



Hinkley Point C Community Fund

Guidance Notes for the *Small Grants Programme*

If you would like to discuss your idea or project before applying please do not hesitate to contact us at any time.

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Please read these guidelines carefully before completing the application form.

What is the Hinkley Point C Community Fund?

The Hinkley Point C Community Fund has been established under a 'Section 106' agreement with EDF Energy as part of their planning permission for building the new Hinkley Point C Power Station on the Somerset Coast. The purpose of the fund is to mitigate the intangible and residual impacts of the Hinkley Point C Project and associated developments on communities in Somerset through schemes, measures and projects which promote the economic, social or environmental well-being of those communities and enhance their quality of life.

The Hinkley Point C Community Fund will run alongside the Hinkley Point C Community Impact Mitigation (CIM) Fund, administered and managed by West Somerset Council until the funds in the CIM fund have all been spent.

Therefore it has been agreed that the Hinkley Point C Community Fund will focus on two grant programmes: small grants of up to £5,000 (or in exceptional circumstances £10,000 over three years) for organisations with an annual income of less than £100,000 and a number of strategic grant focuses.

Strategic grants will target specific impacts felt within Somerset communities as a result of Hinkley Point C. These impacts will be identified through consultation with communities and their representatives as the project progresses. It is likely that priorities within the strategic grants programmes will change as communities change therefore we anticipate it being an iterative process and advise applicants to continue to check the available grants programmes regularly.

What do we mean by residual and intangible impacts?

A residual and intangible impact is typically one that is difficult or impossible to measure but is (or likely to be) felt or experienced by people living in local communities or affects the local environment and community after other mitigation measures have been put in place.

If you would like to talk to us about your application prior to submitting it please contact us at any time.

What is the Small Grants Programme?

The Small Grants Programme is for organisations or community groups with an annual income of less than £100,000. Grants will be awarded of up to £5,000 or, in exceptional circumstances £10,000 over three years.

If your project or activity is for more than £5,000 or your annual turnover is more than £100,000 you should apply for funding from the Hinkley Point C CIM Fund.

Who can apply for funding?

If you are able to demonstrate a charitable purpose you may be able to apply to the Hinkley Point C Community Fund grants programmes.

Normally we expect to receive applications from registered charities, community and voluntary groups, and social enterprises. Local councils can also apply, although we advise you to contact us before applying to discuss your application.

What can you apply for?

Your project should...

Avoid, reduce, improve or take advantage of the impacts you have identified

Show clear evidence of how your communities are being impacted by the Hinkley Point C development

Be a capital or revenue project or a mix of the two

Last up to 3 years (if a revenue project)

Be of a scale and cost that is proportionate to the significance of the community impact. It is unlikely that large sums of money will be awarded to large projects in areas where a small number of people are impacted or where the community is not significantly impacted by the Hinkley Point C development.

What can't you apply for?

Projects that are non-charitable or unlawful

Projects that aim to improve the private property of an individual or private business.

Projects that aim to provide benefits for a single faith group or political party or that primarily promote religious or political beliefs.

Projects that exclude any particular group of people due to their race, religious or cultural beliefs or sexual orientation.

Projects that have already been completed.

Projects that are a statutory responsibility

Projects that could be reasonably considered to be offensive or disproportionately dangerous or disproportionately environmentally damaging.

Projects or activities which are directly opposed to EDF Energy's interests.

Projects that can be considered to be corporate sponsorship.

Projects that concern animal welfare.

THE APPLICATION PROCESS

1. Complete the **online form** for the Hinkley Point C Community Fund Small Grants Programme
2. Decisions are made every 6-8 weeks and we aim to let you know the outcome of your application as soon as possible after the awards meeting has been held.

The Hinkley Point C Community Fund team are always available to support you as you prepare your application.

How will your application be assessed?

Priority will be given to those eligible projects which:

- Provide us with evidence that people in the community are **experiencing, or are likely to experience, 'intangible and residual impacts'** from the construction of Hinkley Point C.
- Show clear evidence of how the project is **led, designed and /or supported by the affected community/communities.**
- Have been **identified as community priorities,** complement and/or support local authority plans and strategies and have been highlighted through community or parish plans. **Your application will show support from the community.**
- Show clear evidence of the ways in which your project will **meet the need you have identified and improve the economic, social and environmental well-being of those communities and enhance their quality of life.**

Your application will clearly show how you intend to avoid, reduce, improve, off-set or take advantage of the identified impact.

- Show that the project is complementary to, and will work in partnership with, other schemes, projects and measures in your community, including those that form part of the wider mitigation of the Hinkley Point C development.

By '**residual and intangible impact**' we typically mean an impact that is **difficult or impossible to measure** but is (or likely to be) **felt or experienced** by people living in local communities **or will affect the local environment and community** after **other mitigation measures** have been put in place.

- Show that the applicant has a board or committee and/or a project delivery team in place who have the **appropriate skills, experience and diversity to deliver the activities successfully**. Organisations must also have the appropriate policies in place to deliver their project e.g. safeguarding, health and safety, data protection and equal opportunities.
- Demonstrates **value for money** in terms of cost and effectiveness.
- Show how the planned activities will contribute to the **ongoing sustainable development of the community** now and in the future; and be part of its **legacy**.

Completing the Form

If you need support in completing this form, or would like to discuss your project or activity with us prior to preparing your application please contact us. We are happy to help.

Registration

Once you have indicated that your project meets the four main criteria for this fund you must submit your email address to receive an emailed copy of the expression of interest form. The criteria are listed below.

1. It is for the benefit of a community or communities in the administrative county of Somerset
2. It is for communities who are experiencing residual or intangible impacts as a result of Hinkley Point C or its associated developments
3. It is for up to £5,000 or, in exceptional circumstances £10,000 over three years
4. Your organisation must have an annual income of less than £100,000

If you do not receive it please check your spam email folder. It will come from the email address info@somersetcf.org.uk.

Section I: About your Organisation

- Please provide name and contact details., including social media if you use it. This will mean that we can interact with you on Facebook and Twitter, and help you promote what you are doing.
- We ask you for your organisation start date, when it was formally set up or established. This will be on your governing documents.
- Give details of person we should contact about this application if we have any questions.
- Tell us what type of organisation you are, remembering that there may be more than one that applies to you; and if you are part of a larger regional or national organisation.

- Provide details on how many people are involved with your organisation, and what role they play. This helps us to understand your overall work as well as your capacity to deliver the project or activity you are asking us to fund.

Aims and main activities

Please summarise the overall purpose of your organisation, explaining what services you provide or activities you undertake in your community **not including what you are asking for funding for.**

For example...

‘We aim to improve the social life and skills of young and disadvantaged people from community XYZ, To achieve this we run a holiday activities club that provides sport, leisure and arts activities for young people aged between 8 and 13 during the school holidays and at weekends.’

Income

We would like you to supply information on your income in the last accounting year and let us know whether this is the first grant you have ever applied for. It is also useful to know whether your organisation has received a grant from Somerset Community Foundation before.

Referee

It is the policy of Somerset Community Foundation to ask for details of a referee from new applicants. Your referee must be someone who knows your organisation and has read your application. They must not be connected to your organisation in any way, or have a vested interest in its success, or the success of this application. Please explain their relationship to your organisation. It is your responsibility to let them know that they may be contacted.

Section 2: Project Details

- Please include the name of the project
- Indicate whether you have or are seeking match funding, giving details.
- Identify start and end dates for your project
- Let us know what local authority district you will be working in and which area most of the people who will benefit live in.

Your case for support

The next **four** questions regarding impact, need and your project are designed to elicit your **case for support** for your application.

Where possible make sure you **back up your answers with evidence**. This evidence could include data from the work you are already doing, stories and quotes from members of your community or references to your community plan or local authority strategy.

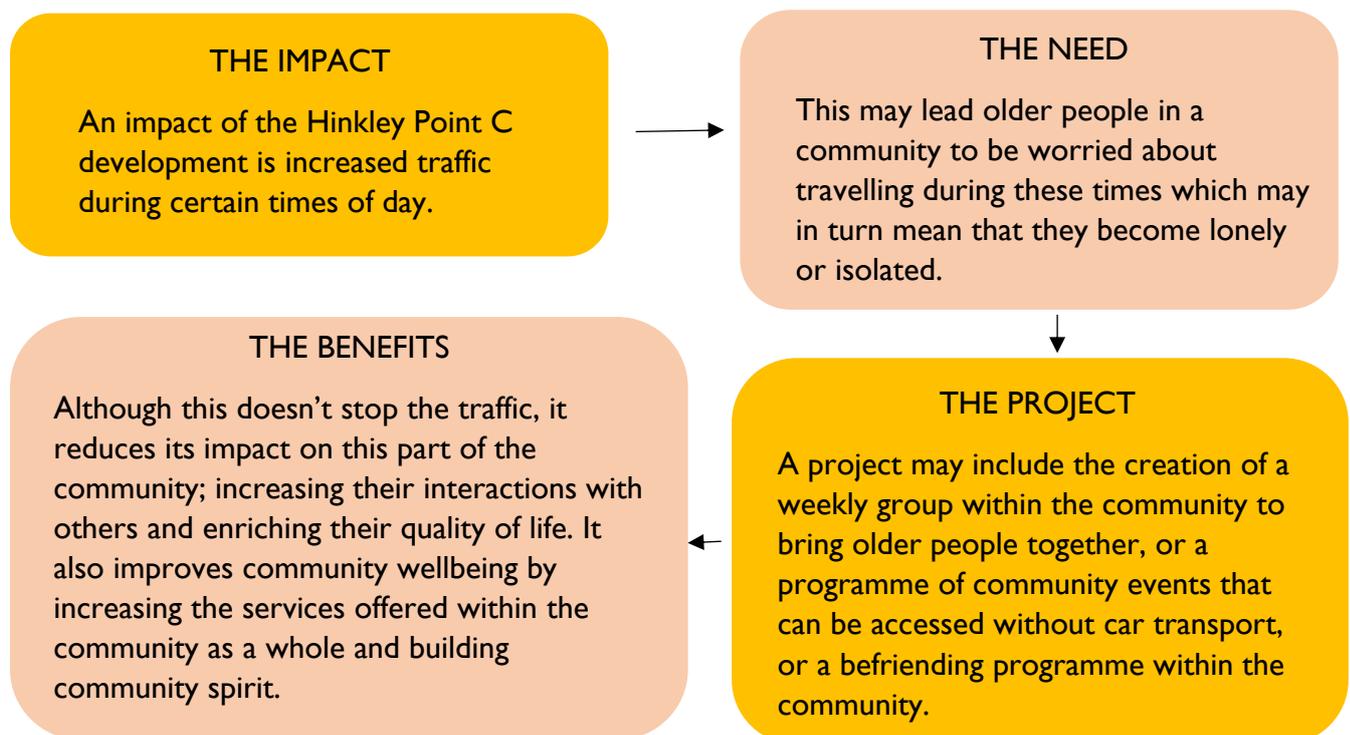
If you would like advice on the types of evidence you could use, or where to look for it, please contact us.

Ensure you explain clearly how you know that people in your community want the project or activity you are proposing. How have they been consulted in the development of your idea and how do you know they support it? Are you going to work with another group, organisation or community facility to deliver it? Perhaps there are representatives of groups or organisations who could provide you with letters of support you can include with your application.

Building your case for support

Before you complete the questions, consider the connections between the **impact** from Hinkley Point C you are mitigating, the **community need** arising from it, the **project** you are proposing and how it will **avoid, reduce, improve or off-set** the impact, **meeting the need** and thereby **improving community wellbeing** and **enriching quality of life**.

The project you are proposing **must be in response** to the impact you have described and the community need that arises from it. Please have a look at the **generic example** below but do contact us if you would like to talk through your own case for support.



Beneficiaries

Please estimate the number of beneficiaries of your project. We realise that it can be hard to do but your research will enable you to approximate. This provides an important baseline figure for monitoring and end of project evaluation.

Please let us know the number of volunteers who will be involved with your project.

Age Groups

If your project targets different age groups please identify them here in addition to any other parts of your community who you have not mentioned elsewhere.

Section 3: Project Budget

Including VAT, please provide information on the costs of your project. You should identify how much you are applying to the Hinkley Point C Community Fund for and then state the total project cost. Please let us know how much you have raised so far.

We would like you to break down your budget into

- Staff Costs
- Office, overhead, premises costs
- Operational/activity costs
- Capital costs (equipment)
- Other costs

This enables us to gain a thorough understanding of how you expect your project or activity to be delivered. Please be as precise as you can.

Supporting Documents

Please upload the following supporting documents using the 'add document' button

- A copy of your governing document (e.g. constitution, memorandum & articles or set of rules).
- A copy of your most recent annual accounts or a spending plan and a recent bank statement if you are a new group
- A photocopy of a bank statement no more than 3 months old
- Copies of your safeguarding (if you will be working with children or vulnerable adults) and equal opportunities policies and any other policies you feel are relevant to your project or activity.
- A list of the names and addresses of your Trustees or management committee members, with cheque signatories identified.
- Any supporting letters from your local authority, parish or town councils, or groups or organisations you will be working with.

Clearly label each document with your organisation name and descriptor and if you do not have a document please upload a document explaining why this is.

Our preference is to receive documents electronically but please tick the box if you intend to post them to us.

We will need details of the account you would like your grant to be paid into if successful.

After you have submitted your application

Applications will be considered by the Hinkley Point C Community Fund Small Grants Awards Panel every 6-8 weeks. To be considered for the first awards panel we must receive your application by **Friday 5th January 2018**.

We aim to let you know the outcome of your application as soon as possible after each meeting.

PLEASE CONTACT US

We are happy to talk through your ideas and support you through the application process.

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For further information on deadlines go to www.hpcfunds.co.uk