

SUSTAINABLE DEVELOPMENT FUND GUIDANCE

What is the Sustainable Development Fund?

SSE Renewables created the Sustainable Development Fund as part of its voluntary community benefit arrangements from its onshore renewable energy developments in Scottish Borders including Clyde Wind Farm.

Who can apply to the fund?

To be eligible for funding, your project must benefit communities that lie wholly within the Scottish Borders local authority area. You don't need to be a registered charity to apply, but your organisation must have a constitution and not be set up for individual profit.

What is the fund value and timescale?

In this round the fund is worth a total of **£250,000**. You can apply for funding from £10,000 up to a maximum of the fund's total value.

Round opens

17 March 2021

Deadline for full applications

Noon on 23 June 2021

Awards made

September 2021

What are the aims of the fund?

The fund is to be used to provide support for strategic projects in the Scottish Borders region and any successful application must meet one or more of the following outcomes:

- **Creating opportunities:** Create opportunities for education and employment through activities that develop skills and improve an individual's chance of entering the workplace.
- **Empowering communities:** Empower communities to become more resilient through measures which demonstrate long-term social, environmental or economic improvements.
- **Sustainable places:** Stimulate meaningful regeneration to improve or enhance local infrastructure, landscape, biodiversity or heritage and make a lasting difference to the places we live, work and visit.

For this round of the fund the panel have an interest in projects which will enhance the local economy as communities recover from the coronavirus pandemic e.g. establishing an apprenticeship scheme, supporting micro social businesses or projects which generate income to provide communities with long term revenue streams.

Successful projects will have the potential to make a significant and sustainable difference to people within the region.

Who should I contact for more information?

Lindsay Dougan

Community Investment Manager

0141 224 7729

lindsay.dougan@sse.com

Working Pattern: Tue/Wed/Thu

Marianne Townsley

Community Investment Manager

01463 728069

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Working Pattern: Tue/Wed/Thu/Fri

Who sits on the decision-making panel?

The Sustainable Fund Panel will review applications and determine which projects should receive funding. The independent panel comprises:

Rt Hon Lord Jack McConnell (Chairperson)

Professor Jan Bebbington, Professor of Sustainable Development, University of Birmingham

Damien Yeates, Chief Executive, Skills Development Scotland

Professor James Hunter, Emeritus Professor of History, UHI

Vicky Honeyman, SSE Renewables

What are the panel looking for?

The panel will review the application based on its relevance to the priority themes identified above and appraise the social, economic and environmental impact it could have to the local area. This will be the primary form of assessment. The panel will be looking for projects with the potential for transformational change. **For this round of the fund the panel have an interest in projects which will enhance the local economy as communities recover from the coronavirus pandemic.**

Additional consideration will be given to projects that demonstrate:

- **Value for money** – evidence that the project has a high impact for the amount invested
- **Community involvement** – evidence that the community is engaged in the development and implementation of the project. This may be in the form of surveys, service user involvement, community consultations, open days, letters of support or volunteering opportunities.
- **Financial viability** – evidence that the project will be maintained beyond the period of grant funding
- **Evidence of need** – demonstration of a real financial need for the application and evidence that the applicant has leveraged other sources of external funding
- **Match funding**- In exceptional circumstances, the panel may consider applications up to 100% of total costs but would encourage groups to leverage other external funding towards the project.

What is expected of funded projects?

- Each funded project will gain the support of an SSE Renewables Community Investment Manager to provide advice and guidance as required.
- Any grant received should begin drawing down spend within one year of being awarded. Long-term projects (such as building work or multi-year projects) will be released in stages and must demonstrate progress within one year of award.
- SSE Renewables is committed to understanding the social impact of the fund. One of the key requirements of successful applicants is to monitor and evaluate your project.
- SSE Renewables utilise an Outcomes Report based on Big Society Capital's Social Outcomes Matrix. Applicants will be asked to identify outcomes at the start of the funding and confirm outcomes at the end of project. We require successful applicants to provide copies of evaluation activity to SSE Renewables.

What is not eligible for funding?

- Projects which do not meet the Sustainable Development Fund criteria
- Projects which do not benefit people living within the Scottish Borders Council boundary.
- Individuals, or groups without a constitution
- The advancement of religion or politics (including requests to support the core activities of religious or political groups)
- Direct costs of energy consumption
- The repayment of loans or payment of debts
- Trips abroad
- Costs already incurred or activities which will take place before we have made a decision on an application (retrospective funding).

SUSTAINABLE DEVELOPMENT FUND APPLICATION FORM

The deadline for submitting this application form is 12 Noon on 23 June 2021. Please read the guidelines before completing this form. Completed applications must be returned electronically to Lindsay Dougan, Community Investment Manager, at lindsay.dougan@sse.com. If extra space is required, a separate A4 document may be attached.

Section 1: About your organisation

Name of organisation					
Contact name					
Position in organisation					
Website					
Email address					
Telephone		Daytime	Alternative		
Correspondence address (including postcode)					
Please provide some background information on your organisation, when it was set up and describe its main activities including any previous community projects you have carried out.					
Suggested word limit 150 words					
Which organisations (if any) provide a similar service locally?					
If applicable, what's your charity number?					
Does your organisation require membership?					
How many members does your management committee have?	How many regular volunteers do you have?	How many full-time staff do you employ?	How many part-time staff do you employ?	How many members does your organisation have?	

Section 2: Financial information

What's your organisation's main source of income?

Total income last accounting year?
(New groups: projected income in first year)

Total Surplus/Deficit last accounting year?

Current unrestricted reserves

£

£

£

Why can't your reserves be used for this project?

Section 3: Grant application

Please provide a 25-word summary of the project you wish to be funded.

Please provide the project grant request and total project value.

Grant Request

Total Project Value

Q1. Please describe the project you are looking for the Sustainable Development Fund to support. It would be helpful for you to cover the points below:

- What do you want to do?
- How will you do this? (activities you will deliver, equipment needed, how it will be used)
- Where will the project take place?
- Who will manage project and carry out the work required?
- How will you monitor and evaluate the projects success?

Suggested word limit – 400 words

<p>Q2. How many people will benefit? Please tell us how you have worked this out.</p> <p>Suggested word limit 150 words</p>	
<p>Q3. How does your project fill a 'needs gap' in your local area?</p> <p>Guidance Note – Where possible link this to local evidence e.g. NOMIS/local labour market statistics; Scottish Index of Multiple Deprivation data; Scottish Neighbourhood Statistics.</p> <p>Suggested word limit 300 words</p>	
<p>Q4. What are the intended outcomes of the project and how will you measure success?</p> <p>Guidance Note</p> <ul style="list-style-type: none"> • Outcomes are the economic, social and/or environmental benefits/changes that you seek to make from your programme • Where possible make sure your outcomes are clear, achievable, specific and realistic. • Make sure your outcomes link logically to the needs gap you have identified. • Please limit the number of outcomes to a manageable number (we suggest no more than 5 outcomes) <p>Suggested word limit 300 words</p>	
<p>Q5. SSE's Sustainability approach links to the UN's 17 sustainable development goals which are the shared blueprint for peace and prosperity for people and the planet,</p> <p>Please outline if your project supports any of the agreed UN sustainable development goals.</p> <p>You can find out more about the goals at</p>	

<p>https://sustainabledevelopment.un.org/sdgs</p> <p>Suggested word limit 300 words</p>	
<p>Q6. Will your project contribute to the local economy? If so, how?</p> <p>Suggested word limit 150 words</p>	
<p>Q7. Please describe how the community:</p> <ul style="list-style-type: none"> a) have been involved in the development of the project b) have shown support for the project (e.g. letters of support, surveys, local fundraising etc) c) will be involved in the implementation of the project <p>Suggested word limit 150 words</p>	
<p>Q8. How will you sustain your project financially after the period of funding is finished?</p> <p>Suggested word limit 150 words</p>	
<p>Q9. If your project is already running, please describe how it has been funded to date.</p>	
<p>Q10. Does your project require any permits or planning permission? If so, are these in place? Please give details.</p>	

Q11. Project Budget

Please provide, or attach separately, a full cost breakdown of the whole project and indicate which elements you are requesting from this fund. Please enclose quotes or evidence where possible.

Q12. What is a minimum amount you would require for impact?

What other sources of funding have you applied for?

Name of funder	Amount requested	Confirmed funding?	Date confirmed
	£	No	
	£	No	
	£	No	
	£	No	

Will you be contributing any of your own funds to the projects or undertaking local fundraising to help meet the costs? If so, please state how much and how these funds have been raised.

When does your project start/finish?

Section 4: Checklist

	Yes	No
We have appropriate procedures in place to carry out our project safely	<input type="checkbox"/>	<input type="checkbox"/>
I can confirm this project doesn't require retrospective funding	<input type="checkbox"/>	<input type="checkbox"/>
If requested, I could provide the details of an independent referee.	<input type="checkbox"/>	<input type="checkbox"/>
I can confirm that any level of salary paid is at, or greater than, the Living Wage	<input type="checkbox"/>	<input type="checkbox"/>

I have included the following documents with my application:

A signed copy of the organisation's constitution	<input type="checkbox"/>	<input type="checkbox"/>
The organisation's latest annual accounts (independently verified)	<input type="checkbox"/>	<input type="checkbox"/>
An organisation bank statement from within the last 6 months	<input type="checkbox"/>	<input type="checkbox"/>
Project budget plan	<input type="checkbox"/>	<input type="checkbox"/>
Business plan (or similar document which provides background context on the project and organisational priorities and how you will achieve them)	<input type="checkbox"/>	<input type="checkbox"/>
Quotes for relevant pieces of work	<input type="checkbox"/>	<input type="checkbox"/>
A copy of the organisation's Child Protection/Vulnerable Adult Policy (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Letters of support (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
I have attached additional information with this application (please detail below)	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

By submitting this application form to SSE Renewables you certify that the information contained in this application is correct, and that you, the contact person listed in Section 1, are authorised to make the application on behalf of the above group. You understand that decisions made by SSE are final.

Data protection

We will use the information you give us to help assess your application and administer any grant we award you. We may also use it to analyse our grant-making and for our own research. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. Such organisations and individuals may include the community advisory panel, local authority or an organisation employed by SSE to evaluate grant applications. More information can be found at www.sserenewables.com/communities. We may also share information with other organisations providing matched funding.

We will hold the information you provide on this form for the life of the wind farm if you are successful in receiving an award, otherwise we will hold the information you provide for a period no longer than three years if the application is unsuccessful. This information will be used for monitoring purposes, such as reporting, to identify repeat applicants and also for legal requirements such as money laundering regulations.

Completed forms and accompanying information should be returned electronically to lindsay.dougan@sse.com