



Island of Hoy Development Trust

POL1

Community, Training & Learning & Event Support Funds Grants

Introduction:

The Island of Hoy Development Trust Board of Directors has the ultimate responsibility of ensuring the assets of the charity are used to their full potential and for the benefit of the community of Hoy and Walls. The Board can choose to delegate authority to sub groups within the bounds of the Trusts Articles and responsibilities to OSCR. The purpose of this document is to set out the levels of authority within the community turbine fund project evaluation processes.

The Board has set the following funding categories:

Community Fund Grants
Training & Learning Fund Grants
Event Support Fund Grants

Turbine Fund Policy

In order to both protect the viability of the Community Wind Turbine project and also maximise overall community benefit, the level of turbine income retained for the Trust's operational costs will not exceed one third of the total annual trading surplus transferred from the trading subsidiary. Up to a further third will be allocated by the Trust, as and when required, to support the Trust's priority projects provided that they are specifically part of the stated turbine projects outcomes, with a variable amount, as decreed by the Trust, from the remaining income assigned to the 'Community Benefit fund' for educational training grants and the funding of smaller projects and grant applications.

Any decision to alter this general division of funds would be taken in consultation with the directors of Hoy Energy Limited and where applicable, with the advisers and funders of the project and only be considered should extenuating financial circumstances prevail.

The budget for each of these funds is set annually by the Board and presented to the AGM. The loHDT financial year runs 1st April to 31st March and the figures presented to the AGM for budget purposes are based on the income from the previous fully completed financial year. The funding year for Community Fund, Training & Learning Fund & Event Support Fund runs in line with the financial year. Closing dates for applications into the Community Fund will be advertised via loHDTs communication system.



Island of Hoy Development Trust

Authority to allocate funds

There are three levels of authority within these processes: the Board, the Project Evaluation Panel (PEP), and the Staff team.

The *Community Fund Grants* are controlled by the Board, approved for governance purposes by the Treasurer with the PEP having previously assessed the application and made recommendations for funding levels. See policy document below.

The *Training & Learning Fund Grants and the Event Support Fund Grants* are controlled by the Board, approved for governance purposes by the Treasurer with the Staff team having previously assessed the application and made recommendations for funding levels. See Training and Learning Fund documentation.



Island of Hoy Development Trust

Community Fund Grants

POLICY DOCUMENT

This Community Fund Grants policy ensures that the community turbine funds are used to benefit the community of Hoy and Walls for furtherance of the objectives listed in the Articles of Association of the Island of Hoy Development Trust , (IoHDT):

1. to manage community land and associated assets for the benefit of the Community and the public in general as an important part of the protection and sustainable development of Scotland's natural environment, where "sustainable development" means development which meets the needs of the present without compromising the ability of future generations to meet their own needs;
2. to provide in the interests of social welfare, facilities within the Community for recreation and other leisure time occupation available to the public at large;
3. to advance education and in particular to promote opportunities for learning for the benefit of the general public;
4. to advance education through promotion of the arts;
5. to preserve, restore and improve the environment in through the provision, maintenance and/or improvement of public open space and other public amenities and other environment and regeneration projects (but subject to appropriate safeguards to ensure that the public benefits so arising clearly outweigh any private benefit thereby conferred on private landowners);
6. to provide or assist in the provision of housing for people in necessitous circumstances within the Community;
7. to relieve poverty particularly among the residents of the Community;
8. to promote training, particularly among residents of the Community, and with particular reference to skills which will assist the participants in obtaining paid employment;
9. to encourage, stimulate and support volunteering principally in the Community;
10. to preserve, for the benefit of the general public, the historical, architectural and constructional heritage that may exist in and around the Community in buildings (including any structure or erection, and any part of a building as so defined) of particular beauty or historical, architectural or constructional interest;



Island of Hoy Development Trust

11. to promote and protect the wellbeing and physical health of the residents of the Community and to assist in the relief of ill health and the provision of health education for such residents;
12. to advance education through (i) the provision and supervision of learning-orientated activities for school and pre-school children; (ii) the provision of care, guidance and instruction, activities and support directed towards addressing the special educational needs of school and pre-school children who come from a single parent family or other home environment where there are necessitous circumstances and/or to relieve poverty among the residents in the Community in particular by releasing poor individuals (whether parents or guardians) having the care of school and/or pre-school children to attend training courses and programmes which are directed towards the acquisition of skills which will assist such individuals in obtaining employment or by allowing poor individuals (whether parents or guardians) having the care of school and/or pre-school children to maintain themselves in paid employment;
13. to promote, establish, operate and/or support other similar schemes and projects of a charitable nature for the benefit of the residents of the Community;

Size of Grants:

Grants less than £10,000: For grants under £10,000 the grant offer will detail how payments will be made e.g. one off or in stages – the larger the grant the more likely that pre-defined stage payments will apply

If there are additional conditions that the board wish the applicant to comply with, these will be detailed in the offer letter and terms and conditions.

Grants over £10,000: For grants over £10,000 the Board may agree to take the proposal forward but a future date for funding availability may be given

Qualification:

The qualification procedure for any application for funds will be managed by the IoHDT Staff; reviewed and considered for approval, rejection or request for more information by the Project Evaluation Panel (PEP). Governance of the procedure will be conducted by the board of IoHDT.

The PEP will comprise of eligible members of the trust (with the exemption of the directors), and other community bodies such as the community council and members of the community.

If a voluntary group or social enterprise applies for funding, any member of the PEP affiliated to that group should declare a conflict of interest and not take part in the qualification procedure.



Island of Hoy Development Trust

Requirements:

The funding policy requires any applicant to have, as a minimum:

1. a visible business/ project plan.
2. demonstrate benefit to the community & which sections of the community will benefit.
3. to be able to show community backing for the project.
4. to be able to demonstrate the community benefit is far greater than any personal , or company benefit that the project may bring about.

Match, 'in-kind' contributions and levels of funding

Matched funding and 'in-kind' contributions should be the target format and attempts of achieving such should be demonstrated. Normally up to 80% of the total amount of the project will be funded, the outstanding balance of 20% should be raised from the organisation's own resources, 'in-kind' contributions or fundraising efforts, i.e. sponsored walks, raffles, events etc.

Projects run by the trust will be processed in the same way as other community applicants, unless a community mandate states that a project should take preference.

Community Benefit:

Grant applications must weigh heavily in favour of community benefit over benefit to the individual. As a guide, grants will be awarded based on the location of the activity and who benefits from it; there are three out of four possible ways in which the IoHDT can support applications to the Community Fund. Please see table overleaf:



Island of Hoy Development Trust

Community Fund		Benefits	
		In Hoy & Walls	Leaves Hoy & Walls
Location of Event	In Hoy & Walls	Meets with charitable objectives e.g. Hoy Marathon	Meets with charitable objectives e.g. Ferry for Hoy Fringe Dance
	Away from Hoy & Walls	Meets with charitable objectives. E.g. School trip to Mainland	Does not meet with charitable objectives e.g. completing the West Highland Way for Oxfam

Scoring System:

The grant awards will be assessed and scored against the following criteria:

- Objectives – does the project have clear correlation with the charitable objectives of the IoHDT?
- Need – does the applicant show evidence of need?
- Impact – what will the resulting benefits of this project and how will these be measured?
- Achievability – can the organisers of the project deliver it to a satisfactory conclusion?
- Costs – does the project offer value for money.

Not Funded:

IoHDT DO NOT currently fund the following:

- Individuals and groups out with the community of Hoy and Walls.
- Groups whose annual income is over £50,000.
- Groups which do not have a constitution or less than 3 members on the management committee or board.
- Groups other than not-for-profit groups.
- Groups whose grant request is for the advancement of religion or a political party.
- The repayment of loans, payment of debts, or other retrospective funding.



Island of Hoy Development Trust

- Costs already incurred or activities which will take place before a decision on an application is given. (Retrospective funding).
- General fundraising appeals or activities.
- Payments towards areas generally understood to be the responsibility of statutory authorities or others.
- Groups who will then distribute the funds as grants or bursaries.
- Applications that are for the sole benefit to flora and fauna. Applicants are invited to demonstrate the direct benefit to the local community and/or service users in cases where the grant application is concerned with flora and fauna.
- Projects which do not benefit people in Hoy and Walls.