communities on a population basis.</p>	<p>Noted. Within small communities it would be unfortunate if parts of a community were excluded.</p> <p>Noted.</p> <p>It is not considered appropriate that funds should be allocated on a population basis as it could potentially discourage innovative projects from smaller communities.</p>	<p>No change with the exception of Kilmarnock. (see below)</p> <p>As regards point (4) it is recommended that regular (annual) monitoring reports be prepared and submitted to all Community Councils/organisations and that the report and any comments received are thereafter considered by Cabinet. The report should specifically set out alternative sources of funding in relation to cases that have not been successful</p> <p>See (4) above.</p>
Timing	<p>(1) Most applicants support the proposals whereby after 10 years the fund will be allocated 50/50 between areas within the 10km radius and those out with the 10 km radius.</p> <p>(2) Concern that the 10 year</p>	<p>Noted</p> <p>Based on the appendix submitted with the report to</p>	<p>In relation to points (2) and (3) it is</p>

	<p>period of benefits to the area within the eligible area of the original Whitelee wind farm has commenced prior to the launch of the REF.</p> <p>(3) The decision to delay the start of the 10 year period of “privileged” local access is warmly welcomed</p> <p>(4) There is a view that to limit applications within the 10 km zone for 10 years after construction is severely restricting the period of special consideration for immediate neighbours</p> <p>(5) Concern about 50% of the funds after 10 years being redistributed thereafter throughout East Ayrshire; particularly when the Cumnock and Doon valley area benefits from Minerals Trust, Coalfield Communities and wind farm monies already.</p>	<p>Cabinet on the 18 November 2009 the 10 year period starts April 2010.</p> <p>As regards point (4) in many instances the adverse impact of wind farms on nearby communities is concentrated during the periods of construction and decommissioning. The visual impact is often more relevant to communities some distance from the development and lasts throughout the lifetime of the development. Given the above, the proposed mechanism is considered both fair and equitable.</p> <p>As regards point (5) the legacy of the closure of deep coal mining and the impact of opencast mining on local communities are quite separate issues and not relevant to this consultation exercise.</p>	<p>recommended that for every REF fund (with the exception of the REF relating to the original Whitelee wind farm development) the commencement date for the 10 year period will be the day that the first contribution from the particular development is lodged with the Council.</p> <p>No change</p> <p>No change</p>
Eligible Applicants	(1) The range of eligible	Noted	

	<p>applicants is appropriate</p> <p>(2) The inclusion of the acceptability of bids by EAC is suspect even given the wording excluding “statutory” responsibilities.</p> <p>(3) Clarification required as to the definition of a Social Economy Project.</p> <p>(4) Individuals should also be eligible to seek support for an eligible project</p> <p>(5) Clarification that Trusts would also be eligible</p>	<p>As regards (2) it is in everyone’s interest to help reduce carbon emissions and counteract global warming. See Administration of the Fund (3) above.</p> <p>This refers to Social Economy or Enterprise Projects where the project may be a Company Limited by Guarantee and have Charitable Status. Any profits made by the project are invested in the project.</p> <p>It is considered that this would not be appropriate. There are considerably more risks attached to giving grant aid assistance to individuals.</p> <p>Trusts should be considered as eligible in appropriate circumstances</p>	<p>As regards points (2), (3) , (4) and (5) it is recommended that The Guidance on Eligible Projects be expanded to include e.g.</p> <ul style="list-style-type: none"> (i) Voluntary and community organisations including Trusts (ii) Community Councils (iii) Local Authority and other Agencies where a robust case regarding eligibility has been made. (see above) <p>Applications from individuals or sole traders will not be eligible</p>
Eligible Projects	<p>(1) Some respondents are of the view that the range of projects is appropriate</p> <p>(2) The wind farm fund was never intended to be for carbon projects. The fund was meant for improving communities and to improve the quality of life within these communities. (see below also)</p> <p>(3) The emphasis on reduction of</p>	<p>Noted</p> <p>As regards point (2), (3) and (4) Policy CS15 states in part “.....require applicants to contribute to a dedicated Renewable Energy Fund which will be used to finance sustainable community environmental projects, particularly those designed to help reduce carbon emissions and counteract global warming...” However the wording of the policy does allow a very wide range of projects to be considered</p>	<p>No change</p>

	<p>carbon emissions may well rule out a range of other worthwhile projects. Other projects that address some of the legacy problems affecting East Ayrshire should receive as much weighting as carbon footprint projects</p> <p>(4) There is an impression that carbon footprint friendly applications will be looked at more favourably than others</p> <p>(5) Welcome the inclusion of feasibility studies</p> <p>(6) Unsure of the merits of feasibility studies</p> <p>(7) There is no real need to list environmental projects and this may dissuade some people from submitting applications for projects that are not listed. The use of “e.g.” rather than “including” would be better</p> <p>(8) The inclusion of floodlighting is</p>	<p>As regards points (5) and (6) it is important that any project is well considered and developed robustly. Feasibility Studies and Business Plans represent key elements of preparatory work for larger projects in particular and are, in many instances, fundamental components of applications to any funding body</p> <p>Noted.</p> <p>It is agreed that floodlighting may be inappropriate</p>	<p>As regards points (5) and (6) it is recommended that the Guidance on Eligible Projects should be widened to include support for the preparation of Business Plans in appropriate circumstances</p> <p>As regards point (7) It is recommended that the Guidance on Eligible Projects be amended by substituting “e.g.” for “including”</p> <p>As regards point (8) It is recommended</p>
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	<p>at odds with the objective of reducing carbon footprints.</p> <p>(9) Projects associated with woodlands appear to be excessively favoured.</p> <p>(10) Studies relating to outdoor activity services should be included.</p> <p>(11) Outdoor leisure facilities should be included in the description of eligible service provision projects</p> <p>(12) Environmental projects</p>	<p>unless it was a key element of an appropriate environmental improvement proposal or perhaps where the energy to drive the floodlighting was from a renewable energy source.</p> <p>As regards point (9) this is not intentional. The Guidance on Eligible Projects indicates that it is a preliminary and indicative list that will be adjusted in the light of operational experience. (In addition the Outputs listed in Annex B are those that have been identified to date and are drawn from the Community Plan. The intention is to demonstrate linkages where appropriate between National Outcomes and the Single Outcome Agreement. It is highlighted in Annex B that additional outputs will be identified in the light of operational experience)</p> <p>As regards point (10) where the proposed project is relevant to the REF eligibility guidelines this might be appropriate. The test will be whether any study proposal relating to outdoor activity services makes a demonstrable case that the project will reduce the carbon footprint and/or improve the environment.</p> <p>The test will be whether any proposal to improve local service provision makes a demonstrable case that the project will reduce the carbon footprint and/or improve the environment.</p> <p>It is acknowledged that the acquisition of land/property</p>	<p>that the Guidance on Eligible Projects be amended to clarify that floodlighting projects would only be considered eligible when a clear and justifiable case is made within the application.</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>As regards point (12) it is</p>
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	<p>initiated by local groups may be difficult to get off the ground as few groups will own the land/property in question</p> <p>(13) Re Environmental Education Projects: - These have in the past been funded as part of the school curriculum so local groups do not wish the REF to support projects that should be provided out of Council Tax. Some ranger –led projects should be funded from the appropriate departmental budgets</p> <p>(14) Re improvements to local service provision:- A fear is expressed that the Council will steer funding to local transport and other services which should not be provided through the REF</p> <p>(15) Policy CS15 should be more</p>	<p>may be a key issue. It is also recognised that inclusion of this in eligible costs could result in local land/property values being inflated and creating a potential scenario where significant amounts of REF grant is used to fund acquisitions. However there may be exceptional circumstances when support for acquisition costs may be justifiable.</p> <p>Any schools applying for support to the REF would need to present a robust case proving that the project was not eligible for support as part of the curriculum. The REF would not be used to meet a shortfall in any main stream budget. The REF cannot be used to fund ranger projects which are the responsibility of EAC.</p> <p>As regards point (14) the test will be whether any proposal to improve local service provision provided by the community makes a demonstrable case that the project will reduce the carbon footprint and/or improve the environment.</p> <p>It is the responsibility of each applicant to provide a</p>	<p>recommended that the Guidance on Eligible Projects be amended to indicate that acquisition costs may be considered as eligible for consideration in only very exceptional cases such as where all other avenues have been explored and where the land/property values have been independently verified.</p> <p>As regards point (13) It is recommended that the Guidance on Eligible Projects be amended to clarify that applications from the Local Authority or other Agencies will be required to prove that the proposal is community based, is new and does not represent a substitution of current or recently terminated main stream funded activities.</p> <p>No change</p> <p>No change</p>
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	<p>clearly interpreted to embrace healthy activity in the outdoors. The ultimate aim of the achievement of a cleaner environment has to be the health of the human population and the promotion of healthy activities will help deliver this.</p> <p>(16) There should be more explicit Guidance regarding whether programmed maintenance may be included in eligible revenue costs</p>	<p>clear justification of the project using the eligibility and assessment criteria.</p> <p>As regards point (16) the Guidance on Eligible Projects indicates that revenue support may be considered appropriate for a maximum of three years but will only be awarded where the need is clearly demonstrated in a Business Plan, or other appropriate justifications, accompanying the application. Each project must consider how revenue costs can be met beyond the 3 year period.</p>	<p>As regards point (16) it is recommended that advice on project sustainability be prepared by the Council.</p>
Non-Eligible Project Costs	<p>(1) It should be clarified why the repair costs are ineligible</p>	<p>The list of Non-Eligible Project Costs includes repair costs. This refers to routine repairs and maintenance. A key test is that Policy CS15 indicates that the fund will be used to support sustainable projects. Routine repairs and maintenance should be considered as being part of the responsibility of running a sustainable project and would not be eligible for support through the REF beyond a maximum of 3 years (see above).</p>	<p>See above</p>
Application Forms	<p>(1) Most respondents agree with</p>	<p>Noted</p>	

Process	<p>the proposed two stage process</p> <p>(2) A simplified system should be devised for smaller projects (see below)</p>	<p>As regards point (2) it is considered that there is merit in this suggestion and that the use of the East Ayrshire Council Grant Application Form for projects seeking funding for between £1,000 and £10,000 would help address the issue (see below) Such applications will be required to give cognisance of the REF Guidance on Eligible Applications and Projects and the Assessment Criteria</p>	<p>As regards point (2) it is recommended that the East Ayrshire Council Grant Application Form be used for projects seeking funding for between £1,000 and £10,000. Such applications will be required to give cognisance of the REF Guidance on Eligible Applications and Projects and the Assessment Criteria</p>
Application Forms Detailed comments	<p>(1) A few respondents are content with the proposals</p> <p>(2) The forms (particularly Stage 2 forms) are far too complicated and intimidating</p> <p>(3) Some form of banding be introduced as it is never fair for big projects (usually prepared by skilled people with experience and resources) to compete with small projects. A simplified system for small projects may appear to make the scheme more complex but in fact make it much more accessible and popular</p> <p>(4) It is not clear as to whether</p>	<p>Noted</p> <p>The application forms are meant to be robust to ensure that projects are well thought out, realistic, achievable and sustainable. The proposal to use the East Ayrshire Council Grant Application Form for smaller projects of between £1,000 and £10,000 will help address this issue. (see above)</p> <p>As regards (3) the issue is recognised and it is proposed to use the East Ayrshire Council Grant Application Form for smaller projects seeking funding of between £1,000 and £10,000</p> <p>It is proposed that projects could be awarded support</p>	<p>See recommendation above</p> <p>See recommendation above</p> <p>As regards point (4) it is recommended</p>

	<p>funding will require planning or regulatory approvals to be in place in advance or whether an award will be made conditional subject to the securing of all necessary approvals</p> <p>(5) The Stage 1 Application Form should indicate that assistance is available to complete the form.</p> <p>(6) It should be made clear that professional help will be available to complete Stage 2.</p> <p>(7) Why is the Stage 2 application of EU standard?</p>	<p>from the REF with conditions including that no funds would be released before regulatory approvals have been obtained. A time limit would normally be indicated.</p> <p>It is proposed that some general advice and guidance would be given but the application form requires to be completed by the applicant. This is an important part of capacity building.</p> <p>It is not proposed that this will be the case although advice and guidance will be made available. Funding can be sought towards securing professional assistance to prepare feasibility studies if required and it is recommended above that funding may also be sought to support the preparation of Business Plans</p> <p>The current proposed Stage 2 applications form is not necessarily of EU Standard but it does ask pertinent and robust questions that will inform the assessment/decision making processes. The recommendation to use the East Ayrshire Council Grant Application Form for applications of between £1,000 and £10,000 may help address this issue to some extent.</p>	<p>that the application forms be amended to indicate that regulatory approvals will not require to be in place prior to the submission of applications to the REF but that in the event of an application being approved appropriate conditions would be attached including that no funds would be released before regulatory approvals have been obtained.</p> <p>As regards points (5) and (6) it is recommended that the Application forms are amended to include a contact name to whom the applicant may refer for general advice and guidance regarding the completion of the form.</p> <p>See associated recommendation above and below</p>
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<p>Level of Grants</p>	<p>(1) Guidance on minimum and maximum grant applications should be provided</p>	<p>Each application will require a considerable amount of administrative and assessment time. It is hard to justify this for projects seeking small sums. Equally, it is recognised that sometimes small projects are very relevant to communities.</p> <p>It is suggested therefore that the following will be adopted:-</p> <p>(a) Projects seeking less than £1,000 will not be eligible to apply</p> <p>(b) Projects seeking support of between £1,000 and £10,000 will submit a Stage 1 Application and if approved will then complete the East Ayrshire Council Grant Application Form.</p> <p>(c) Projects seeking support of more than £10,000 will submit a Stage 1 Application and if that is approved will complete the East Ayrshire Council Grant Application Form <u>and</u> the Stage 2 REF Supplementary Form</p> <p>It is not proposed that there be a set maximum grant. The Stage 1 Application will indicate the level of support that is likely to be sought.</p> <p>The report to Cabinet of 18th November, 2009 indicates that potential applicants will be encouraged to discuss proposals with appropriate advisers at the earliest opportunity to establish whether the proposed project is likely to be eligible for support through the REF and to ensure that there is awareness of the level of funds that might be available to support the project</p>	<p>As regards point (1) it is recommended that the following is adopted:-</p> <p>(a) The Guidance on Eligible Projects be amended to indicate that projects seeking less than £1,000 will not be eligible to apply and applicants in such cases will be advised that they may be eligible to apply to the Local Grants Committee</p> <p>(b) Projects seeking support of between £1,000 and £10,000 will be required to submit a Stage 1 Application which will be decided within and if that is approved will be invited to complete the East Ayrshire Council Grant Application Form. Such applications will be required to give cognisance of the REF Guidance on Eligible Applications and Projects and the Assessment Criteria</p> <p>(c) Projects seeking support of more than £10,000 will submit a Stage 1 Application and if that is approved will be invited to complete the East Ayrshire Council Grant Application Form <u>and</u> the Stage 2 REF Supplementary Form with a decision targeted for 10 weeks from receipt.</p>
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	<p>(2) Would there be a limit as to the percentage of the project costs that might be supported?</p> <p>(3) Some of the fund should be reserved to support flagship projects</p>	<p>As regards point (2) projects would be encouraged to seek match funding for proposals wherever possible. However it is recognised that the availability of match sources of funding may be very restricted in some instances. In addition many smaller projects may not be promoted by community groups if there is a requirement to match fund. In the circumstances it is appropriate that the REF should be able to offer 100% grant support in appropriate circumstances</p> <p>As regards point (3) on 18th November, 2009 Cabinet agreed that a report within one calendar year be submitted to provide an update on the state of the fund, to give a summary of the community projects supported, and any manpower and personnel issues that may have arisen. The Report on the operation of the Fund could also consider this issue. A balance will need to be achieved over time to ensure that a wide range of projects can be supported</p>	<p>As regards point (2) it is recommended that the Guidance on Eligible Projects be amended to indicate that 100% funding may be sought for appropriate projects where there is a clear reason why match funding from other sources is not being sought.</p> <p>As regards point (3) the matter of ring fencing shall be addressed on the monitoring report.</p>
Timetable	(1) All respondents agree with the proposed "rolling programme" approach.	Noted	No change
Assessment and Evaluation Process General	<p>(1) Agree with the proposals</p> <p>(2) Some have understood that the proposal is that a group of people will judge the submissions</p> <p>(3) Community representatives should be involved in the whole process for a number of reasons including</p> <p>(a) to give confidence to the whole process</p>	<p>Noted</p> <p>As regards points (2) and (3) the proposal as outlined is that the views of a group of people on applications would be sought. They would not determine applications but their views would be reported to Cabinet and taken into account. Where a local elected member sits on Cabinet he would be advised not to offer a view at this early stage of consultation so as to allow said member to participate fully in the Cabinet decision and avoid conflict of interest.</p>	No change

	<p>(b) To allow communities to monitor the distribution of the funds</p> <p>(c) To encourage local communities and groups to develop schemes</p> <p>(d) To reduce overheads</p> <p>(4) Will be a “pass mark” in the scoring system identified in the evaluation criteria?</p> <p>(5) Very supportive of community involvement in the assessment process and recognise that specialist input should be sought if required</p> <p>(6) Some have asked whether the group that are consulted on applications would also be responsible for monitoring applications.</p> <p>(7) The process should be more community based: that the list of projects submitted should be circulated to the relevant Community Councils during the process; that a local representative should also be involved in the funding decision;</p>	<p>As regards point (4) the criteria have been drawn up to help appraise all grant applications submitted and assess common aspects of projects. It is not proposed that there will be a “pass mark”. These criteria are designed to ensure that there is a consistency in assessing aspects of each application.</p> <p>Noted</p> <p>No. Monitoring of all applications will be undertaken by officers of EAC.</p> <p>It is proposed that representatives of Community Councils and local organisations will be consulted on all applications within their area and their views will be taken on board before any decision is made.</p>	<p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p>
--	---	--	---

	and in monitoring too.		
Appraisal Criteria	<p>(1) Given the nature of Policy CS 15 impact on carbon emissions should be high on the list of criteria for evaluating purposes</p> <p>(2) In relation to linkages with other relevant local strategies the highest score is given to where the project forms part of a Council approved strategy and this would imply that the Council will show a bias towards approving its own pet projects</p>	<p>Agreed.</p> <p>It is not intended that there be a bias to Council “pet projects”. It is important however that projects can demonstrate that they relate to agreed strategies. The East Ayrshire Community Plan is prepared on a partnership basis and is the Sovereign document of the Council and its partners (including the local community). It is appropriate therefore for a project that can demonstrate direct links with the Community Plan should score highly to ensure best possible use of resources.</p>	<p>As regards point (1) it is recommended that the Assessment Criteria be amended to include reference to carbon emissions Assessment Criterion 1 “<i>compliance with funding criteria</i>” has been amended to give a score of 0.5 for the reduction of carbon omissions/carbon footprint.</p> <p>No change</p>
Sustainable Development Checklist	<p>(1) The Sustainable Development Checklist includes activities that would probably reduce emissions. However since the desire to do so is a prime design criterion some assessment of each projects likely impact should be specifically required. This does not have to be a detailed assessment but</p>	<p>Agreed</p>	<p>It is recommended that Section 5 of the Sustainable Development checklist be amended to include a section on reduction of carbon emissions</p>

	<p>some review should be made.</p> <p>(2) The range of issues appears quite narrow and very specific.</p>	This can be reviewed over time	No change
Measurable Outputs and Outcomes	<p>(1) These are too specific and there is some repetition such as around woodlands</p> <p>(2) Why do the projects need to comply with the platitudes contained in “National Outcomes”?</p> <p>(3) The preliminary list of outcomes listed in the SOA are surely the Councils targets and aspirations; not necessarily those of local groups.</p>	As regards points (1), (2) and (3) the Outputs and Outcomes listed are preliminary and further outputs will be identified in the light of operational experience. The intention is to demonstrate linkages where appropriate between National Outcomes and the Single Outcome Agreement.	As regards points (1), (2) and (3) it is recommended that the proposed Report on the operation of the REF should review the Outputs and Outcomes currently identified.

DAH/KD/DAH

25-08-10

EAST AYRSHIRE COUNCIL

RENEWABLE ENERGY FUND

GUIDANCE ON ELIGIBLE APPLICANTS AND PROJECTS

These Guidance Notes should be read in conjunction with the Guidance Notes and Conditions of Grant that apply to all East Ayrshire Council grants for voluntary organisations.

Introduction and Background

Policy CS15 of the Alteration to the East Ayrshire Local Plan states:-

“The Council will, if mindful to grant planning permission for a commercial wind farm development, require applicants to contribute to a dedicated Renewable Energy Fund which will be used to finance sustainable community environmental projects, particularly those designed to help reduce carbon emissions and counteract global warming. For a period of 10 years from the commencement of construction work on the windfarm, all contributions will be directed exclusively to local projects within 10 kilometres of the boundary of the wind farm. Thereafter, 50% of the contributions received will be directed towards local projects with 50% being reserved for use in the wider East Ayrshire area. Contributions will be payable annually and be set at a standard rate of £2,500 per megawatt of installed capacity per annum, index linked to 1 January, 2008”

It is important that applicants are mindful of this Policy in completing applications for support for projects as this Policy provides the context for the assessment of applications.

Eligible Projects

Eligible projects for funding through the Renewable Energy Fund include those listed below. This is a preliminary and indicative list only and it is proposed that it will be adjusted in the light of operational experience of the Fund over time. It is also expected that a degree of discretion will be used in identifying eligible projects:-

Community Renewable Energy Projects:- Priority will be given to these projects including community recycling centres, installation of wind turbines/solar panels/bio fuels, etc, for local schools, community centres, and other community and community owned facilities

Environmental Projects:- e.g. woodland planting and maintenance, town/village streetscape projects, environmental art projects (including floodlighting where a clear and justifiable case is made within the application), landscape schemes, etc

Environmental Education Projects for Schools:- e.g. school sensory gardens, weather stations, woodland planting, environmental education packs for local nature reserves (e.g. River Ayr Way and Weavers Tales and Trails) etc

Improvements to Local Service Provision:- Such as rural community transport initiatives where there is demonstrable case that the project will reduce the carbon footprint and/or improve the environment. Any applications from the Local Authority and Agencies will require to demonstrate in addition that the project is not a statutory requirement.

Feasibility Studies and Business Plans:- Feasibility Studies to identify renewable energy options or to undertake the detailed planning for eligible projects. Support for the preparation of associated Business Plans will also be eligible.

Acquisition Costs:- These may be considered as eligible for consideration in only very exceptional circumstances such as where all other avenues have been explored and where the land/property values have been independently verified.

Capital and Revenue Costs:- The Renewable Energy Fund can provide both Capital and Revenue support if considered appropriate. Revenue funding will be for a maximum period of three years and will only be awarded where the need is clearly demonstrated in a Business Plan, or other appropriate justifications, accompanying the application. In addition each project must consider how revenue costs can be met beyond the maximum three year period.

Level of Support from the REF:- 100% funding may be sought from the fund for appropriate projects where there is a clear reason why match funding from other sources is not being sought.

Match Funding:- Appropriate applications seeking match funding such as to create "Umbrella" funds through the LEADER Programme, to match fund other European or other appropriate funding opportunities or to match fund relevant projects promoted by other partners or agencies will be eligible for consideration.

Eligible Applicants

(i) Properly constituted Voluntary and Community Organisations including Trusts and other organistaions with Charitable status where the project can demonstrate wider community benefit.

(ii) Social Economy or Social Enterprise projects where the project may be a Company Limited by Guarantee and have Charitable Status. Any profits made by the project are invested in the project.

(iii) Community Councils

(iv) Local Authority and other Agencies where a robust case has been made.

Note 1:- Applications from Local Authorities or other Agencies will be required to prove that the proposal is community based, is new and does not represent a substitution of current or recently terminated main stream funded activities.

Note 2:- Applications from individuals and sole traders will not be eligible.

Further information on East Ayrshire 4 Funding is provided below.

'EAST AYRSHIRE 4 FUNDING'

As part of its commitment to providing support and assistance to community voluntary groups, businesses and social enterprises in search of external funding opportunities, East Ayrshire Council has commissioned a software package.

Through the Council's website, access to a wide range of external funding opportunities and information, both local and national, will be provided.

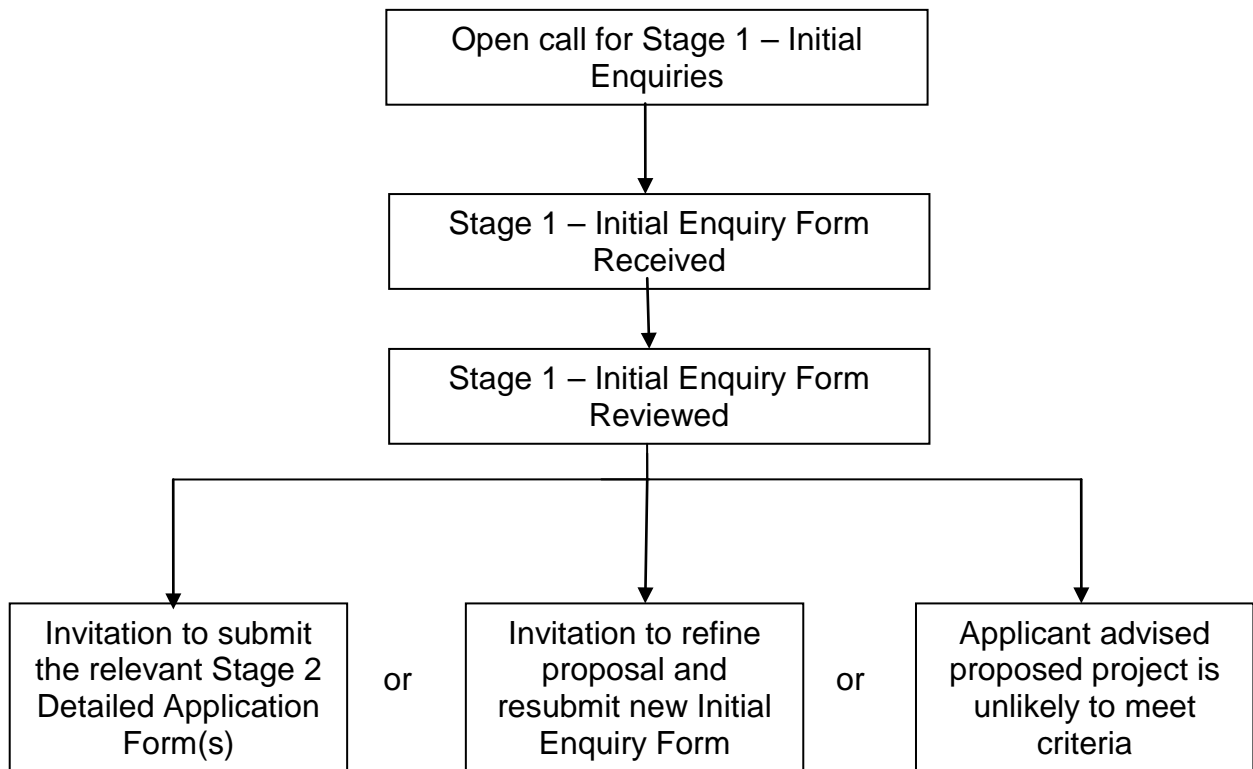
'East Ayrshire 4 Funding' can be accessed at www.east-ayrshire.gov.uk

It provides a streamlined and cohesive approach to external funding, and will enable groups and businesses to identify the best range of funders for their particular projects/initiatives.

The new system is user friendly and is well signposted on the Council website. Groups and individuals can easily search for funding which meets their priorities and information can be downloaded, printed and taken away.

RENEWABLE ENERGY FUND

STAGE 1 – INITIAL ENQUIRY



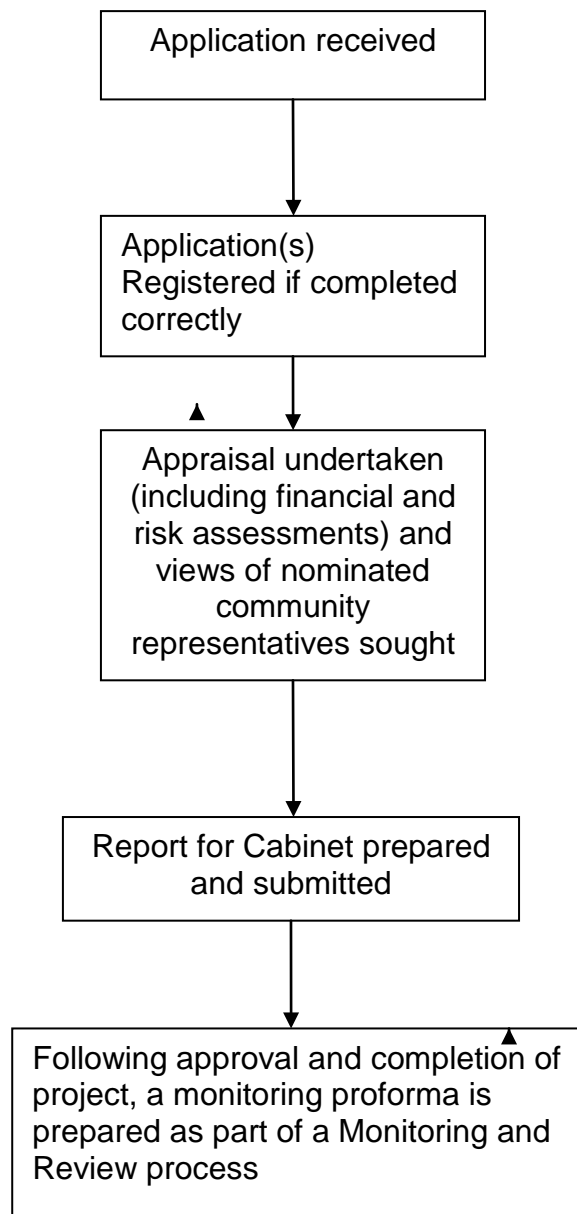
Note:- For Stage 2 see over

RENEWABLE ENERGY FUND

STAGE 2 – DETAILED APPLICATION FOR FINANCIAL ASSISTANCE

Notes :- (i) Projects seeking funding of between £1,000 and £10,000 REF assistance will require to complete the East Ayrshire Council Grant Application Form

(ii) Projects seeking more than £10,000 REF assistance will require to complete both the East Ayrshire Council Grant Application Form and the Supplementary REF Stage 2 Detailed Application for Financial Assistance



APPENDIX 3 (iii)

EAST AYRSHIRE COUNCIL

RENEWABLE ENERGY FUND

STAGE 1 - INITIAL ENQUIRY FORM

Note:- Guidance on eligible applicants and projects is attached

Contact Details

Organisation	
Contact Name	
Telephone	
E-mail Address	
Web-site	
Project Title	
Project Location	
Project post-code	

Project Outline

Brief description of project including objectives, geographical coverage, proposed partners, expected benefits, outputs and results. (Continue on separate page if required)

Estimated Total Cost of Project

How much grant funding do you anticipate requesting from the Renewable Energy Fund?	
---	--

Who else have you applied to/intend applying to for funding this project?	
1.	
2.	
3.	
4.	

Proposed Timescale		Is the project new?		Is it part of a larger project?		Is it a development of existing project?	
Start:							
Finish:							

Return to:- anne-marie.dawson@east-ayrshire.gov.uk
 Tel No. 01563 503237

Or send to:-

East Ayrshire Council
 Planning and Economic Development Division
 PO Box 26191
 Kilmarnock
 KA1 9DX

Next Steps

- Once submitted your Initial Enquiry Form will be reviewed by officers who may contact you for further information/or to seek points of clarification.
- If the review of the Initial Enquiry Form is positive then you will be invited to submit Stage 2 Detailed Application(s) for Financial Assistance.

EAST AYRSHIRE COUNCIL

RENEWABLE ENERGY FUND

STAGE 1 - INITIAL ENQUIRY FORM

ASSESSMENT OF POTENTIAL FOR SUBMISSION OF A STAGE 2 - DETAILED APPLICATION FOR FINANCIAL ASSISTANCE

Project ref. no.	
Project Title	

The Application

	<i>Yes</i>	<i>No</i>
Is the applicant an eligible body?	<input type="checkbox"/>	<input type="checkbox"/>
Have all the relevant questions been completed?	<input type="checkbox"/>	<input type="checkbox"/>
Has the form been signed and dated?	<input type="checkbox"/>	<input type="checkbox"/>

The Project

Is the proposed project likely to be eligible?	<input type="checkbox"/>	<input type="checkbox"/>
Is the proposed project likely to be sustainable?	<input type="checkbox"/>	<input type="checkbox"/>
Is the proposed project within the eligible area?	<input type="checkbox"/>	<input type="checkbox"/>
Has a description of anticipated benefits been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Has a project description been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Has the applicant described how the project will be planned and managed with regard to the environment?	<input type="checkbox"/>	<input type="checkbox"/>

Finance

Is an estimated total project cost stated?	<input type="checkbox"/>	<input type="checkbox"/>
Is the applicant likely to have the capacity to undertake the project?	<input type="checkbox"/>	<input type="checkbox"/>
Are potential matching funding opportunities identified?	<input type="checkbox"/>	<input type="checkbox"/>

Suitability

Is the proposed project likely to meet the objectives of the Fund?
Does the proposed project fit with local strategies?
Will there be measurable outputs?
Has environmental impact been recognised?

<i>Yes</i>	<i>No</i>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Next Steps

Should the applicant be invited to submit a Stage2 – Detailed Application for Financial Assistance?

<i>Yes</i>	<i>No</i>
<input type="checkbox"/>	<input type="checkbox"/>

or

Should further discussions be held with the Applicant with a view to refining their proposals and inviting the submission of a further Initial Enquiry Form?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

or

Should the Applicant be advised that the current proposed project is unlikely to meet the eligibility criteria for the Renewable Energy Fund? If so indicate reasons.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Signature:

Date:

Signature:

Date:

Suitability

	<i>Yes</i>	<i>No</i>
Does the project meet the objectives of the Fund?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project fit with local strategies?	<input type="checkbox"/>	<input type="checkbox"/>
Has proper justification been demonstrated?	<input type="checkbox"/>	<input type="checkbox"/>
Is there evidence of additionality?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be measurable outputs?	<input type="checkbox"/>	<input type="checkbox"/>
Are outputs achievable?	<input type="checkbox"/>	<input type="checkbox"/>
Can objectives/ targets form a basis for future monitoring and evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
Has environmental impact been recognised?	<input type="checkbox"/>	<input type="checkbox"/>
Have all negative impacts been addressed?	<input type="checkbox"/>	<input type="checkbox"/>

Signature:

Date:

Signature:

Date:

East Ayrshire Council Grant Application Form



For official use only	
Organisation	
Date received	
Reference number	

Six simple steps to completing your application.
Steps 1, 2, 4, 5, 6 must be completed by all applicants. Please tick boxes as you progress.

- STEP 1** Read the guidance notes that accompany this form.
- STEP 2** Fill in pages 2 to 7 of the form to give information about your organisation, the grant you're applying for and your bank account details.
- STEP 3** Fill in supplementary childcare and staffing forms as required.

STEP 4 Gather enclosure documents and fill in the checklist below.

Enclosures Checklist

To ensure that the Council can consider your application please tick box to show what you have enclosed. Your application will not be processed if you fail to enclose the items shown in bold type.

- | | |
|--|--|
| <input type="checkbox"/> a) Last audited financial statement (income and expenditure for a period of one year signed and certified by independent third party. New organisations should give an estimate of their first year's income and expenditure | <input type="checkbox"/> e) Letter of Representation (copy attached) |
| or | <input type="checkbox"/> f) Supplementary forms (if applicable) |
| <input type="checkbox"/> b) Interim financial statement up to time of application, if other than end of financial year signed by the Treasurer | <input type="checkbox"/> g) Two quotes for goods or services of over £500 to be purchased by grant (if applicable) |
| <input type="checkbox"/> c) a copy of your Constitution | <input type="checkbox"/> h) Names and addresses of office bearers. |
| <input type="checkbox"/> d) A copy of your group's last 3 months bank statements | <input type="checkbox"/> i) A full list of the names and addresses of your members (where available) |
| | <input type="checkbox"/> j) Names, addresses and position in organisation of all members authorised to make withdrawals from organisation's bank |

STEP 5 Fill in the declaration below

Declaration On behalf of	Name of Organisation
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I undertake to ensure that all the necessary enclosures are included, that the information is, to the best of my knowledge, accurate and that this application complies with East Ayrshire Council's conditions of grant.

Print Name	Signature	Date
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STEP 6 Send form supplementary pages and enclosures: Administration Manager, East Ayrshire Council, Council Headquarters, London Road, Kilmarnock KA3 7BU

STEP 2

Your Organisation

1	Please give the name of your organisation and the address for correspondence
	<i>Name of organisation</i>
	<i>Address</i>
	<i>Postcode</i>

2	Please give the name, address, telephone number and position in organisation of the main contact person. (They must have a good knowledge of the organisation and this application).
	<i>Name</i>
	<i>Position in organisation</i>
	<i>Address</i>
	<i>Postcode</i>
	<i>Telephone Numbers (daytime/evening/mobile)</i>
	<i>E-Mail</i>

3	How many members does your organisation or group have?	
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4	What is the usual attendance at your organisation's meetings or events?	
----------	--	--

5	When and where does your organisation meet? (Please include date, time and venue)

6	Please list the geographic areas or communities that your organisation serves

7	Who can become a member of your organisation?

For information and advice on grants or your application call the Grants Information Line on 01563 576135

8	<i>It is a condition of grant that organisations supported by the Council are open to all. If your organisation excludes anyone, please say who is excluded and why.</i>

9	<i>Please tell us how your organisation is managed. (For example, volunteers or paid staff)</i>

10	<i>What local or national affiliations does your organisation have?</i>

11	<i>What are the main aims and objectives of your organisation?</i>

12	<i>If you have to pay a letting or leasing charge in order to hold your organisation's meetings please tell us who the landlord is and what letting charges or leasing agreements are in place</i>
<i>Name and address of landlord</i> <hr/> <i>Postcode</i> <hr/> <i>Length of lease/expiry date</i> <hr/> <i>Letting charge or leasing agreements (Please specify per month/year)</i>	

13	<i>If your organisation is registered in terms of The Regulation of Care (Scotland) Act 2001, please give us your current registration number</i>	
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14	<i>If your organisation is a registered charity, please give us your current registration number</i>	
-----------	---	--

15	<i>Does your organisation provide a service/activity for children, young people or vulnerable adults?</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
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If yes, please refer to Step 3C on pages 11 & 12

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The Grant

16	<i>Please tell us what the grant is to be used for. Please give a breakdown of your project/event, outlining the objectives, benefits, dates and how its success would be measured.</i>

17	<i>Please tell us who will benefit from the grant</i>

18	<i>Total cost of project</i>	£
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19	<i>Please show the total contributions from other organisations (see question 23)</i>	£
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20	<i>What is the organisation's contribution to the costs?</i>	£
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21	<i>How much of a grant is requested?</i>	£
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22	<i>Please give a general breakdown of the total costs</i>	Cost
<i>Total Cost</i>		£

For information and advice on grants or your application call the Grants Information Line on 01563 576135

23	What contributions to costs has your organisation either applied for or received from anybody else for this project?			
	<i>Name of body</i>	<i>Amount</i>	<i>Successful</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Awaiting Decision</i>
	<i>Reason for Grant</i>			
	<i>Name of body</i>	<i>Amount</i>	<i>Successful</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Awaiting decision</i>
	<i>Reason for Grant</i>			
	<i>Name of body</i>	<i>Amount</i>	<i>Successful</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Awaiting decision</i>
	<i>Reason for Grant</i>			
	<i>Name of body</i>	<i>Amount</i>	<i>Successful</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Awaiting Decision</i>
<i>Reason for Grant</i>				

24	Please give details of grants received from the Council and other bodies within the last 24 months.		
	<i>Name of granting body</i>	<i>Amount of Grant</i>	<i>Date rec.</i>
	<i>Reason for Grant</i>		
	<i>Name of granting body</i>	<i>Amount of Grant</i>	<i>Date rec.</i>
	<i>Reason for Grant</i>		
	<i>Name of granting body</i>	<i>Amount of Grant</i>	<i>Date rec.</i>
	<i>Reason for Grant</i>		
<i>Name of granting body</i>	<i>Amount of Grant</i>	<i>Date rec.</i>	

For information and advice on grants or your application call the Grants Information Line on 01563 576135

25	<i>Please tell us what advice you have taken or plan to take in the development or implementation of the project?</i>

26	<i>If this application relates to a playscheme, pre-5 childcare or out of school care please complete the supplementary form on childcare. Please tick box to show you have filled in supplementary form on childcare</i>	<input type="checkbox"/>
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27	<i>If this application relates to paid staff, please complete the supplementary form on staffing. Please tick box to show you have filled in the supplementary form on staffing.</i>	<input type="checkbox"/>
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28	RISK MANAGEMENT ASSURANCE STATEMENT
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The Council cannot assume the role of an insurance adviser or broker. It is the responsibility of the applicant to ensure that the risk(s) arising from the planned activity/activities is/are adequately assessed and that an appropriate level of insurance protection is arranged.

The Council recommends that applicants should seek professional insurance and risk management advice from a British Insurance Broking Association Member Company or from an Association of British Insurers Member Company.

Please sign the undernoted statement when you are satisfied that the risks have been considered and insurance cover arranged.

We have identified and considered the risks associated with the planned activity and believe that these are within tolerable limits and have arranged adequate insurance.

DECLARATION		<i>Signature</i>	<i>Date</i>
PRINT NAME			
POSITION IN ORGANISATION			

‘EAST AYRSHIRE 4 FUNDING’

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It provides a streamlined and cohesive approach to external funding, and will enable groups and businesses to identify the best range of funders for their particular projects/initiatives.

The new system is user friendly and is well signposted on the Council website. Groups and individuals can easily search for funding which meets their priorities and information can be downloaded, printed and taken away.

The Council’s External Funding and Sustainability Worker will arrange information sessions on how to use **East Ayrshire 4 Funding**. For further information contact the External Funding and Sustainability Worker on 01563 576201 or e-mail thecouncil@east-ayrshire.gov.uk and mark for the attention of the External Funding and Sustainability Worker.

Your Bank Details

29	<i>Please give details of your organisation's main bank account</i>	
	<i>Name of bank</i>	
	<i>Address</i>	
	<i>Title of bank account</i>	
	<i>Account No</i>	<i>Sort code</i>

30	<i>Please give details of any other bank or building society accounts your organisation holds. (Please continue on a separate sheet if necessary)</i>	
	<i>Name of bank</i>	
	<i>Address</i>	
	<i>Title of bank account</i>	
	<i>Account No</i>	<i>Sort code</i>

31	<i>Please give details of any cash you hold that is not in the bank accounts above</i>	
	<i>Amount</i>	
	<i>Reason held</i>	

32	<i>Please give details of any other financial assets your organisation has (ie property and investments)</i>	

33	<i>Please list all the people who are authorised to make withdrawal from these accounts. (Please continue on a separate sheet if necessary)</i>	

34	<i>Please specify how your group will spend the funds presently shown in the bank statement(s) submitted with this application</i>	

For information and advice on grants or your application call the Grants Information Line on 01563 576135

For official use only

Organisation

Date received

Reference number

STEP 3b

Childcare Supplementary form

C1	<i>Please give the average number of children attending each session. (A session is a morning, afternoon or evening)</i>	
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C2	<i>Does your project offer education opportunities to parents or does it enable parents to work/study? Please give details.</i>

C3	<i>What age range of children will benefit from the grant?</i>

C4	<i>How many hours per week will the project be open?</i>
<i>Total Hours</i>	

C5	<i>What will the project's usual opening hours be?</i>						
	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>	<i>Sun</i>
<i>Morning</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>
<i>Afternoon</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>
<i>Evening</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>	<i>To</i>

C6	<i>How many children with additional support needs does your group provide a service for?</i>

For information and advice on grants or your application call the Grants Information Line on 01563 576135

C7	<i>Please list the activities for children that your organisation will provide</i>

C8	<i>On what basis do parents or users take part in the management of the project? Please give details including number of meetings per year</i>

C9	<i>If your project is a holiday playscheme, on what dates and time will the playscheme meet?</i>		
	<i>Easter</i>	<i>From</i>	<i>To</i>
	<i>Easter</i>	<i>From</i>	<i>To</i>
	<i>Summer</i>	<i>From</i>	<i>To</i>
	<i>Summer</i>	<i>From</i>	<i>To</i>
	<i>October</i>	<i>From</i>	<i>To</i>

For information and advice on grants or your application call the Grants Information Line on 01563 576135



CHILD PROTECTION ASSURANCE STATEMENT

Please refer to the Guide to Grants for further information.

East Ayrshire Council recognises the importance of protecting children and young people and believes that the protection of children is everyone’s responsibility particularly when ensuring their safety and protecting them from abuse.

As such we ask that all organisations applying for grant funding answer the following questions to detail their responsibilities and commitment to protecting children (see guidelines).

Please complete statement 1, 2 or 3.

- 1. We, (insert name of organisation) have made the appropriate enquiries and confirm we have no child care positions in our organisation under the terms of the Protection of Children (Scotland) Act 2003.
- 2. We, (insert name of organisation) have child care positions and are registered for Disclosure checks with
 - Umbrella organisation (insert name)
 - CRBS
 - Disclosure Scotland
- 3. We, (insert name of organisation) have child care positions and are in the process of registering for Disclosure checks with
 - Umbrella organisation (insert name)
 - CRBS
 - Disclosure Scotland

We understand that all persons that are in a child care position, whether in a paid or voluntary capacity, should have an Enhanced Disclosure Scotland Check specific to the role/job they have in our organisation.

As we have individuals in childcare positions, we have the following supporting documentation (please tick box).

- Child Protection Policy which relates to the Protection of Children (Scotland) Act 2003 in relation to having Disclosure checks carried out and the responsibility of an organisation to make a referral to Scottish Ministers if the criteria is met.
- Code of Conduct

On behalf of I certify that the above details are accurate and we understand our responsibilities in relation protecting children and ensuring their safety.

Signed:

Print Name:

Position in Organisation:

Date:



PROTECTION OF ADULTS AT RISK ASSURANCE STATEMENT

It is the responsibility of the organisation to ensure that staff and volunteers who require to have a disclosure check have them carried out by the organisation.

Organisations who have staff or volunteers in a position where they have contact with adults at risk may require to have a disclosure check (see Guidance Notes page 9).

Please tick the appropriate box and sign the undernoted statement.

- 1. We have made enquiries and are satisfied that we have no positions of contact with adults at risk.
- 2. We have positions of contact with adults at risk and the appropriate Disclosure checks are carried out with:
 - Umbrella organisation (insert name)
 - CRBS
 - Disclosure Scotland
- 3. We have positions of contact with adults at risk and are in the process of registering for Disclosure checks with:
 - Umbrella organisation (insert name)
 - CRBS
 - Disclosure Scotland

On behalf of (insert name of organisation), I certify that the above details are accurate and we understand our responsibilities in relation to protecting adults at risk.

Signed:

Print Name:

Position in Organisation:

Date:

Conditions of Grant

The following conditions apply to all East Ayrshire Council grants for voluntary organisations

1. Grant monies must be expended within a period (not normally exceeding 12 months) from the date of approval, unless the nature of the project or other circumstances warrant the payment over a longer period. Where this is the case applicants should request an extension of the period of the grant at the stage of accepting the conditions of grant and should indicate the reasons for the request. No guarantee can be given that any request for extension of the period will be granted. A progress report will normally be requested within 6 months.
2. Organisations must not be party political.
3. If the costs actually incurred in any project are less than the amount approved, the remainder of the grant must be returned to the Council. If a project costs less than the original estimates, savings shall be divided proportionally between the applicant and the Council unless otherwise agreed.
4. If actual expenditure exceeds the amount of grant, only the amount approved will be paid. The applicant may choose either to meet the balance or make a supplementary application for grant. There is, however, no guarantee that any supplementary application will be approved.
5. If a body that has received a grant is disbanded, then any goods, equipment or facilities purchased from the grant will revert to the Council. If the goods, equipment or facilities have been lost, stolen or damaged and not replaced all monies obtained from their insurance will revert to the Council.
6. You must use the grant for exactly the project you applied for. You cannot pay the grant to any other organisation. If you use the grant for other purposes or give or sell items bought with the grant to another owner, you will have to repay the grant to the Council.
7. Where it is intended that organisations dispose of equipment funded or supplied free of charge by East Ayrshire Council then notification of intention to dispose should be made to the sponsoring Department for consideration and approval. For information and advice call the helpline on 01563 576135.
8. Grants will be made wholly to the group making application and expended in accordance with grant conditions and must not be passed to a third party without the express approval of the Council.
9. Any equipment should be in the charge of a named person at a given address in secure premises and must be adequately insured and regularly maintained by a qualified person. Any equipment should be supplied by a bona fide supplier and should comply with all statutory obligations under all relevant Health and Safety legislation
10. If applicable, details of ongoing maintenance provision should be submitted and approved by the Council within three months of the grant award.
11. This grant has been awarded on the understanding that any planning permissions/ building warrants etc will be obtained. Applicants will be required to ensure that they meet all other statutory requirements. Evidence of compliance may be required before payment is made.
12. Where a project involves improvement of premises or requires possession of land, the applicant will require to be the owner or tenant (on a lease for five years or more) of the premises or land before a grant will be released.

13. If the project is one that involves and is dependent upon contribution from a number of bodies, payment of grant will not be made until the Council is satisfied that such contributions are forthcoming.
14. The Council may require you to give due recognition of the Council's contribution in all publicity material.
15. All financial records in connection with any project that receives grant aid from the Council must be available for random inspection if required by an Officer of the Council or by the Council's Internal and External Auditors.
16. The Council will not accept liability for any damages or injuries associated with projects or equipment for which grant assistance has been given by the Council
17. The Council welcomes applications from religious organisations that want to carry out work in the community, but the Council does not normally fund projects or activities:
 - that are designed primarily to promote religion itself; or
 - where people must take part in religious services in order to benefit.
18. Voluntary organisations providing a service to children and young people under 18 years of age which are in receipt of a grant from the Council, must comply with the requirements of the Protection of Children (Scotland) Act 2003. Such organisations should be registered with Disclosure Scotland or affiliated to an umbrella organisation that is registered with Disclosure Scotland.
19. All organisations that provide a service to children and young people must have a Child Protection Policy. This policy should be brought to the attention of all staff and/or volunteers at least once a year.
20. No public monies disbursed by the Council, in the form of grants or otherwise, to any external body or organisation shall be expended by the recipient body or organisation in a manner which would result in any payment being made for any purpose to any political party or any separate body, company or other legal entity subsidiary to, or otherwise associated with, any political party.

7. Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works, partner involvements and links with local strategies)

(a) Background and Context

(b) Description of Works

(c) Partnership Involvement

**(d) Links with local strategies (eg East Ayrshire Community Plan,
East Ayrshire Local Plan etc)**

(continue on separate sheet(s) if required)

8. Priorities and MeasureType of Project

Under which category does your project fit? (see Guidance on Eligible Applicants and Projects)

- Community Renewable Energy Projects
- Environmental Projects
- Environmental Education Projects for Schools
- Improvement to Local Service Provision
- Feasibility Studies and Business Plans
- Acquisition Costs
- Capital and Revenue Costs
- Match Funding

9. Sustainable Development

Describe how your project contributes towards the understanding and protection of the environment, to improvements in local service provision and to the establishment of community renewable energy projects.

10. The Environment

(a) Describe the project's positive and negative impacts on the environment (*refer to sustainable development checklist Annex A*).

Positive	Negative

13. Project Management

Describe how your project will be managed and administered (include details of number of staff involved, previous experience of managing similar projects)

14. Project Risk Assessment

Have you identified any risks that might affect the successful completion of your project? If so, please give details of how these will be addressed.

15. Sustainability and Continuity

Provide details of how the project will continue after Renewable Energy Local Grant funding has ceased (e.g. exit strategy, business plan, ongoing management/funding arrangements)

16. Project Outputs/Impacts

(a) List below the ‘measurable’ outputs/impacts the project expects to deliver (please select from Annex B of Guidance Notes – other measures will be accepted where appropriate).

Details	Number	Method of Measurement

(b) Describe any results which cannot be readily quantified but which provide added value to your project.

Planning Permission or Other Regulatory Compliance/Consent

17.

Does the project require planning permission or any other form of regulatory compliance or consent? Yes No

If **yes**, please give details

Note:- Regulatory approvals are not required to be in place prior to the submission of applications to the REF but in the event of an application being approved appropriate conditions will be attached including that no funds will be released before regulatory approvals have been obtained.

18. Tendering arrangements (Public Sector Organisations only)

(a) Please confirm that all Public Procurement, Works, Supplies and Services Directives have, or will be complied with.

Yes

No

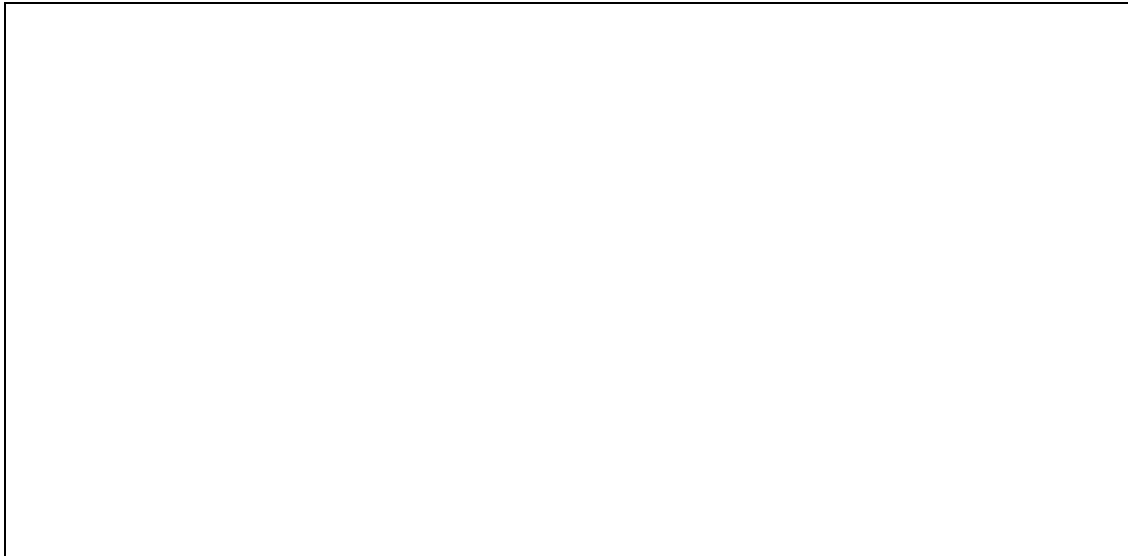
(b) Please provide details

19. Project Costs

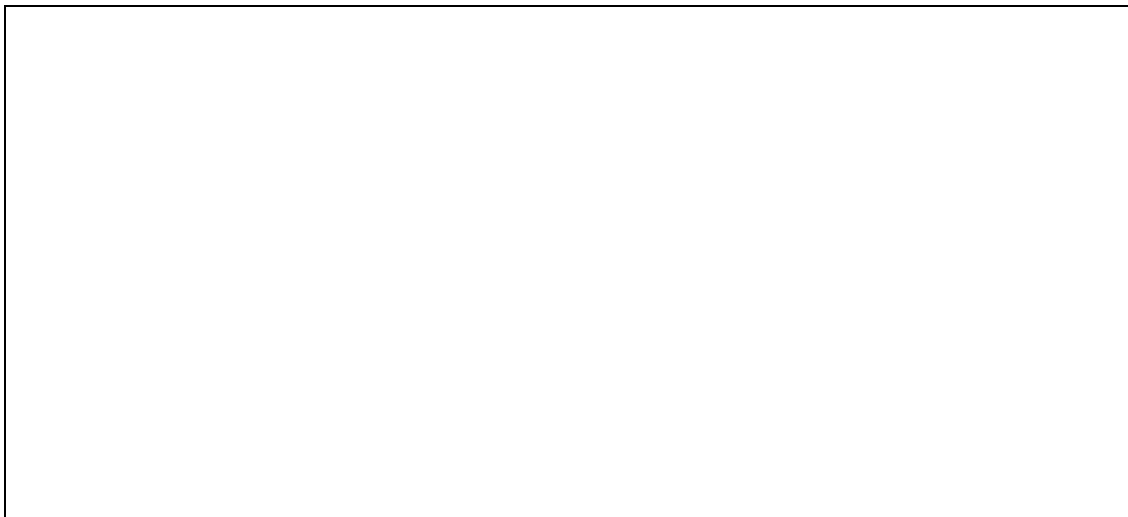
(a) Provide a breakdown of the '**eligible**' project costs for which grant is requested.

If **yes**, please enclose a copy with your completed application.

(b) List any potential barriers to community access and participation to this project (*refer to sustainability checklist Annex A*).



(c) Describe how the project proposes to address these barriers/issues (*refer to sustainability checklist Annex A*).



Declaration

N

We wish to apply for a Renewable Energy Fund grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We will submit to East Ayrshire Council quarterly grant claims together with receipted invoices. On completion of the work a final grant claim will be submitted. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so.

Signed: (blue ink)

Name/Organisation

Date:



The information provided by you will be used in the provision of advice & financial support. This data is subject to the Data Protection Act 1998 and will be treated as per the principles defined in that act, this includes disposal after it is no longer relevant to this purpose.

Please send your completed application form to:

EAST AYRSHIRE COUNCIL

Annex A

Renewable Energy Fund Sustainable Development Checklist

Please refer to this Sustainability Checklist before starting to answer Questions 10 (The Environment) and 22 (Equal Opportunities) on the application form. This will help you identify the issues you may need to consider when answering these questions.

Project ref. No.	
Project Title	

Does the project:

		Yes	No	No effect
1	Community and Participation			
	Help heighten sustainable development awareness			
	Involve the community in developing the process			
	Take into account under-represented groups			
	Take into account equal opportunities			
2	Economy and Work			
	Link local production with local consumption			
	Improve environmental awareness of local business			
3	Transport			
	Encourage walking or cycling			
	Encourage use of public/community transport			
	Discourage use of cars and lorries			
	Improve access to facilities for those without a car			

Does the project:

		Yes	No	No effect
4	Pollution			
	Reduce/prevent pollution, e.g. noise, air, water, land			
	Improve conditions in the most polluted local environments			
5	Energy			
	Maximise energy efficiency			
	Reduce Carbon Emissions			
	Generate energy from waste or renewable resources			
	Target energy improvements to where fuel poverty is greatest			

6	Waste and Resources			
	Reduce waste and/or maximise resource use			
	Encourage re-use and/or repair			
	Encourage recycling and/or use of recycled materials			
7	Buildings and Land Use			
	Provide or improve local amenities			
	Re-use/conserve buildings			
8	Wildlife and Open Spaces			
	Encourage use of open spaces for community benefit			
	Increase public access to open space			
	Encourage environmentally sound gardening/grounds maintenance			
	Improve access to green space			
	Help improve local habitats or species			

EAST AYRSHIRE COUNCIL

Annex B

Measurable Outputs and Outcomes

Preliminary List

Note:- Below is a preliminary list of outputs that link the types of projects identified as eligible for support through the Renewable Energy Fund to the East Ayrshire Community Plan Single Outcome Agreement where appropriate and to the National Outcomes of the Scottish Government. **Further outputs will be identified in the light of operational experience.**

Renewable Energy Fund – Project Type	Preliminary list of Outputs including those in Single Outcome Agreement	National Outcome
(a) Environmental Improvements	<ul style="list-style-type: none"> • Percentage vacant and derelict urban land; • Total of new woodland created each year in hectares (ha); • Number of vacant and derelict town centre buildings; • Amount of new wildlife areas created; • Number of projects aimed at increasing access to public open space; • Number of projects aimed at supporting the Ayrshire Local Biodiversity Action Plan; 	<p>National Outcome 10: We live in well-designed, sustainable places where we are able to access the amenities and services we need.</p> <p>National Outcome 12: We value and enjoy our built and natural environment and protect it and enhance it for future generations.</p>

	<ul style="list-style-type: none"> • Amount of new areas of woodland provision (Ha's); • Number of Environmental Improvements carried out within settlements; • Number of projects aimed at reducing/preventing pollution. 	
(b) Educational Projects for schools	<ul style="list-style-type: none"> • Percentage of educational establishments involved in waste minimisation through the Eco-School Scotland programme; • Number of School Carbon Reduction projects, energy efficiency measures and environmentally sustainable projects • Number of School Sustainable Development Projects; • Contribution of schools towards registration as an eco-school. 	National Outcome 14: We reduce the local and global environmental impact of our consumption and production.
(c) Improvements to local service provision	<ul style="list-style-type: none"> • Access to services (SIMD); • Number of projects aimed at increasing sustainable methods of transportation; • Number of vacant or derelict shops brought back into active use; • % of adults who rate their town/village as a good place to live 	National Outcome 10: We live in well-designed, sustainable places where we are able to access the amenities and services we
(d) Community Environmental projects	<ul style="list-style-type: none"> • Number of community facilities enhanced; (Carbon footprint reduced) 	National Outcome 12: We value and enjoy our built and natural environment and protect it

	<ul style="list-style-type: none"> • Number of new community facilities constructed. • Number of carbon reduction project 	<p>and enhance it for future generations.</p> <p>National Outcome 14: We reduce the local and global environmental impact of our consumption and production.</p>
Other types of eligible projects		
Feasibility Studies	<ul style="list-style-type: none"> • No of Studies supported 	<p>National Outcome 10: We live in well-designed, sustainable places where we are able to access the amenities and services we need.</p> <p>National Outcome 12: We value and enjoy our built and natural environment and protect it and enhance it for future generations.</p> <p>National Outcome 14: We reduce the local and global environmental impact of our consumption and production.</p>
Match Funding	<ul style="list-style-type: none"> • No of applications relating to creation of match Funds 	

EAST AYRSHIRE COUNCIL

**Renewable Energy Fund
Annex C**

NON ELIGIBLE PROJECT COSTS

- Projects seeking less than £1,000 support from the REF
- Loan charges – the nature and amounts of any loan charges included in the overall project costs should be brought to the Secretariat's attention
- Apportionment of general organisational overheads, or any internal organisational service or management charges
- Recoverable VAT
- Costs in respect of the provision of accountancy services relating to the carrying out of audit work
- Legal costs in respect of litigation
- Repair costs. This refers to routine repairs and maintenance. Policy CS15 indicates that the fund will be used to support sustainable projects. Routine repairs and maintenance should be considered as being part of running a sustainable project and would not be eligible for support through the REF beyond a maximum of 3 years.
- Any costs defrayed outwith the eligible funding period
- Costs relating to research or studies carried out in respect of the project prior to the official project start date
- Charges included for the use of applicant and/or other publicly owned offices or other property
- Service charges arising on finance leases and hire purchase arrangements
- Costs resulting from the deferral of payments to creditors
- Costs involved in winding up a company
- Redundancy payments
- Payments into private pension schemes
- Bad debts

- Gifts
- Payments for unfunded pensions
- Compensation for loss of office
- Costs of works being carried out as a statutory requirement

APPENDIX 3 (xi)

**EAST AYRSHIRE COUNCIL
RENEWABLE ENERGY FUND – ASSESSMENT CRITERIA**

The following criteria will be used to help appraise all Stage 2 grant applications submitted to the Renewable Energy Fund. They have been drawn up to assess common aspects of projects.

Project Title:

Project Reference:

	Criteria	Score Range
1.	<p><i>Compliance with Funding Criteria</i> To what extent does the project comply with the funding criteria approved by Cabinet?</p> <p>0 Does not comply</p> <p>1 Fits with one of the priorities / measures – type of project</p> <p>2 - 5 Fits with more than one of the priorities / measures – type of project</p> <p>0-5 Reduces carbon emissions/carbon footprint</p> <p>(Q8)</p>	0 - 10
2.	<p><i>Linkages with other relevant local strategies</i> To what extent does the project demonstrate clear linkages and coherence with other related local activities/strategies – community plans, development plans, area regeneration?</p> <p>0 No linkages demonstrated</p> <p>1 Can show demonstrable links</p> <p>2 Can show formal links</p> <p>3 Project forms part of a Council approved strategy.</p> <p>(Q7)</p>	0 - 3

<p>3.</p>	<p><i>Evidence of Demand</i></p> <p>To what extent does the project demonstrate evidence of community, market or business demand, now and in the future? An assessment of the quality, validity and robustness of market research and/or evidence of market failure provided as justification for intervention.</p> <p>0 <i>No evidence of demand or need</i></p> <p>1 - 2 <i>Limited evidence of demand or need</i></p> <p>3 - 4 <i>Significant levels of demand or need, supported by adequate evidence</i></p> <p>5 Evidence from more than one source showing high levels of need or unmet demand</p> <p>(Q11)</p>	<p>0 - 5</p>
<p>4.</p>	<p><i>Additionality and Leverage</i></p> <p>To what extent is grant aid essential for the implementation of the project? Does the project financing involve funds levered from other sources?</p> <p>0 no justification for grant</p> <p>1 evidence of need for grant and limited leverage of funds from other sources</p> <p>2 clear evidence of need for grant as part of a funding package involving several funding partners</p> <p>3 significant leverage effects from grant intervention</p> <p>(Q12)</p>	<p>0 - 3</p>
<p>5.</p>	<p><i>Value for Money</i></p> <p>To what extent does the project represent value for money when compared with the anticipated quantified outputs / impacts?</p> <p>0 project represents extremely poor value for money</p> <p>1 project represents poor value for money</p> <p>2 project represents good value for money</p> <p>3 project represents extremely good value for money in relation to outputs and impacts anticipated</p>	<p>0 - 3</p>

<p>6.</p>	<p>Project Management</p> <p>To what extent does the project demonstrate its feasibility and the ability to become self-sustaining over time? Particular consideration should be given to assessment of the feasibility and risks of the project, its design and forecast targets and the capacity and track record of the delivery agent(s) to implement and sustain the project.</p> <p>0 project fails to demonstrate feasibility and durability</p> <p>1 project demonstrates feasibility but provides only limited information on potential to become self-sustaining over time</p> <p>2 project demonstrates feasibility and clear potential to become self-sustaining</p> <p>3 project clearly demonstrates feasibility and has detailed exit strategy</p> <p>(Q13)</p>	<p>0 - 3</p>
<p>7.</p>	<p>Equal Opportunities</p> <p>To what extent does the project actively promote the full and equal participation of individuals and social groups in the local economy (all members of the community and visitors). This may be achieved by:</p> <ul style="list-style-type: none"> • Ensuring that there are no in-built constraints preventing individuals accessing employment and personal development opportunities • Creating the right conditions in the labour market through active labour market policies • Positively tackling the more subtle forms of discrimination and exclusion <p>0 project meets minimum legal requirements only</p> <p>1 limited evidence of equal opportunities consideration built into project design</p> <p>2 evidence of equal opportunities considerations built into project design and clear monitoring mechanisms</p> <p>3 significant evidence of positive action to combat discrimination and promote inclusion of disadvantaged individuals and/or groups with quantified targets</p>	<p>0 - 3</p>

<p>8.</p>	<p>Community Involvement</p> <p>To what extent has the community been involved in developing the project and what degree of involvement will they have in implementing the project?</p>	<p>0 - 3</p>
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	<p>0 No community involvement in either the development or implementation of the project</p> <p>1 Evidence of community involvement in the development of the project</p> <p>2 Evidence of community involvement in the development and implementation of the project</p> <p>3 Significant community involvement in the development and implementation of the project</p> <p>(Q7)</p>	
9.	<p><i>Sustainable Development – economic, social and environmental</i></p> <p>To what extent does the project contribute towards sustaining the economy, environment and social well-being?</p> <p>0 Does not contribute towards sustainability</p> <p>1 Limited evidence of sustainability</p> <p>2-5 Significant evidence of sustainability</p> <p>(Q15)</p>	0 - 5
10.	<p><i>Exit Strategy</i></p> <p>To what extent does the project demonstrate its exit strategy.</p> <p>0 No evidence of an exit strategy</p> <p>1 Some evidence of potential exit strategy</p> <p>2 Detailed exit strategy in place</p> <p>(Q15)</p>	0 - 2
Total Quantitative Score (max 40)		

Signed:

Date

Signed:

Date