The Hillhead of Auquhirie Community Fund has been established as a means of enabling the Hillhead of Auquhirie Wind Farm to contribute to the community in which it operates. These guidelines have been produced to assist those seeking grants from the fund and the community fund decision making panel when considering applications.

What is the Hillhead of Auquhirie Community Fund?

We have set-up the Hillhead of Auquhirie Community Fund because we recognise that in helping to satisfy society's energy needs, our activities have the potential to affect our neighbours. We accept responsibility to minimise those impacts and to operate with the conditions of our planning permissions. We recognise that a good corporate neighbour is one who contributes to the wider well-being of the community. The Hillhead of Auquhirie Community Fund is a practical way of providing such support.

How much money is available?

Each year, a total fund in the amount of £12,420, index linked, will be available to be distributed to successful applications. The Hillhead of Auquhirie Community Fund is taken directly from wind farm profits.

What is the area of benefit for the Fund?

The Hillhead of Auquhirie Wind Farm Community Fund is open to applications from any community group, club, society, charity or other not-for-profit entity that operates within the Area of Benefit and benefits residents living in the following Community Council areas:

- Arbuthnott
- Catterline, Kinneff and Dunnottar
- Mearns
- Stonehaven and District

Preference will be given to projects which are based nearest to the Hillhead of Auquhirie Wind Farm.

What type of projects does the fund support?

Our aim is to support projects that make a difference to life in the communities where we operate. We are keen to support community and voluntary organisations that are charitable, educational, and philanthropic or benevolent in purpose. You do not have to

be a registered charity but you do have to be able to demonstrate real community impetus and benefits.
We welcome applications from organisations whose focus covers aspects of the following:

- a broad span of the community.
- children and young people – especially projects focused on improving access to activities and services and where young people play a key role in the decision-making
- carbon reduction – helping to tackle climate change.
- vulnerable people – especially projects involving increased access to services and facilities for people with disabilities, the homeless and the elderly.
- community regeneration – projects that improve health and education; reduce crime level, regenerate employment, housing and the physical environment.
- self-help groups – community-based groups that deliver basic services.
- environmental and wildlife projects – especially those involving improvements to communal land.
- education and skills development – group and community-based programs, particularly for those who have had no previous access to training opportunities.
- health – projects providing access to services that aim to improve the health and well-being of communities.
- heritage – projects that celebrate and protect the local heritage.
- sustainability – projects that promote sustainable development.
- community buildings – projects that help maintain community owned buildings widely used by the community.

What information are we looking for?

The key requirement we consider is evidence that the project will benefit the community it serves. It will help your case if you can demonstrate all or any of the following:

- **Need:** You will have to establish that there is a clear need for the project. It will help if you have done research that has involved dialogue with those who will use the facility or service.
- **Community use:** The true extent of the likely community use of the proposed project or service.
- **Community involvement:** We like to support projects where the community is already helping itself and where there is an enthusiastic input from committed and resourceful people.
- **Value:** We need to know that what you are proposing represents value for money and has been carefully budgeted. Your budget must be realistic, and quotes included with your application. Applications with items valued over £5000 should have quotes from more than one source for those items.

How much funding can be applied for?

Due to the demand for the Community Fund, applicants may apply for a maximum of £1500 of funding. This may be increased in exceptional circumstances and will be reviewed in the future.

What type of projects will not be considered?

- Projects outside the immediate area of benefit.
- National or regional charities who do not operate in the area of benefit.
- Projects that should be funded by a statutory body.
- Sponsorships, salaries or professional fees such as architects, solicitors or consultants.
- Improvements to land that is not open to the general public.
- Projects promoting political or religious activities.
- Deficit or retrospective funding (i.e. grants for activities that have already taken place).

How long is funding available for?

Our grants are to cover a one-year period and should be used within that year. You may, however, receive one year's funding from us, and then re-apply the following year. Applications from groups that have not received a grant previously may be given greater priority, so you should not assume that you will be successful in a request for repeat funding.

What about match funding?

Grants from the Hillhead of Auquhirie Community Fund may be used as match funding unless expressly excluded by the Fund Panel.

What is the application process?

Kincardineshire Development Partnership (KDP) will open the Hillhead of Auquhirie Community Fund for applications between the 1st April and 30th June each year. Copies of the application form will be made available to interested parties by post, email or from the KDP website. Applicants will have a period of three months to complete the application form.

Once your full application is received, you may be contacted for further information. Please ensure that the person nominated on the application form knows about the project and can talk knowledgeably about it.

The Hillhead of Auquhirie Community Fund Panel will then meet to consider all applications and make a decision.

Who sits on the fund panel?

The Hillhead of Auquhirie Community Fund Panel consists of a representative from the Kincardineshire Development Partnership (non-voting chair) and representatives from the following Community Councils:

- Arbuthnott Community Council
- Mearns Community Council
- Catterline Kinneff & Dunnottar Community Council
- Stonehaven & District Community Council

Each group nominates a member to attend the annual Hillhead of Auquhirie Community Fund Panel meeting as arranged by Kincardineshire Development Partnership.

What do I need to send with my application?

As well as the completed application form, you should send us:

1. **A copy of your organisation's governing document.** This may be a simple set of rules, a constitution or memorandum and articles of association. Your organisation should have an open membership and operate with regard to equal opportunities best practice and this should be reflected in your constitution.

2. **A copy of your organisation's most recent accounts.** If you have been running for over one year, we would expect to see a full set of accounts showing a breakdown of your annual income, expenditure, and carry-forward balance. Please indicate in your application if any of your funds are already committed to other projects or activities other than the general running costs of your organisation. Please note that OSCR returns will not be accepted. If you are a new group (less than twelve months old) a recent bank statement plus an annual budget/cash flow forecast showing estimated income and expenditure is acceptable. These documents should be signed by your treasurer. If you do not have a bank account, it is possible for you to nominate another organisation to receive payment on your behalf. The nominated organisation should be willing to provide confirmation that they are able to ring-fence your grant within their own accounts. If your accounts are more than 3 months old, please provide a current bank statement.

3. **Quotations for all goods and services to be purchased.** Please provide more than 1 quote for any items in your application which are over £5,000.00. If this is not possible, please explain why.

4. **Plans and photographs.** If your project relates to building work, please submit a location plan, photographs of the site, and detailed plans of the proposed work.

5. **Permissions / Building Warrant.** If applicable, confirmation of any statutory permissions that are required eg. planning permission / building warrant. If your project requires landowner or landlord's permission, you should produce a letter from him/her to that effect.

6. **Public Entertainment Licence** (if application relates to a Community Building or Community Event).

7. **Public Liability Insurance Certificate**

8. **A copy of your child protection policy.** If your organisation works with children or young people (under 19 years) or the activity subject of the application will involve working with children or young people, you will need to provide a copy of your child protection policy. If you do not have such a policy your local council for voluntary service may be able to assist.

9. **Vulnerable person's policy.** If your organisation works with vulnerable people aged 18 years or over, you should include a copy of your vulnerable person's policy. If you do not have such a policy, then your local Council for Voluntary Service may be able to assist.

10. **Other Policies.** Any other relevant policies such as Data Protection, Equal Opportunities, etc.

11. **Council Owned Property.** Any organisations using Council owned property should supply an appropriate lease.

12. **An independent reference.** This should be someone who knows about your organisation, but who is not a trustee or committee member. It could be a volunteer or someone who takes part in events or activities. Or it could be a member of the clergy, a policeman, councillor, or a professional local resident who knows your group and its activities well.

What happens once a decision has been made?

All offer or refusal letters will be sent within two weeks of the Hillhead of Auquhirie Community Fund Panel meeting. Offer letters will include any conditions imposed by the Hillhead of Auquhirie Community Fund Panel. A copy of the letter must be signed and returned before payment can be made. You should not commit any money before you have received your offer letter and conditions. You should not use an award for any other purpose than that applied for. Any underspend should be returned to the community fund. If there is any change to your original application, you should notify the Community Fund Panel in writing as soon as possible.

Decisions made by the Fund Panel will be final and no negotiations or appeals will be entered into with the applicant.

What are my responsibilities as a successful applicant?

All successful applicants must report back including copy invoices to the Hillhead of Auquhirie Community Fund upon completion of the project, using the End of Project Report provided. Photographs should be provided to allow Auquhirie Land Company Limited to promote the positive work that the Hillhead of Auquhirie Community Fund has enabled.

Any press references with regards to the project should refer explicitly to the funding source, by stating either “made possible by the Hillhead of Auquhirie Community Fund” or “part funded by the Hillhead of Auquhirie Community Fund.”

All completed application forms, along with all supporting material, should be submitted by 30th June 2026.

If you are unable to send your application electronically, please contact KDP by:
Telephone: 07903 156864
Email: margo@kdp.scot

Postbox Only
Kincardineshire Development Partnership
Sheriff Court Building
Stonehaven
AB39 2JD

www.kdp.scot

Kincardineshire Development Partnership