

# **Guiding Principles for the Newlands Community Benefit Fund**

## **1. Background**

'SE10 PEP Limited' is the operator of the Newlands Wind Farm project. The project is located on the Newlands Farm, Water Street, Margam in the County of Neath Port Talbot in southwest Wales.

On the granting of planning consent (10.12.13) for the Newlands Wind Farm the developers signed a Section 106 Planning Agreement to provide a Community Benefit Fund for the communities near to the Wind Farm site. Under Schedule 1 of the Unilateral Undertaking (UU) and on the Commissioning Date of the Wind Farm, the developer is to make available to the NPTCBC £25,000 ,and a further payment of £10,000 on each of the 5<sup>th</sup> , 10<sup>th</sup>, 15<sup>th</sup> and 20<sup>th</sup> anniversary of the Commissioning Date, together with a Final Payment to be paid no later than 3 months after the 25<sup>th</sup> anniversary.

These guiding principles will outline how the Community Fund is to be managed and operated. The NPTCBC will act as the Grant Management Organisation (GMO) to ensure that the Fund is used for the benefit of the affected communities.

## **2. Aim of the Community Benefit Fund**

The funding will benefit communities in the Ward of Margam. The money will be used to fund projects that will 'support local cultural and/or educational initiatives' within the geographic area of benefit.

## **3. Principles**

Community Projects seeking support from the Fund will:-

- Directly address identified needs or issues in a particular community.
- Demonstrate added value.
- Be well thought through.
- Be complementary to other existing projects and initiatives in the area.
- Demonstrate public support.
- Be sustainable in the long term.

## **4. Grant Management and Administration process**

The GMO, in association with its Steering Group ,that will be set up to serve the Community Fund separately in Margam, will :-

- Promote and publicise the grant application process through local partnerships and community associations.
- Take enquires about the grant.
- Send / make available online application packs to interested applicants including:
  - i. Application Forms
  - ii. Application Guidelines
  - iii. Details of further information and support
- Advise potential applicants of issues around eligibility and Application Form completion.
- Assess Applications based on agreed criteria.
- Service and support the Steering Group to allocate the funding, including papers and reports.
- Write to the successful and unsuccessful applicants, notifying of outcome and signposting to other support where applicable.

- Process the claims and payments, ensuring the money has been spent appropriately and in accordance with the grant offer letter.
- Publicise awards given.
- Manage the budget.
- Have transparent, robust, auditable and impartial procedures for project selection and grant making.

The GMO will charge the Fund 5% annually for the purposes of performing the above duties.

## **5. Outputs:**

The Community Fund is to make measurable differences in the communities affected by the Wind Farm operation. Outputs or the differences made should feature in good Applications to the Fund and should be tracked over time. Community benefit could include:-

- New volunteers recruited
- New services or activities made available
- New participants
- Physical improvement schemes funded
- Educational/Cultural improvement schemes supported
- New community assets developed

The Newlands Community Benefit Fund set up for the Ward of Margam will benefit the Ward of Margam only and applications from areas outside this Ward will not be accepted. Projects and initiatives that are provided by Event Organisers from outside the area, staging Events within the Margam Ward e.g. Margam Park, would be ineligible for support.

## **6. Organisations Eligible to Apply**

An organisation meeting one or more of the following criteria may apply.

1. Constituted Voluntary and Community Groups (e.g. 'Friends of' organisations, Community Associations, etc)
2. Schools (e.g. PTA's and Home School Associations) for projects and initiatives that are not part of the traditional school day.
3. Registered Charities
4. Not for profit organisations / social enterprises
5. Local branches of National Organisations can bid using the parent body constitution but must have their own local bank account and their project must deliver community benefit to the Ward of Margam.
6. A Religious Organisation that, whilst providing for its immediate congregation also promotes wider outcomes within the community -those that align to the aspirations of the Newlands Community Benefit Fund.

## **7. Financial**

Grants will be made available for Capital Projects and Events (running or operational costs/day to day expenses are ineligible). The Grants to be awarded will range from £100 to £500.

NPTCBC as the GMO may review these levels from time to time.

Whilst there is no requirement to match fund an Application to the Community Fund, bids that indicate an element of match funding will be considered more favourably in assessment.

## **8. Examples of eligible Projects**

**Education** – e.g. Out of hours school clubs, non statutory youth projects, one off materials, staging an exhibition, environmental education projects, community education activities, outdoor adventurous activities, etc.

**Culture** – e.g. cultural events, interpretation, productions, gateway features, celebration of language, literature, poetry, etc

## **9. Ineligible Projects**

- Statutory Activity
- Any project that has already started cannot be considered, however separate stage of a project can apply for this fund.
- Any project where contracts have been signed or orders placed before approval
- The promotion of religious faith activities ( although applications from religious organisations are allowed if the proposed project benefits the wider community)
- Projects involving membership only organisations where the membership is restricted to a certain section of the population.
- Subsequent Newlands Community Fund Applications that are being made for the same Project with the same outcomes (a second Application can be made for a different project that offers different or complementary outcomes).
- Applications for activity which is already being delivered through another source of funding.
- Projects that impact upon or adversely affect the sustainability of existing provision perhaps elsewhere in the area of benefit.
- Applications from Private sector organisations.
- Applications on behalf of other organisations or in the name of a professional fundraiser.
- Funding for normal operating costs or costs incurred in daily operation / Routine repairs and maintenance costs/equipment
- Funding for core staff.
- Trips and visits outside the project area (unless they have a demonstrable long lasting benefit to the community).
- The funding of recoverable VAT costs.
- Insurance.
- Fundraising campaigns.
- Party Political activities or fundraising
- Purchase of Land
- Duplication of other projects being delivered locally.
- Individual beneficiaries

## **10. General Requirements**

All applications for assistance must provide the following information:

- Independently verified or audited accounts, newly established groups should provide a Bank Statement showing balances held within Current and Deposit Accounts.
- Copy of signed adopted constitution, set of rules, memorandum and Articles or other governing document.
- Details of main bank account with two signatures.
- Additional information, relevant to the project, e.g. evidence of ownership for capital projects.

## **11. Grant Steering Group**

It is intended to establish a Grant Steering Group made up of the GMO and the local elected Member for Margam with a second elected Member as an observer to ensure transparency in relation to distribution of the Fund. The ongoing operation of the Steering Group will be the responsibility of the Grant Management Organisation (GMO).

Funding decisions made by the Steering Group will be passed to the Head of Service for Transformation (ELL) for endorsement.

The Fund will receive bids at any time and will operate as an Open Programme. Bids will be assessed and the Applicant will be notified of an outcome within 8 weeks of a submission being made.

The aim of the Steering Group is to make decisions with regard to the Newlands Community Benefit Fund in line with agreed criteria, and be accountable for the allocation and distribution of the Fund.

The GMO will:-

- Publicise the Fund through External Grant Group (EGG) and NPTCVS networks. Also through direct mail shots and local publicity campaigns.
- Review bids for eligibility and completeness
- Pass a synopsis of the bids received to the elected Members for determination
- Receive funding decisions
- Seek endorsement of the decisions from the Head of Service
- Notify Applicant of the outcome
- Arrange proforma payments to successful Applicants

## **12. Payment of the Award**

The Applicant will be asked, as part of the Application Form to declare that if successful with an Award the Grant will be used solely and specifically for the purposes described or as intended.

The GMO will use the Bank details that feature on the Application Form to process payment by BACS proforma (Code 2600 2603 B605 Folio 50)

## **13. Second and subsequent bids to the Newlands Wind Farm Community Benefit Fund**

Second and subsequent bids made by the same Applicant for as different project that offers different or complementary outcomes are permissible under the criteria.

The Applicant would need to complete a modest Project Completion Report (PCR) which will capture information on the earlier project funded by the Newlands Community Benefit Fund before submitting a second or subsequent bid.

The Applicant will sign a declaration on the PCR that the information given is a true representation of the facts.

The Applicant will be reminded that the GMO reserves the right to monitor a project post Award, and proof of outcomes associated with the project could be asked for.