



Clocaenog Forest Wind Farm Fund

Business Grant Guidelines

These notes should be read before applications are submitted to the Clocaenog Forest Wind Farm Fund. It is also advisable to refer to these notes during the application process.

Please fill in the Clocaenog Forest Wind Farm Business Fund enquiry form before completing or submitting an application.

For further help or advice please contact:

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What is Clocaenog Forest Wind Farm Fund?

Clocaenog Forest Wind Farm is an onshore wind farm project owned by RWE. It is built on land leased from the Welsh Government that is managed by Natural Resources Wales.

The 96MW project, near Denbigh has 27 wind turbines in the forest and has the capacity to produce electric for approximately 63,800 UK per year¹.

As part of the project there will be an investment of £19 million over 25 years for communities within the area of benefit in Conwy and Denbighshire counties.

Launched in October 2020 the scheme is independently managed by CVSC. Applications to the fund are assessed by a local panel on a quarterly basis. The panel comprises of community representatives recruited from across the area of benefit.

¹ Energy predicted to be generated by the proposal is derived using wind speeds monitored in the local area and correlating to longer term historical weather data using meteorological models seeded with data obtained from satellite, surface-based and airborne measurement systems. The calculations are based on an installed capacity of 96MW. Equivalent homes supplied is based on an annual electricity consumption per home of 4100 kWh. This figure is supported by recent domestic electricity consumption data available from The Digest of UK Energy Statistics and household figures from the UK National Statistics Authority.



Funding available:



Themes: Every project must achieve at least one of the 5 themes

All themes are in line with the Well-Being of Future Generations (Wales) Act 2015

<https://www.futuregenerations.wales/about-us/future-generations-act/>

Theme 1: Prosperous Communities

- Bring communities together
- Improving community facilities
- Celebrating the culture and heritage of our communities

Theme 2: Health and Wellbeing

- Supporting and improving social care in our rural communities
- Reduce poverty, loneliness and isolation
- Improving transport services in the area
- Sports and leisure

Theme 3: The Economy

- Job creation and business support
- Training and education
- Tourism
- Outdoor Industry
- Farm Diversification

Theme 4: Conservation and the Environment

- Protect the natural beauty of the area
- Wildlife
- Creating green spaces
- Heritage conservation



Theme 5: Digital

- Broadband
- Cellular network
- Digital skills development through digital images, apps, film
- Digital inclusion

Cross-cutting themes:

All applicants will need to consider as many of the following themes as they can in their delivery:

- Environmental Impact
- The Welsh language
- Young people
- Economic development
- Equal opportunities

Who's eligible?

- Businesses registered with HMRC or Companies House
- Start up's
- Existing businesses
- Businesses trading within the Clocaenog Forest Wind Farm Fund area of benefit, who's **main address is listed in the area of benefit.**
- Businesses will need to be operating in the area for a minimum of 5 years after funding is provided (please see additional information below).
- Businesses who have a recommendation from an approved Business Adviser e.g., Business Wales, Conwy County Borough Council, Mentera,



Exclusions

The following are not eligible:

- Businesses who's main address is outside the area of benefit
- Projects that are religious in focus or that support a party political campaign or cause or may bring the fund or the funder into disrepute
- Vehicles and trailers are not funded unless there are exceptional circumstances (please contact grant administrator for clarification)
- Retrospective funding, i.e. projects that have already started / completed, whether or not already paid for
- Building up a reserve or surplus, whether distributable or not
- Costs associated with 'Asset Transfers' (i.e. legal costs, feasibility costs etc.) However, once the Asset has been transferred, the business responsible for the amenity is eligible to apply for a grant from the fund





Completing the Application Form:

Section 1 & 2: About your business

- Where is your business registered? Is it within the area of benefit?
- What kind of business are you? e.g., sole trader, limited company
- What is your business structure?
- Number of employees?

Section 3: About your project

- Tell us about your project. What do you want to do? Why do you want to do it? If you undertake the project, what difference will it make to your business, employment, your community, the environment?
- Only by clearly stating what you want to do, will the panel gain an insight to your project.
- You must highlight the benefits of the proposed scheme. Only then can your application be assessed in terms of value for money.
- Don't forget to be realistic with your start and finish dates. Issues such as planning and structural works often take longer than expected.
- You may write in paragraph form, bullet points or continue on a separate sheet of paper. Try to be concise and keep to the main points.
- What evidence do you have that the project is needed? Do you have any evidence to support your view? How would this funding help you to achieve your goal?
- What difference will the project make? (e.g., purchase of new equipment will allow you to expand the business, or, project will enable this redundant building be reopened, project will create new jobs, etc.)

Section 4: Financial Details

- This section deals with project costs
- Any item costing over £5,000 will require 3 quotes, under £5,000 will require 1 quote
- You should list every item / element you are seeking funding for
- Include the net cost, the VAT element and total cost
- State clearly whether your business is able to reclaim VAT
- If you propose to reclaim VAT only include the net cost of each item in your total
- List all other funders / potential funders, confirmed or unconfirmed and the amount you are seeking from them.
- At the bottom of this section state how much grant aid you are seeking.



Applications

In addition to the above, businesses seeking funding will need to present the following as part of application:

- 3-year business plan and financial projection
- Match Funding
 - Applications between £1,000 and £10,000 require a minimum of 10% match funding
 - Applications over £10,000 require a minimum of 30% match funding
- Annual accounts (if a business is over 1 year old)
- 3 months recent business bank statements or 3 months personal bank statements if you are a 'start up'
- Any Planning permission & listed building consent must be submitted with the application (if applicable)
- Lease document or ownership documents (Land Registry) must be submitted with the application (If applicable)

Additional information

- The maximum grant that can be applied for from Clocaenog Forest Wind Farm Fund is £35,000 over a 3-year period BUT larger applications may be considered under special circumstances in zone 1 – contact the Fund Manager.
- You must make sure that you have relevant insurance for the property/equipment up to its full re-instatement or replacement value against all insurable risks with a reputable insurance company and in the event of damage or loss to property/equipment, restore or replace to the satisfaction of Clocaenog Forest Wind Farm Fund all assets which have been grant aided using such insurance monies.
- You declare that you have no litigation or arbitration current or pending or, so far as you are aware, that could have an adverse effect on your ability to perform and comply with any of the obligations contained in these guidelines.

Repayment of Funding

- In the event of one or more of the following happening you may be required to repay the grant in the proportion set out below: -
 - (i) You have not used the funding for the relevant specified purposes referred to in the application
 - (ii) You have been guilty of any misrepresentation in connection with the application
 - (iii) A change in the use of the property or equipment from that approved for grant aid has been made without the written approval of Clocaenog Forest Wind Farm Fund
 - (iv) During the period of 3 years from the date the grant was paid the business ceases to trade or is no longer based within the Clocaenog Forest Wind Farm area of benefit.
 - (v) During the period of 3 years from the date the grant was paid, the equipment funded is sold.



- **Period in which event occurs and proportion of grant to be repaid**

- Within 1 year: Full Grant to be repaid
- Within 2 years: 50% of Grant to be repaid
- Within 3 years: 20% of Grant to be repaid
- After 4 years: No Grant to be repaid

Essential Information:

- The Clocaenog Forest Wind Farm Fund can support both capital and revenue projects.
- Measurable outcomes from your project will be required
- Businesses will be asked to submit the following supplementary information:
 - Relevant policies e.g., Language, Safeguarding, Equal opportunity
 - Written quotes or estimates
- There is flexibility in how the funding is split BUT a **strong application which shows value for money in Zone 1** should not lose out at the expense of applications from Zones 2 & 3.
- Each application will be considered on their own merit

Following any grant award:

The contact person will receive a letter outlining the panel's decision. The contact person must sign and return one copy of the letter / contract to CVSC. It's important that you keep a copy for your own records. If your application is successful you must agree to:

- Submit receipts / invoices for all expenditure
- Submit reports as requested (these will be commensurate with the size and complexity of your project)
- Use the monies exactly as specified in your application unless prior discussion and permission from CVSC is granted
- Publicise the Clocaenog Forest Wind Farm Fund on all project publications, websites and social media (@ClocaenogCF)

****PLEASE ENSURE THAT YOU SPEAK TO THE FUND
MANAGER OR A CVSC OFFICER BEFORE SUBMITTING YOUR
APPLICATION****

GDPR STATEMENT

Community and Voluntary Support Conwy (CVSC) operating on behalf of the Clocaenog Forest Wind Farm Fund, will use the information contained in your application document, including personal information, to process your funding application. This involves the sharing in full with our partners Cadwyn Clwyd, Denbighshire & Conwy councils and your chosen business advisor. The information will be entered on a database utilised by CVSC and its Third Sector Support Wales partners (further information and our privacy notice are available from thirdsectorsupport.wales). The information will be held for the length of the Clocaenog Forest Wind Farm project and then destroyed securely.

