



## **Community Benefit Distribution Process**

### **Priorities, which are subject to periodic review and update**

- A proportion of benefit must be allocated to the sustainability of the Trust, for example through a part-time position as Project Leader/Grants Co-ordinator for the Trust, to support its administration, project grant identification and procurement, its trading arm and issuing grants through the community benefit distribution process committee. This action will allow the Trust to maximise its outreach for the communities' benefit and ensure its sustainability.
- Following a community consultation the TDDT Community Plan sets out the Trust's priorities with an action plan to facilitate implementing the plan. The Community plan will be subject to regular review, consultation and updating.
- The Trust is responsible for all funds disbursed and will seek applications for grants, and will act on the recommendations of the Investment Committee established to evaluate applications for funding in accordance with the process set out below.

### **Methodology for distribution of funds**

- The Trust will receive funds from our Trading Company (TCRL) or direct benefit from other renewable energy developments.
- Each year, the Trust will assess forecast income streams, its own administration and any employment costs, its own project requirements, and assess cash flow requirements to decide how much can be distributed by way of grants.
- The Trust will establish an Investment Committee made up from the Chair of Kilfinan Community Council, the Parish Minister, one Local Councillor, the Community Director from Srondoire Wind Farmers Limited, 3 board members from the Trust Board and another co-opted member with strong ties to the community. Given the small community it is acknowledged that committee members are likely to have a number of commitments in the community that could be termed a conflict of interest. Committee members will make a declaration of any conflicts of interest and will take no part in discussion on applications for grants for their declared interests. A quorum for the Committee will be five members, with non-TDDT board members in the majority.
- The committee will be advised of the amount available for distribution each year, will consider applications received by the Trust, analyse these for compliance with the criteria set out below. The committee will make recommendations to the Trust board on applications to be supported or rejected, with reasons given in each case. Outcomes will be made available to the community, subject to preserving commercial confidentiality.
- The committee may consider the applications as a group, but may also hold meetings to hear presentations from applicants.
- The committee will operate a 2-tier process with a predetermined part of the fund being allocated for small grants based on a simplified application process.

## **Eligible Applicant requirements**

- Applications will not be considered from individuals or commercial businesses.
- Applicants must have an open to all constitution, operating on a not for profit basis, including charities and with a publicly known management board.
- A bank account with at least two signatories is required for payments.
- An approved year's accounts or, if a start up, a project plan.
- Based, operating in and/or carrying out projects benefiting people in the Tighnabruaich District.

## **What and how much will we consider for assistance**

- Projects which meet the general aims of specific priorities in the Community Plan.
- Projects which demonstrate sustainability.
- Projects must demonstrate how the applicant will evaluate the projects success.
- Applications will be prioritised in each round of funding on a competitive basis based on criteria, which reflect the amount sought, the level of matched funding, the nature and extent of community benefit and the viability of the project.
- The maximum to be considered for any project will be 50% of project costs, except in exceptional circumstances or for small one off grants.-As the amount available year by year will vary we may set a maximum amount for any one project in each year and share between projects on that basis. It is recognised that matched funding may not have been secured at the time of applying. The Trust may be able to offer assistance in this area in terms of identifying other grant funding, but the application will have to demonstrate how this funding will be obtained. Conditional awards may be made subject to securing of matched funding.

## **What we will not fund**

- Normal running costs or overheads of organisations although an element of project costs can be allowed for overheads associated with the project.
- Projects which have no impact on the Tighnabruaich District communities.

## **What applicants will be asked to provide.**

- Organisation name
- Contact details
- Project title
- Project summary (suitable for publicity purposes)
- Detailed description of project, showing how it meets Community Plan objectives, sustainability, expected outcomes, evaluation method, major beneficiaries, public consultation and how it will be managed.
- A project budget based on firm costs and showing details of other match funding in place or applied for.
- A project programme.
- A copy of the organisation's constitution, a set of annual accounts (or if start up, a project plan).
- A current bank statement.
- Successful applicants will be required to provide an evaluation and expenditure report when project complete or an annual report if over one year to completion.