



Hill of Towie Wind Farm
Community Fund

Community Grant Scheme
Aims & Objectives



REAP is a Scottish Charity (SC037988)

1. Aims

- 1.1 To improve the social and community life within the area of benefit
- 1.2 To improve the environment of the area of benefit

2. Objectives

- 2.1 To create and sustain a process of application and adjudication which will aim to distribute the funds donated by RES under the agreement between RES and REAP.
- 2.2 To receive and assess applications from constituted community groups, charities and social enterprises who are based or are operating primarily within the agreed area of benefit.
- 2.3 To deal with such applications timeously, fairly and with proper accountability.
- 2.4 To properly distribute funds to successful applicants. (see map Annexe 1).

3. Decision Making Panel (DMP)

3.1 The DMP will be charged with the task of assessing and approving or rejecting applications for funding grants from within the community. The panel will comprise representatives from the community with an interest in the aims of the Hill of Towie Community Fund.

3.2 The DMP will comprise 8 persons.

Six elected persons serving on a rotational basis representing one or more communities within the area of benefit:

1 Boharm Community Councillor who represents that community on Strathisla Community Council

1 Botriphnie Community Councillor who represents that community on Strathisla Community Council

1 Community Councillor from Keith Community Council

1 elected community representative from Boharm

1 elected community representative from Botriphnie

1 Moray Council Councillor from the Speyside ward

Two independent non-elected persons who may be substituted by the organisation they represent:

1 the Head Teacher or his/her nominated representative from Keith Grammar School

1 a pupil representative from Keith Grammar School

3.3 Members of the initial DMP will sit for a three year period. After 3 years, both community representatives from Boharm and Botriphnie will stand down and re-elections will take place for community representatives to be organised by REAP. Annually, thereafter, two of the four elected councillors (community and Moray Council) will stand down and their organisation will be asked to nominate their replacement.

3.4 All members of the DMP will have one vote although decisions will be made by consensus wherever possible. Any casting vote will lie with RES.

3.5 The composition of the DMP along with all working practices and Aims will be reviewed annually and can be changed by vote by the DMP.

3.6 To ensure accountability, REAP will chair and take minutes at each meeting of the DMP.

3.7 A quorum of the DMP will consist of 6 members. Panel members will not be able to send proxies to represent their views at Panel meetings.

4. Application Procedure & Process

4.1 The DMP will assess all applications. No award of a grant will be made without proper consideration by the DMP.

4.2 REAP will exercise due diligence by ensuring application forms are completed correctly before presenting them to the DMP. REAP will ensure, where possible, that all background information is verified before the DMP considers the application.

4.3 The DMP will meet at regular intervals to be decided by the DMP. In the first year this will be quarterly. Application deadlines will be shown in the local press, on the RES and REAP web sites and through all DMP members email lists. The deadline for applications will be one month prior to the DMP meeting to allow time for applications to be processed.

4.4 There will be two application forms: a simple "Small Grant" form for applications under £1,000 and a comprehensive version for grant applications of £1,000 or more. Additionally, applicants may be asked to make a personal presentation to the DMP or supply further information in support their application.

4.5 REAP will give support and assistance to groups who find the application process difficult.

4.6 REAP will acknowledge all applications, and promptly notify applicants once a decision has been made by the DMP.

4.7 The fund will NOT make payments for the following:

- any group or activity which promotes religion (other than assistance to religious groups with a social purpose such as youth groups)
- any group or activity which promotes a political party or purpose
- a contribution to running costs over £200
- debts accrued by organisations
- any activity outwith the aims of the Hill of Towie Community Fund, REAP's aims and objectives or those of the applicant's founding documents
- individuals
- any activity which replaces statutory services other than those which enhance or add to existing services
- any expenses incurred prior to the date of the DMP's assessment of the application

5. Legal Constraints & Accountability

5.1 REAP is responsible for ensuring that all legal parameters are respected and to advise the DMP in this regard.

5.2 Any member of the DMP who has a personal interest in any application should declare such an interest. The DMP will take a decision in each individual case about whether the member

declaring an interest should have a vote.

5.3 An annual financial statement will be made by REAP to RES and the DMP.

5.4 REAP will include an account of the distribution of the fund in their submissions to HMRC and OSCR.

5.5 The DMP will aim to apportion grant awards from the total fund as follows: Boharm 40%, Botriphnie 40% and Keith & rural Keith 20%. This division will be approximate and subject to the discretion of the DMP having taken account of the nature and amount of grants applied for at any given time.

5.6 REAP will ensure that no amount of more than three times the annual donation from RES will be held in the bank at any time.

5.7 REAP will hold all funds in a separate bank account and will immediately produce a Statement of Expenditure or bank statements to RES and the DMP upon request. REAP will be responsible for issuing grants to successful applicants following the approval of the DMP.

6. Data Protection Act 2018

By completing the application form you give consent for REAP to contact you in regards to your application and, if successful, any reporting requirements and to contact you regarding publicity of the fund. Your application form will be shared with the Decision Making Panel members and the funder RES UK, who are asked to store your documents securely and to destroy them safely. Copies of your application will be stored securely at the REAP office in hard copy and on computers and kept for as long as necessary.

Your details will not be shared with any other third parties without your prior consent. For more information see REAP's privacy policy <http://www.reapscotland.org.uk/data-protection-and-privacy-policy-statement/>

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