Rhyl Flats Offshore Wind Farm Community Fund Applicant Guidelines

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

We highly recommend contacting CVSC fund representative before completing or submitting an application.

For further help or advice please contact:

Aled Roberts: 01492 523856, email: grants@cvsc.org.uk

What is the Rhyl Flats Offshore Wind Farm Community Fund?

Rhyl Flats Offshore Wind Farm, operated by Innogy Renewables UK Limited has made funding available for community projects across parts of the North Wales coastline.

The fund in Conwy was launched in 2009 with a base level of £75,000 and is index linked each year in line with inflation. The fund will be made available each year throughout the operational lifetime of the wind farm.

In Conwy the fund supports communities from Mochdre in the west through to Kinmel Bay in the east. The fund is now administered by CVSC on behalf of Rhyl Flats Offshore Wind Farm.

Applications to the fund are assessed by a decision making panel of community representatives.

Fund overview

Applicants for grants for between £2,000 and £10,000 will be required to submit a simple application form.

GRANTS START AT £2,000



MAXIMUM GRANT £10,000

Your application will need to support the delivery of at least one of the fund's four themes:

Strengthening your community for the future

Involving your community and building community spirit

Improving the lives of local people

Creating more viable local facilities

All applications should support the fund's cross cutting theme:

Delivering value for money

The following coastal wards are covered by the fund:

• Rhôs-on-Sea • Mochdre • Rhiw • Glyn • Eirias
• Colwyn • Llysfaen • Llanddulas • Pentre Mawr
• Gele • Abergele/Pensarn • Towyn & Kinmel Bay • Mostyn

Eligible Organisations

Organisations within the specified area of benefit* will require a written constitution, a set of rules, or a governing document and will need to have a bank or building society account (in the name of the organisation) with a minimum of two signatories in place before applying for a grant.

Eligible Organisations, who can apply for funding include:

- Voluntary, community groups
- Parish / Community Councils / Town Councils
- Social enterprises (including credit unions, co-operatives, social firms, community owned enterprises, community interest companies and development trusts) provided they operate on a not-for-profit basis

See map on page 6

Exclusions

Grants will not be available for:

- Commercial organisations
- Any works considered a statutory responsibility, such as scheduled transport services, works to public highways and public car parks
- 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
- Retrospective funding, i.e. projects that have already been completed, whether or not already paid for
- Building up a reserve or surplus, whether distributable or not
- Costs associated with 'Asset Transfers' from Local Authorities (i.e. legal costs, feasibility costs etc.) However, once the Asset has been transferred, the group responsible for the amenity is eligible to apply for a grant from the fund
- Community Interest Companies limited by shares
- Organisations that do not have two signatories per financial transaction (must not be related) cannot apply

Completing the Application Form

Section 1: About you/your organisation



- What is your role within your group? (e.g. Secretary, Chairperson, Treasurer etc.)
- Are you part of a wider organisation/affiliated to any national governing body or charity?
- What is your organisation type? (e.g. Voluntary club/association, youth club/organisation, charity, town/community council, environmental group etc.)

Section 2: 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 in your community / to your group / the environment / the building / for your members?
- Only by clearly stating what you want to do, will the panel get 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 us to set up new mother and toddler class, or, project will enable this redundant building be reopened as a Guide and Scout hut, or, project will create 30 new club members/a new job, etc.)

Section 3: Financial Details



- This section deals with project costs
- Any item costing more than £5,000 will require 3 quotes
- 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 organisation is able to reclaim VAT
- If you propose to reclaim VAT only include the net cost of each item
- Applicants are encouraged to find match funding for their projects, as this will significantly strengthen their application
- Please list all other funders / potential funders, confirmed or unconfirmed and the amount you are seeking from them.
- Finally, at the bottom of this section state how much grant aid you are seeking

Other Valuable Information:

- The Rhyl Flats Offshore Wind Farm Community Fund can support both capital and revenue projects
- Newly formed groups without audited accounts will need to submit an up to date bank statement. Applicants are expected to demonstrate the community support for a project by means of independent letters or email
- If your project includes building / construction costs ensure you have the necessary planning building control permissions in place before you present the application to panel
- Before submitting your completed application, please refer to the project check list on the final page of the form

Following any grant award:

The contact person will receive a letter outlining the panel's decision. The contact person must copy and return the letter to CVSC, the copy is for your own records. If your application is successful you must agree to:

- Submit receipts 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 agreement from CVSC is granted
- Publicise the Rhyl Flats Offshore Wind Farm Community Fund

PLEASE ENSURE THAT YOU SPEAK TO A CVSC OFFICER BEFORE SUBMITTING YOUR APPLICATION.

GDPR Statement

Community and Voluntary Support Conwy (CVSC) operating on behalf of the Gwynt y Môr Community Benefit 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 (DVSC, FLVC, Denbighshire, Flintshire, and Conwy Councils, RWE, members of the panel and any independent evaluators that are contracted by us). 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 https://thirdsectorsupport.wales/privacy). Information for feedback purposes will also be entered on RWE renewables' own system on our service and RWE will contact you regarding this. The information will be held for the length of the GYM project and then destroyed securely.

Please return completed Application Form and supporting documents to:

grants@cvsc.org.uk or CVSC, 7 Rhiw Road, Colwyn Bay, Conwy. LL29 7TG

For further help or advice please contact:

aledroberts@cvsc.org.uk or 01492 523845

To find out more about how the Rhyl Flats Community Fund is making an impact locally, visit the dedicated page on **@NWOffshoreCF**