



## Dromadda Beg Wind Farm Community Fund 2023

### Fund Guidelines

#### Administered by SECAD Partnership CLG

#### 1. Introduction

Prior to making an application it is essential that you read this document, which sets out general grant making criteria, how to make an application and in particular the eligibility criteria for the Dromadda Beg Wind Farm Community Fund (the “Fund”).

Please be aware that while SECAD Partnership CLG (“SECAD”) can give general guidance on the eligibility of a project, SECAD cannot advise what the outcome of an application might be.

#### About the Dromadda Beg Wind Farm Community Fund

The Dromadda Beg Wind Farm Community Fund was established by RWE with the intention of supporting nearby grass roots community initiatives. Supporting local initiatives is at the core of how RWE operates. RWE are committed to ensuring communities living closest to their projects also benefit from them and use this funding to make a positive difference to their local area.

The annual fund, established in 2019, will be €10,000, index linked, per year in line with inflation for the operational lifetime of the Dromadda Beg Wind Farm (the “Wind Farm”), expected to be some 25 years.

SECAD administers this Fund on behalf of RWE.

The Fund will prioritise applications from local community groups and organisations from within the Area of Benefit (“AOB”). The AOB is the area within 5km of the Wind Farm particularly focusing on the communities of Knocknagoshel and Lyreacrompane. Applications will be sought from these communities, however, applications from outside the AOB may be considered if their project displays significant positive impact/need/opportunity for the communities nearest the Wind Farm.

#### Themed Approach

There will be a themed approach to each round of funding as set out in the table below.

In respect of Year 1 to Year 5, the Fund welcomes applications from groups/organisations in the following order over the first five years of the Fund:

Year 1	2019	Schools, including Primary, Montessori, Pre-School, Parent & Toddler Groups, before & after school clubs
Year 2	2020	Community facilities/infrastructure & buildings offering services to the wider community – priority for projects that benefit older people
Year 3	2021	Sports Groups & Sports Related Events
Year 4	2022	Youth Focused (Non-Sports) Groups/Activities
<b>Year 5</b>	<b>2023</b>	<b>Festivals &amp; Events</b>

For 2024 and future years the Fund welcomes suggestions of themes to be included for future rounds of funding. Please contact SECAD with any suggestions you may have. This is a pilot scheme and will be reviewed over the lifetime of the Fund.

## 2. What the Fund Can and Cannot Support

The Fund is available to community and voluntary groups and not for profit organisations with charitable status for projects/activities which are based within **5 kilometres** of the Wind Farm.

The Fund supports projects/activities which clearly benefit at least one of the following **categories**:

- Education and skills
- Health, safety and wellbeing
- Environment, habitat conservation and biodiversity
- Energy efficiency and sustainability
- Culture and heritage
- Sport, recreation, and leisure
- Social inclusion, including children, youth, and active retired age groups
- Tourism
- Community infrastructure, enhancement and renewal

Note, the number of categories, in association with the number of users that will benefit from the proposal will be considered when applications are being evaluated.

This year, 2023, the Fund will consider applications for initiatives and investments that fall within the **Theme of Year 5: Festivals and Events**.

The Fund cannot support projects/activities, if one or more of the following apply:

- Projects operated/owned by individuals/private sector organisations
- Projects which directly promote/advance:
  - any religion/faith
  - any political party
  - shooting/hunting
- Projects which primarily benefit organisations that apply restrictive ‘members only’ conditions to access
- Projects where work has commenced prior to application
- Projects which directly replace statutory organisations/activities/funding
- Projects which provide unnecessary duplicate activities/services/infrastructure within the community
- Projects attracting duplicate funding from other sources, however matched funding is welcomed
- Projects that impact upon, or adversely affect the sustainability of an existing facility or service that may be located and/or operating elsewhere in the area of benefit
- Projects which do not directly benefit the local community, and are not deemed as ‘not-for-profit’
- Projects/activities that are adverse to the commercial interests of the Wind Farm
- Projects which seek to purchase/cover the cost of the following:
  - Recoverable VAT costs
  - Retrospective funding where contracts have already been signed and/or orders placed before funding approval
  - Fundraising campaign contributions or costs
- Applications on behalf of other organisations or in the name of a professional fundraiser
- Projects that conflict with or adversely affect the aim, objectives or policy of the Service Provider, RWE or any other associated company

If a school wishes to apply to the Fund, they must demonstrate that their project would not normally be funded by the Department of Education and Skills. If in doubt, please contact SECAD.

### 3. Multi-Annual Funding

When the funding requested by an applicant is greater than the amount of funding available (to offer) for example if a project requests a grant of €20,000 but only €5,000 is available, a multi annual fund award of €5,000 each year for 4 years may be offered.

Your contract will state the full amount awarded to your group along with the term (number of years) of the contract and the amount payable each year to the group, during the term of the contract.

This lump sum is a guarantee of funds over a number of years. If you require bridging finance to complete the project your group can now take this offer of a multi annual fund award to a social finance organisation\* such as Clann Credo and Community Finance Ireland who can offer you an upfront loan based on this offer.

\*Similar supports may be available through your local credit union and banking institutions.

### 4. Key Dates

The key dates for the 2023 Fund are as follows:

Fund opening date:	Monday 2 <sup>nd</sup> October 2023
Fund closing date:	Monday 13 <sup>th</sup> November 2023
Contract issue date:	Week ending 12 <sup>th</sup> December 2023
Contract closing date:	30 <sup>th</sup> November 2024

Applicants will be informed of the outcome of their application in early December 2023. If we are experiencing any delays, we will inform you of same.

Please note, no applications will be accepted after the closing date.

\*A 12-month contract will be issued by which time the project must be completed.

### 5. Application Process

The maximum grant awarded to any successful applicant in any one round of funding will be €5,000. (This is subject to review over the lifetime of the Fund and may be amended up or downwards with final approval made by RWE.)

All projects involving construction, renovation, installation or ground works must apply with proof of planning permission or an exemption letter from the Local Authority or Local Area Engineer.

- Go to the application portal at: <https://www.communitybenefitfunds.ie/rwe>
- Click on “Register” to create an account (please check your spam/junk folder, as registration details may be sent here)
- Login to access the application form
- You will be required to provide details of your group/organisation and proposed project
- You will be required to upload the following documents with your application:
  - A copy of a recent statement from the applicant group/organisation’s bank or credit union account showing clearly the group/organisation’s name, BIC & IBAN

## 5. Application Process (continued)

- A copy of your organisation’s signed and dated constitution (a template is available on request from SECAD). Please note, at a minimum a constitution should include confirmation that:
  - the organisation has charitable purposes
  - is not for profit in nature; and that
  - no directors or trustees are remunerated
- **Quotations** to verify the value of each item / service you wish to purchase, as follows:
  - Individual items less than €5,000, require one quote
  - Individual items costing more than €5,000, require **three quotes** from **three different suppliers**.
- For works relating to renovation/construction/refurbishment/installation the following is required:
- Planning permission, or a letter of exemption from the relevant Local Authority or Local Area Engineer
  - Where the applicant group/organisation is not the owner of the premises, a lease or letter of permission from the owner to undertake the proposed works is required.
  - Letter of permission from the owner must be dated within 3 months of the application submission date. (Further confirmation of permission may be required at contract stage if applicant is successful).

**Note, construction/renovation/refurbishment/installation projects will not proceed to evaluation if planning permission or letter of exemption from the relevant Local Authority or Local Area Engineer has not been provided with the application form.**

**It is the responsibility of each applicant to determine whether any aspect of their project requires planning permission or planning exemption before submission of application.**

You will receive an e-mail to confirm receipt of your application with a copy of your application form attached in PDF document, which may be printed for your records.

SECAD will make checks to ensure the applicant group/organisation and project meet the Funds’ eligibility criteria (refer to Section 5 below).

Your project will then be evaluated during which time you may be contacted by SECAD to discuss the project in more detail. SECAD reserve the right to ask applicants to submit further information in support of their application.

### **Tax Clearance**

In respect of grants awarded with a value of €10,000 or more, the project promoter must furnish SECAD with the group/organisations Tax Reference Number (TRN) and a TCAN (Tax Clearance Access Number), this must be made available at claim stage.

If a group/organisation have made any one payment in excess of €10,000 to any one supplier/contractor, the group/organisation must provide the supplier/contractor’s Tax Clearance Certificate.

### **VAT**

If your organization is VAT registered, no claim for payment may be made for the VAT element of expenditure.

## 6. Evaluation Criteria

Each application received by the Fund will be evaluated according to the following criteria:

- Project location/proximity to the Wind Farm
- Completeness/robustness of application
- Range and number of people the project will benefit/serve
- Range of categories served, as outlined in Section 2 above
- Project lifespan
- Positive outcome for the community as a whole
- Project sustainability in the context of energy, environment, habitat, water conservation & biodiversity
- Contribution of project to social inclusion within the locality

## 7. The Decision-Making Process

The decision to award funds depends on the outcome of the evaluation process. The applications which proceed to evaluation stage are evaluated and approved by the SECAD Evaluation Panel (the "Panel").

Canvassing or lobbying of any Panel member will result in automatic disqualification.

In some cases, an application may be deferred, SECAD may then request additional information to be provided in order that your application can be reconsidered during a subsequent call.

Applicants will be informed of the outcome of their application no later than early December 2021. All applicants will be notified by email, please ensure to check your spam/junk folder for notifications.

**If your project passes evaluation stage, and it is later determined that an aspect requires planning or exemption from planning the funding offer will be withdrawn.**

### Feedback

Throughout SECAD's grant-making policy and specific fund/programme criteria, care is taken to assess all applications against criteria in a consistent and equitable way. Although the decisions made by the Panel are final, SECAD can provide feedback on unsuccessful applications, if requested.

## 8. Contract Offer

Successful applicants will receive a provisional grant offer letter and contract via email, which must be accepted, signed and returned by DocuSign to SECAD within 10 working days. (Please note emails may be sent to spam/junk folder)

DocuSign is a safe and secure contract signing facility which allows contract signatures through e-mail.

Please note, the provisional grant offer letter may stipulate conditions which will need to be fulfilled within the 10-day timeframe.

Please note, no expenditure in relation to grant aided elements of the project should be incurred until the signed contract has been received by the applicant group/organisation and signed by both the applicant and SECAD as GMO.

### Project Closing Dates

All contracts contain a closing date by which time your project must be completed, generally this is 12 months from the date of contract issue.

If, for some reason, your project has become delayed and will not be completed by the closing date, please contact SECAD immediately. In some circumstances an extension to complete your project may be granted.

Please note, groups/organisations must complete a project, submit the relevant documentation and satisfy the terms of the contract before they can submit an application to the next round of funding.

## 9. Payments

### Grant Payment

SECAD will make an advance payment of 100% of the contract amount, once the contract has been signed by both the applicant group/organisation and SECAD.

SECAD will make the payment to the bank or credit union account that is in the name of the group/organisation stated on the contract.

Please note, as part of the process of undertaking due diligence, SECAD may enquire with your Local Authority or local development body and may seek a reference of support.

### Project Payments

All payments should be made through the bank or credit union account in the name of the group/organisation.

All the documentation required, such as invoices, receipts, etc., must be in the group/organisation name.

SECAD advises that cash payments are minimised or avoided. If cash payments are made, please ensure the cash/till receipt clearly detail the items purchased.

## 10. End of Project Review Form

On completion of the approved project, each applicant group/organisation will be required to complete the End of Project Review Form and provide the following:

- invoices, receipts and bank statements to demonstrate project expenditure was undertaken in accordance with the contract
- photographic evidence of completed project as outlined in the contract
- brief summary/cases-study of how the project benefits your community including testimonials and photos\*
- Tax Clearance and Access Number to be provided when payments to the group and to suppliers are €10,000 or more.
- Summary of the project completed, learnings and benefits to the community following completion.

\*This summary may be used in future promotional material to promote the impact of the Dromadda Beg Wind Farm Fund.

Detailed instructions will be provided to each group/organisation regarding the End of Project Review at contract offer stage.

In the event a group/organisation does not complete a project in full accordance with the contract, SECAD may seek reimbursement of the initial funding provided to the group/organisation.

### Project Monitoring

SECAD and RWE reserve the right to undertake a monitoring visit to any of the funded applicants.

## 11. Further Information

Please get in touch with SECAD if you have any questions:

SECAD Partnership CLG

Midleton Community Enterprise Centre

Owennacurra Business Park

Knockgriffin

Midleton

Co. Cork

P25 Y893

[info@secad.ie](mailto:info@secad.ie)

021- 461 3432