

# East Nairnshire COMMunity Organisation

## Grant Application Form

### Dear Applicant

The Board of Trustees of ENCOMM are elected by members to manage the fund resulting from the development of the [Tom Nan Clach Wind farm](#). They meet four times a year to consider grant applications.

Applications are invited from clubs, societies or groups within the [ENCOMM area](#) which is designated as the “old” East Nairnshire community council boundary map – NB ENCOMM is not a community council.

Under the small grants procedure individual applicants may also be considered if they can demonstrate support from and impact on a wider community.

### **ENCOMM GRANT APPLICATION GUIDANCE NOTES**

- **Please read this guidance before completing a grant application form.**
- Please read our [Privacy Notice](#) prior to submitting your application.

**ENCOMM Trustees meet four times in a year on approximately the 15<sup>th</sup> day of the months of April; July; November and January with a separate AGM for all members.**

### **GENERAL CONDITIONS**

- Only applications from groups or residents living or will benefit from within the East Nairnshire Community Area boundary ([map](#)) are eligible.
- Only applications which meet the charitable purposes as stated in [our Constitution](#) are eligible.
- The following are NOT eligible for grant
  - Projects that are for the furtherance of political or religious objectives.
  - Projects deemed to be in furtherance of any initiative which is adverse to, or conflicts (directly or indirectly) with, the interests of renewable energy.
  - Projects deemed to be in furtherance of any initiative which is adverse to, or conflicts (directly or indirectly) with, the interests of the fund provider, Nanclach Limited.
  - Projects deemed to be in furtherance of any initiative which is adverse to, or conflicts (directly or indirectly) with, the interests of the Tom nan Clach Wind Farm, itself.
  - Projects deemed to support individuals which will not have the capacity to benefit the wider community within the East Nairnshire Community Area.
  - Projects designed to co-fund statutory activities carried out by the Local Authority.
  - Projects whose sole purpose is for promotion or speculative feasibility studies that do not form part of a larger project.
  - Projects which may endanger the natural or built environment.
  - For making speculative investments.
  - For the payment of fines or penalties imposed on groups, organisations or individuals.

- For purposes solely connected with the day-to-day business of Community Council.
- For retrospective payment for events or services that have already taken place or been delivered. [This does not exclude the early expenses of organisations in arriving at a stage in their project where the application is ready to submit.]
- Applications must be submitted and approved before commencement of a project. See below re urgent applications.

## REQUIREMENTS

- Grants for capital projects and services will not usually be paid in full until the project has been completed or service provided.
- Large grant applications [seeking funding more than £2000] should seek three quotations for goods or services. Specific reasons must be given if this is not possible.
- Applications from formalised groups should ideally be accompanied by a copy of their constitution and the latest accounts together with a statement of membership numbers at the date of application.
- Applications for small grants [£2000 and under] may come from non-formalised groups and in this case the application must be accompanied by a letter signed by a minimum of three residents from different households and unconnected by family (including by marriage). The criteria under General Conditions must still be met.

## APPLICATION PROCESS

- Applications should be received by the Trustees at least seven days before the date of a quarterly meeting. Failure to meet this may delay consideration of an application. If an application between meeting dates is felt to be urgent, please contact [encommtrustees@gmail.com](mailto:encommtrustees@gmail.com).
- The Trustees are keen to help make projects happen. We would encourage early contact to discuss what any group may have in mind without giving any assurance of success. To this end the Trustee designated to assist any applicant shall not sit for consideration of the application.
- Successful applicants will receive a Grant Agreement which will constitute a contract between the applicant and ENCOMM.
- There is no obligation on the Trustees to explain the reasons behind any rejection. There is a finite sum of money available, and the Fund may not be able to support, in whole or in part, every request it may wish to help.
- In any publicity arising from the giving of a grant to a project the support of ENCOMM must be acknowledged.

## ENCOMM SMALL GRANTS

The application procedure and form are the same for all applicants. However, we invite applications from non-formalised groups for one-off projects where:

- An individual or small group can evidence wider community support.
- The application is for £2000 and under.
- The application is not intended to recur.
- The individual or group may not have a project bank account, in which case, an arrangement may be made for ENCOMM to directly fund the goods or services. The Grant agreement will detail this in these cases.

For additional information or if you wish to discuss submitting an application, please initially email [encommtrustees@gmail.org](mailto:encommtrustees@gmail.org) giving a contact telephone number. We will aim to respond within three days.

To return a completed application, either:

- 1) Fill in the online form
- 2) Download the online form and email to: [encommtrustees@gmail.org](mailto:encommtrustees@gmail.org)
- 3) We aim to be as inclusive as possible - paper forms can be downloaded and submitted to:

ENCOMM Chair,  
Braeside Farm,  
Nairn  
IV12 5QJ

All applications should be submitted at least 7 days prior to the quarterly meeting (dates on the website) to allow the trustees plenty of time to consider, please.

## East Nairnshire Community Organisation Grant Application Form

Name of Resident, Organisation or Business making the application																					
Contact name if application is being made by an Organisation, Group, Club, Business or Society																					
Address for correspondence																					
Postcode																					
Contact email address																					
Contact telephone number																					
<b>What will the Grant be used for?</b> Please provide a brief statement of what the grant will be used for. Detail should be added in the Project Description and Impact Statement section.																					
<b>What Sum is requested?</b>																					
If the application is successful, please indicate how you wish to receive payment.	BACS:    Sort Code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px; height: 20px;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Account No: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 150px; height: 20px;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																				

## Project Description and Impact Statement

Please provide a brief summary of why you are applying including the following:

- an outline of your organisation or group and what its principle aims are.
- an outline of why the equipment or service is needed and what you expect the outcome of the spend to be.
- A brief statement of the effect if the grant is not approved.
- a budget statement showing how any grant fits in and a note of any other funding sought and the status of those applications. This should include an estimated timeline.
- If single source supplier, please explain why.

I certify that the details that have been provided are true and accurate to the best of my knowledge. I understand that the Fund will seek the return of any grant if it is discovered that the information given was incorrect or if the grant is not being used for the purpose stated above.

If the application is approved, then I or the Organisation I represent agree to participate in any publicity events the Fund might arrange.

Signature		Date	
Print name			