

## **EAST AYRSHIRE COUNCIL**

**CABINET – 24 FEBRUARY 2010**

### **SUPPLEMENTARY REPORT ON THE PROCEDURES FOR THE OPERATION OF THE RENEWABLE ENERGY FUND**

**Report by Depute Chief Executive/Executive Director of Corporate Support**

#### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is as agreed by Cabinet at its meeting on 18 November 2009 to present additional information on opportunities for the greater utilisation of measurable outputs and outcomes within the proposed application process for the Renewable Energy Fund (REF).

#### **2. BACKGROUND**

- 2.1 The Cabinet at its meeting on 18 November 2009 considered a resubmitted Report by the Depute Chief Executive/Executive Director of Corporate Support on the Procedures for the Operation of the Renewable Energy Fund. Amongst other matters Cabinet agreed:-

“(iv) that 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 further 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.”

#### **3. ELIGIBLE PROJECTS**

- 3.1 Council has agreed that the Renewable Energy Fund be used to support the following types of project:
- (a) environmental improvements;
  - (b) educational projects for schools;
  - (c) improvements to local service provision; and
  - (d) priority to community environmental projects directly related to the use of renewable energy and reduction in carbon footprints, for example, solar panels, community recycling initiatives, micro-renewables.

## **4. OUTPUTS AND OUTCOMES**

- 4.1** It is recommended that outputs are established for each category listed above. Given that the Council gathers a comprehensive series of indicators or outputs for reporting on the Single Outcome Agreement (SOA) as part of the Community Planning process it is suggested that these are adopted for the reporting and monitoring structure for the Renewable Energy Fund where relevant and that additional indicators are provided as appropriate.
- 4.2** Each of the Renewable Energy Fund categories listed above relates to one or more of the Single Outcome Agreement national outcomes. National Outcome 10 (We live in well designed, sustainable places where we are able to access the amenities and services we need) relates to categories (a), (b) and (c). National Outcome 12 (We value and enjoy our built and natural environment and protect it and enhance it for future generations) closely relates to categories (a), (b) and (d) and National Outcome 14 (We reduce the local and global environmental impact of our consumption and production) relates to category (d) particularly but also category (b).
- 4.3** A table showing a reporting structure of measurable outputs and outcomes for the Renewable Energy Fund is shown below and is also included in Annex B within the Appendices comprising the possible revised Application Forms and Guidance Notes – See Paragraphs 4.4 and 4.5 below.
- 4.4** In all of this it is recognised that should Cabinet agree to the outcomes and outputs as shown in the table below, this will inform the application process. As indicated in the Chief Executive's letter of 16<sup>th</sup> December 2009 to all Elected Member this will also be subject to consultation as agreed by Cabinet on 18 November 2009.
- 4.5** To illustrate, the outputs and outcomes will require to be part of the eligibility criteria and context of the application form. This could for example lead to a Stage 1 sieve of applications with recommendations to proceed to a more detailed submission as part of a Stage 2 final consideration. This would be a similar process to the assessment of European funded schemes and ensures that priority is given to projects which fully meet the criteria, thereby avoiding additional costs to those groups and organisations in submitting applications. Appendix 2 sets out a revised flow diagram summarising the proposed process and Appendix 3 details the proposed initial guidance on eligible projects. Drafts of the revised application and assessment forms are attached for clarification (Appendices 4 – 8 and Annex A, B and C).

## REPORTING STRUCTURE FOR THE RENEWABLE ENERGY FUND

Renewable Energy Fund Categories		National Outcome
(a) Environmental Improvements	<ul style="list-style-type: none"> <li>• Percentage vacant and derelict urban land;</li> <li>• Total of new woodland created each year in hectares (ha);</li> <li>• Number of vacant and derelict town centre buildings;</li> <li>• Amount of new wildlife areas created;</li> <li>• Number of projects aimed at increasing access to public open space;</li> <li>• Number of projects aimed at supporting the Ayrshire Local Biodiversity Action Plan;</li> <li>• Amount of new areas of woodland provision (Ha's);</li> <li>• Number of Environmental Improvements carried out within settlements;</li> <li>• Number of projects aimed at reducing/preventing pollution.</li> </ul>	<p><b>National Outcome 10: We live in well-designed, sustainable places where we are able to access the amenities and services we need.</b></p> <p><b>National Outcome 12: We value and enjoy our built and natural environment and protect it and enhance it for future generations.</b></p>
(b) Educational Projects for schools	<ul style="list-style-type: none"> <li>• Percentage of educational establishments involved in waste minimisation through the Eco-School Scotland programme;</li> <li>• Number of School Carbon Reduction projects;</li> <li>• Number of School Sustainable Development Projects;</li> <li>• Number of eco-schools developed.</li> </ul>	<p><b>National Outcome 10: We live in well-designed, sustainable places where we are able to access the amenities and services we need.</b></p> <p><b>National Outcome 12: We value and enjoy our built and natural environment and protect it and enhance it for future generations.</b></p> <p><b>National Outcome 14: We reduce the local and global environmental impact of our consumption and production.</b></p>

(c) Improvements to local service provision	<ul style="list-style-type: none"> <li>• Access to services (SMID);</li> <li>• Number of projects aimed at increasing sustainable methods of transportation;</li> <li>• Number of vacant or derelict shops brought back into active use;</li> <li>• % of adults who rate their town/village as a good place to live</li> </ul>	<p><b>National Outcome 10: We live in well-designed, sustainable places where we are able to access the amenities and services we need.</b></p>
(d) Community Environmental projects	<ul style="list-style-type: none"> <li>• Number of community facilities enhanced; (Carbon footprint reduced)</li> <li>• Number of new community facilities constructed.</li> <li>• Number of carbon reduction projects</li> </ul>	<p><b>National Outcome 12: We value and enjoy our built and natural environment and protect it and enhance it for future generations.</b></p> <p><b>National Outcome 14: We reduce the local and global environmental impact of our consumption and production.</b></p>

**4.6** In relation to Community/Environmental Projects priority will be given to use of renewable energy and projects that reduce carbon footprints. Initial discussions have taken place with the Energy Agency and the Crichton Carbon Centre regarding the measurement of the carbon footprint associated with Community Environmental Projects. This is a specialist skill and it is suggested that further discussions should be held with the Energy Agency and Crichton Carbon Centre during the consultation period, to develop the carbon reducing outputs.

## **5. LEGAL IMPLICATIONS**

**5.1** There are no legal implications directly arising from this report.

## **6. COMMUNITY PLANNING ISSUES**

**6.1** The monitoring information collected as per the table shown at paragraph 4.5 above will provide information of direct relevance for reporting on the Single Outcome Agreement.

## **7. FINANCIAL AND PERSONNEL IMPLICATIONS**

7.1 There are no financial or personnel implications directly arising from this report.

## **8. RECOMMENDATIONS**

8.1 It is recommended that Cabinet:

- (1) agree that the outputs and outcomes listed in Section 4 and all consequential changes to the Appendices are adopted for consultation with the community;
- (2) agree that a further report be presented to Cabinet after consultation with the Community, the Energy Agency and the Crichton Carbon Centre; and
- (3) otherwise note the report.

**Elizabeth Morton**

**Depute Chief Executive/Executive Director of Corporate Support**

17 February 2010

(KD/SA)

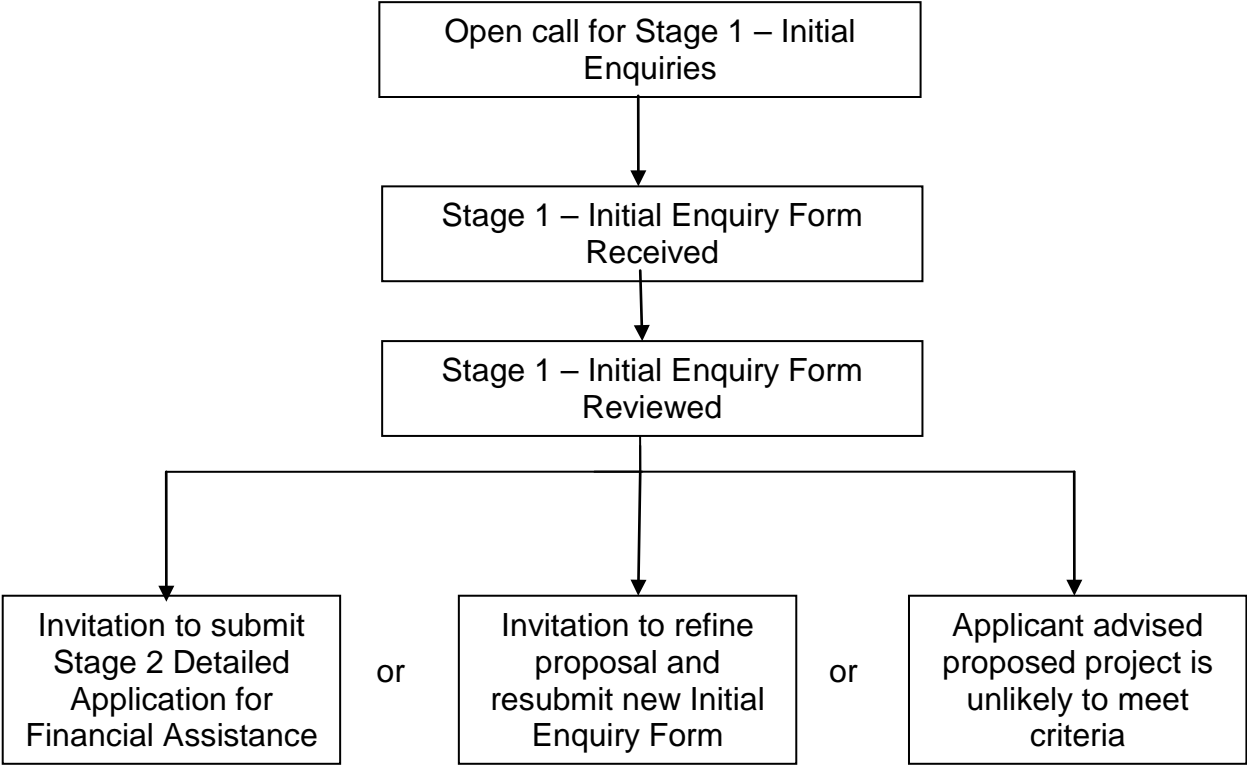
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### **BACKGROUND PAPERS**

1. Procedures for the operation of the Renewable Energy Fund: Cabinet Report 18 November 2009.
2. Letter to Elected Members from Chief Executive dated 16 December, 2009

**RENEWABLE ENERGY FUND**

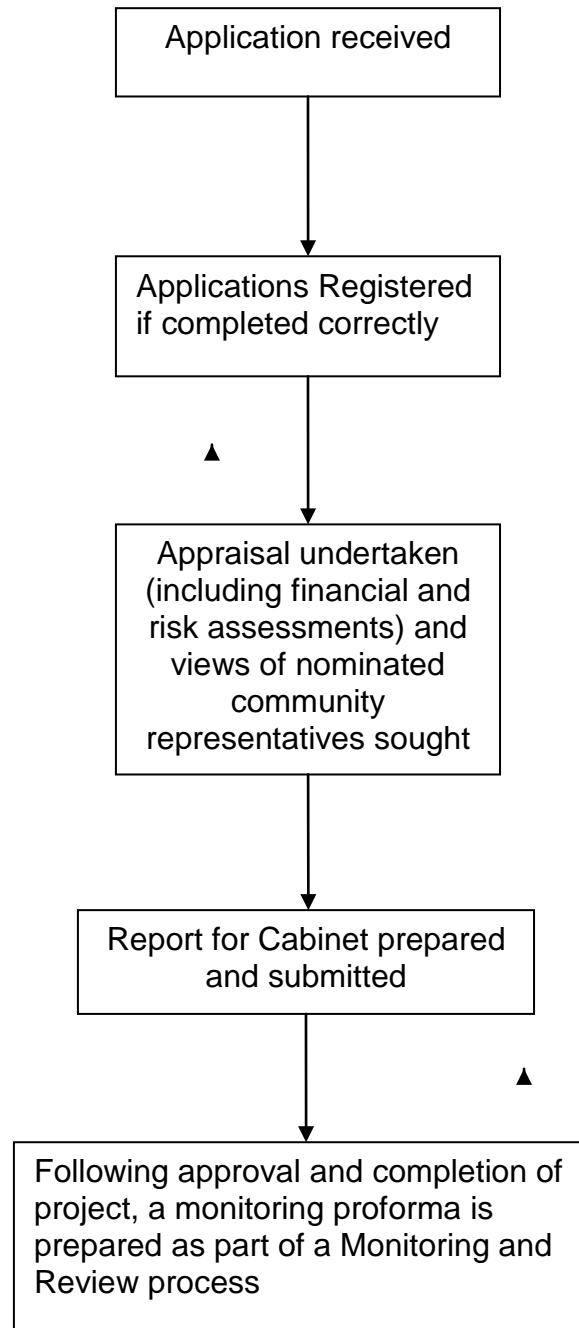
**STAGE 1 – INITIAL ENQUIRY**



Note:- For Stage 2 see over

## RENEWABLE ENERGY FUND

### STAGE 2 – DETAILED APPLICATION FOR FINANCIAL ASSISTANCE



**EAST AYRSHIRE COUNCIL**  
**RENEWABLE ENERGY FUND**  
**GUIDANCE ON 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:-

**Environmental Projects:-** Including woodland planting and maintenance, town/village streetscape projects, environmental art projects (including floodlighting), landscape schemes, etc

**Environmental Education Projects for Schools:-** Including 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.

**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, etc

**Studies :-** Feasibility Studies to identify renewable energy options or to undertake detailed planning for eligible environmental projects.

**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.

**Note:-** 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.

**NEW ENQUIRY FORM****EAST AYRSHIRE COUNCIL****RENEWABLE ENERGY FUND****STAGE 1 - INITIAL ENQUIRY FORM**

**Note:- Guidance on eligible projects is attached**

**Contact Details**

Organisation	
Contact Name	
Telephone	
E-mail Address	
Web-site	
<b>Project Title</b>	
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](mailto:anne-marie.dawson@east-ayrshire.gov.uk)  
Tel No. 01563 3237

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 a Stage 2 Detailed Application for Financial Assistance.





## 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?

- Environmental Improvements
- Educational Project for schools
- Improvement to local service provision
- Community environmental projects directly related to the use of Renewable energy and reduction in carbon footprints
- Studies
- 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*).

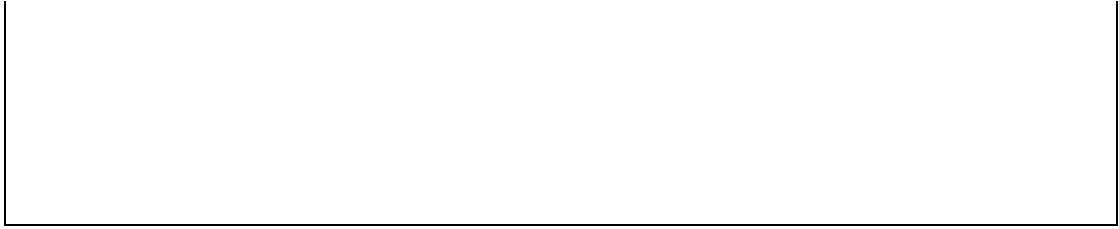
Positive	Negative

(b) Detail below the steps to be taken to manage, minimise and monitor the **negative** impacts (*refer to sustainable development checklist Annex A*).

**11. Evidence of Demand**

What evidence is there that your project is needed?





**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 <input type="checkbox"/>	Number	Method of Measurement

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

**17. Planning Permission or Other Regulatory Compliance/Consent**

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

If **yes**, please give details

**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.

Items of Expenditure	£
Total	

(b) Provide a breakdown of the **'non eligible'** project costs for which grant is not requested. (refer to list of non-eligible project costs Annex C).

Items of Expenditure	£
<b>Total</b>	

**20. Breakdown of Financial Contributions**

Source of Finance	Contribution (£)		Finance Confirmed	
	Total Costs	Eligible Costs	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Contributions</b>				

**21. Funding Package Summary**

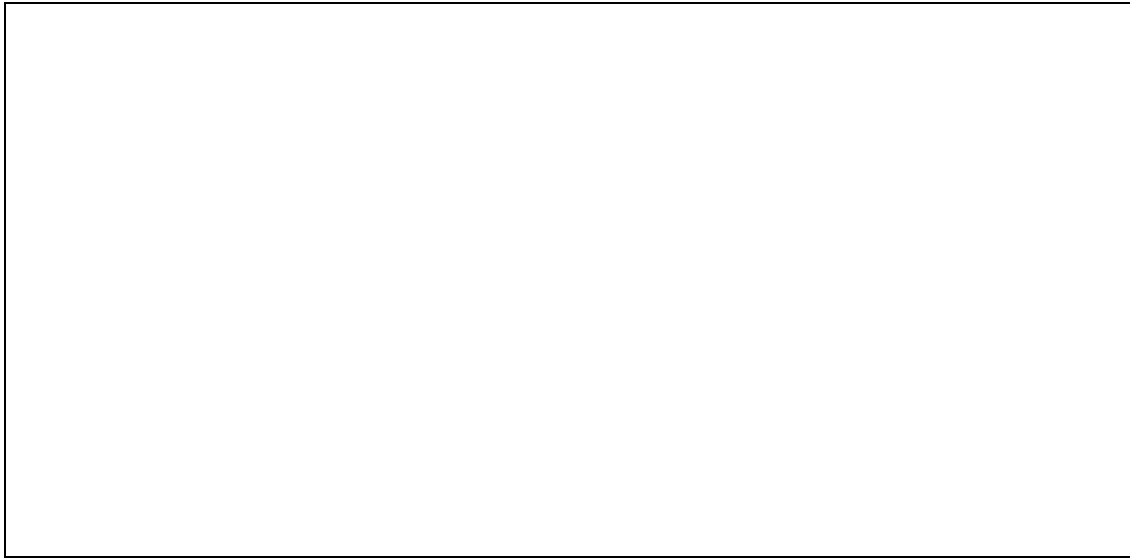
REF Local Grant	Public Match Funding	Private Match Funding (cash)	Private Match Funding (in-kind)	Total
£	£	£	£	£

**22. Equal Opportunities**

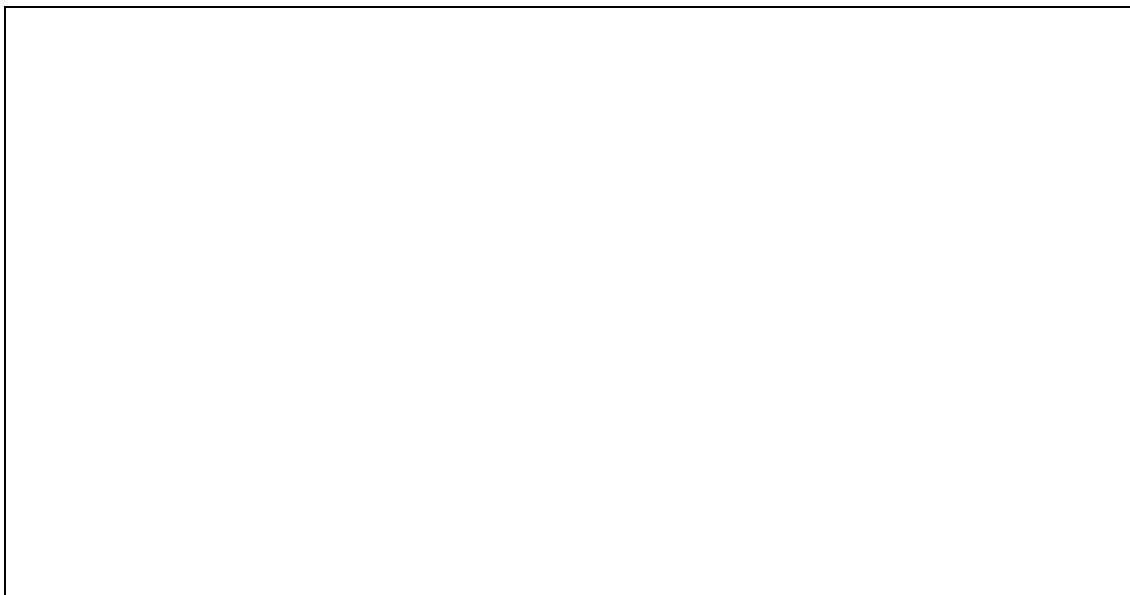
(a) Does your group/organistaion have an equal opportunities policy?  
 Yes  No

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**

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)*

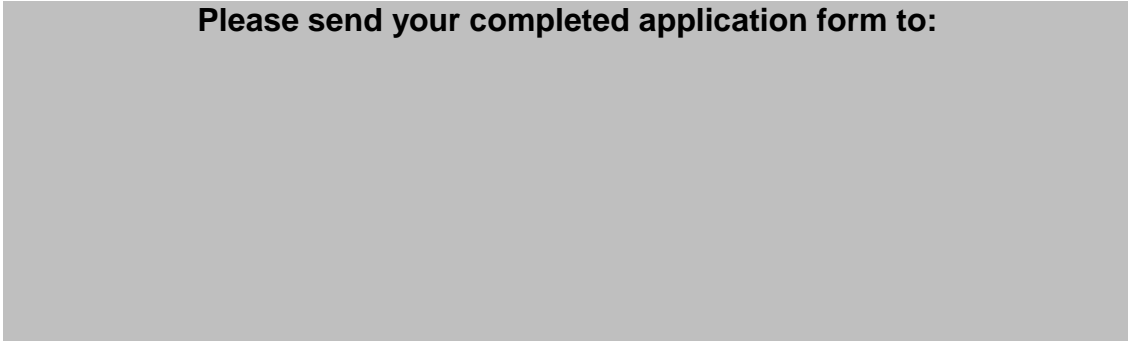
Name/Organisation .....

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

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"/>
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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"/>
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Signature: .....

Date: .....

Signature: .....

Date: .....

EAST AYRSHIRE COUNCIL

RENEWABLE ENERGY FUND

STAGE 2 - DETAILED APPLICATION FOR FINANCIAL ASSISTANCE

ASSESSMENT FOR REGISTRATION OF APPLICATION

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"/>
Has all relevant documentation been provided?	<input type="checkbox"/>	<input type="checkbox"/>

**The Project**

Is the project eligible?	<input type="checkbox"/>	<input type="checkbox"/>
Is the project innovative?	<input type="checkbox"/>	<input type="checkbox"/>
Is the project sustainable?	<input type="checkbox"/>	<input type="checkbox"/>
Is the project within the eligible area?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project impact on the eligible area?	<input type="checkbox"/>	<input type="checkbox"/>
Has a description of benefits been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Has a project description been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Have planning/listed building/building warrant procedures been complied with?	<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"/>
Where appropriate, has State Aid been approved?	<input type="checkbox"/>	<input type="checkbox"/>

**Finance**

Has a realistic expenditure profile been determined?	<input type="checkbox"/>	<input type="checkbox"/>
Is a total project cost stated?	<input type="checkbox"/>	<input type="checkbox"/>
Is eligible expenditure stated?	<input type="checkbox"/>	<input type="checkbox"/>
Do the figures add up?	<input type="checkbox"/>	<input type="checkbox"/>
Has the applicant the capacity to undertake the project?	<input type="checkbox"/>	<input type="checkbox"/>
Are matching funding commitments in place?	<input type="checkbox"/>	<input type="checkbox"/>

**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**  
**RENEWABLE ENERGY FUND**

**APPENDIX 8**

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
<b>1.</b>	<p><b><i>Compliance with Funding Criteria</i></b></p> <p>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>(Q8)</p>	<b>0 - 5</b>
<b>2.</b>	<p><b><i>Linkages with other relevant local strategies</i></b></p> <p>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>	<b>0 - 3</b>

<p><b>3.</b></p>	<p><b><i>Evidence of Demand</i></b></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><b>0 - 5</b></p>
<p><b>4.</b></p>	<p><b><i>Additionality and Leverage</i></b></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><b>0 - 3</b></p>
<p><b>5.</b></p>	<p><b><i>Value for Money</i></b></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><b>0 - 3</b></p>

<p><b>6.</b></p>	<p><b>Project Management</b></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><b>0 - 3</b></p>
<p><b>7.</b></p>	<p><b>Equal Opportunities</b></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"> <li>• Ensuring that there are no in-built constraints preventing individuals accessing employment and personal development opportunities</li> <li>• Creating the right conditions in the labour market through active labour market policies</li> <li>• Positively tackling the more subtle forms of discrimination and exclusion</li> </ul> <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><b>0 - 3</b></p>

<p><b>8.</b></p>	<p><b><i>Community Involvement</i></b></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            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>	<p><b>0 - 3</b></p>
<p><b>9.</b></p>	<p><b><i>Sustainable Development – economic, social and environmental</i></b></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            Significant evidence of sustainability</p> <p>(Q15)</p>	<p><b>0 - 2</b></p>
<p><b>10.</b></p>	<p><b><i>Exit Strategy</i></b></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>	<p><b>0 - 2</b></p>

	<p><b>Score (max 32)</b></p> <p>Applications located within 5km of the Windfarm boundary credited with additional 3 points</p> <p><b>Total Quantitative Score (max 35)</b></p>	
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**Signed:**

**Date**

**Signed:**

**Date**

# 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
<b>1 Community and Participation</b>			
Help heighten sustainable development awareness			
Involve the community in developing the process			
Take into account under-represented groups			
Take into account equal opportunities			
<b>2 Economy and Work</b>			
Link local production with local consumption			
Improve environmental awareness of local business			
<b>3 Transport</b>			
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
<b>4 Pollution</b>			
Reduce/prevent pollution, e.g. noise, air, water, land			
Improve conditions in the most polluted local environments			
<b>5 Energy</b>			
Maximise energy efficiency			
Generate energy from waste or renewable resources			
Target energy improvements to where fuel poverty is greatest			
<b>6 Waste and Resources</b>			
Reduce waste and/or maximise resource use			
Encourage re-use and/or repair			
Encourage recycling and/or use of recycled materials			

<b>7</b>	<b>Buildings and Land Use</b>			
	Provide or improve local amenities			
	Re-use/conserves buildings			
<b>8</b>	<b>Wildlife and Open Spaces</b>			
	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"><li>• Percentage vacant and derelict urban land;</li><li>• Total of new woodland created each year in hectares (ha);</li><li>• Number of vacant and derelict town centre buildings;</li><li>• Amount of new wildlife areas created;</li><li>• Number of projects aimed at increasing access to public open space;</li><li>• Number of projects aimed at supporting the Ayrshire Local Biodiversity Action Plan;</li></ul>	<p><b>National Outcome 10: We live in well-designed, sustainable places where we are able to access the amenities and services we need.</b></p> <p><b>National Outcome 12: We value and enjoy our built and natural environment and protect it and enhance it for future generations.</b></p>

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

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

# **EAST AYRSHIRE COUNCIL**

## **Annex C**

### **Non-Eligible Project Costs**

- 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
- 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