



Hinkley Point C Community Impact Mitigation (CIM) Fund

Guidance Notes for Small Grants (£1000 or less)

This document can be made available in large print or other formats on request. Please telephone 01643 703704 or email HinkleyCIMFund@westsomerset.gov.uk to discuss your requirements.

Please read these guidelines carefully before completing the application form.

What is the CIM Fund?

EDF Energy are currently preparing the site at Hinkley Point C for a new Power Station. During the planning process a range of mitigation measures were agreed. One of the mitigation measures included the provision of a £7.2m fund to be spent on communities in the areas most affected by the impacts of the Hinkley Point C development.

The CIM Fund will support projects in Somerset (particularly those in West Somerset and Sedgemoor) that aim to improve the social, economic or environmental wellbeing of communities that are (or will be) affected by the construction works taking place at Hinkley Point C or by any of its associated projects.

Other projects associated with the construction works at Hinkley Point C include highway improvements, construction of park and ride schemes and the construction of worker accommodation.

Who can apply for funding?

Any community-based, not for profit organisation that operates within Somerset can apply to the fund.

Parish and Town Councils and Local Authority projects are also eligible to apply.

To be eligible to apply to the CIM Fund your organisation or project **must** meet the following criteria:

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| ✓ | Be able to demonstrate social, environmental or economic impacts on your community as a result of the HPC development. |
| ✓ | Be able to demonstrate that your project or initiative is relevant and related to addressing the impacts you have identified. |
| ✓ | Benefit a community or communities in Somerset. |
| ✓ | Be (or be working with) an organisation that is formally constituted or that has agreed terms of reference or other relevant governing document. |

Who cannot apply for funding?

Individuals and for-profit businesses are unable to apply for funding.

Your organisation or project **will not be eligible** to apply for funding if it:

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| ✘ | Duplicates the work of any other project or scheme. |
| ✘ | Solely or principally financially benefits an individual or a private business owner. |
| ✘ | Solely or principally benefits one specific faith group or promotes a single religious or political belief. |
| ✘ | Is seeking funding for a feasibility study, sponsorship, or fundraising event. |
| ✘ | Is seeking funding for a project that has already been completed. |
| ✘ | Discriminates against any individual or group of people. |

What can we apply for?

Your organisation can apply for a grant to support a project or initiative which aims to improve the social, economic or environmental wellbeing of communities affected by the Hinkley Point C development.

The project or initiative must be relevant and related to the impacts you have identified and look to reduce, improve or taking advantage of the impacts.

Applicants can apply for Small Grant funding up to and including £1000 for capital or revenue projects.

Priority Impact Areas

Priority will be given to projects in those areas that are anticipated to experience or which actually experience the greatest adverse impact from the Hinkley Point C development in the following order:

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| Priority 1 | Settlements/areas directly adjacent to the main Hinkley Point C site; |
| Priority 2 | Settlements/areas directly adjacent to the main transport routes to and from the main Hinkley Point C site within West Somerset, Sedgemoor and the wider Somerset area; |
| Priority 3 | Settlements/areas within West Somerset and/or Sedgemoor District Council which are directly affected by adverse impacts from the Hinkley Point C development. |

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| Priority 4 | Settlements/areas within Somerset but outside West Somerset or Sedgemoor which can demonstrate they experience the next greatest degree of adverse impacts, with priority given to projects which have a benefit to West Somerset and/or Sedgemoor District as well as such other areas; |
| Priority 5 | Other settlements/areas within any Somerset which can demonstrate indirect adverse impacts and/or can demonstrate that a project in that area will benefit an area within West Somerset and/or Sedgemoor District which is affected by the Hinkley Point C Development. |

The Assessment Criteria

Applications will be assessed against the following **criteria**:

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| Community Need | Has the applicant demonstrated a need for the project in relation to the Hinkley Point C development? |
| Extent of Benefit | Will the project ensure a positive benefit to a community affected by the HPC development and where possible the wider community? |
| Quality of Life | Will the project enhance the quality of life of the affected community and where possible the wider community? |
| Community Support | Does the project have support from the local community? |
| Partner Support | Are partners involved in the project? |
| Governance | Are good governance arrangements in place, including financial and project management? |
| Sustainability | Will the project help to promote a sustainable community, environmental sustainability or help to regenerate an area? Is the project financially sustainable? |
| Value for Money | Does the project offer value for money? Has effort been made to secure match funding? |

The Application Process

1. The applicant submits an Expression of Interest (online or by downloading a form at www.westsomersetonline.gov.uk/CIM).
2. If the organisation and project meet the eligibility criteria to apply for funding the applicant will be sent a Small Grant application form via email.
3. The applicant submits their application form to the CIM Fund Manager at time convenient to the applicant.
4. The Board considers and makes a decision in relation to the application within 4 weeks of the date the application was received by the CIM Fund Manager.
5. The applicant is notified of the decision.

Hinkley Point C Community Impact Mitigation (CIM) Fund: Guidance Notes over £1000

Completing The Application Form

Please provide information as concisely as possible within the space provided. Some questions have a maximum word limit.

If you would like to provide any additional information to support your application please do so along with any other supporting documents required (see Supporting Documents).

Section A: Applicant's Details

Please provide the Expression of Interest reference number (you will find this on the emails sent to you) and the name of your organisation.

Section B: Details of Proposed Project

Please provide the name and an explanation of your project. The explanation should include a short summary of the project and details of what the funding will pay for or contribute towards.

Please provide details of the location of the project.

Provide details of the expected start and completion dates of your project. If the start date of your project is dependent on a successful application to the CIM Fund, please check that the decision date will not affect the start date of your project.

Section C: Community Need

Assessment Criteria: Has the applicant demonstrated a need for the project in relation to the Hinkley Point C development?

Please describe the impacts that the development of Hinkley Point C or any of its associated projects are having (or are expected to have) on your community?

Please describe who in your community will be affected and how they will be affected. What has changed (or is expected to change) in your community due to the development? Describe any quality of life, social, economic, or environmental effects on your community.

Please describe what your community needs (or will need) to help alleviate the impacts of the development or to benefit from the impacts of the development. Explain how your project will meet these needs.

Section D: Community Benefits

Criteria: Will the project ensure a positive benefit to a community affected by the Hinkley Point C development and where possible the wider community?

Please describe who will benefit from your project, what is the catchment area for people that will use your project, how many people will benefit from your project, what type of people are likely to use your project?

Describe any lasting legacy your project will leave for the community.

Section E: Quality of Life

Criteria: Will the project enhance the quality of life of the affected community and where possible the wider community?

Please explain how the development of Hinkley Point C will affect the quality of life of your community. Explain how your project will improve their quality of life. You may wish to consider how your project improves peoples 'life chances' or improves the social, environmental or economic circumstances.

Section F: Community Support

Criteria: Does the project have support from the local community?

Please provide details of any community support you have for your project, this may include the results of any consultation you have carried out with your community and service users, letters of support etc. You may wish to provide copies/evidence of your consultation. It is important that you consult with your parish/town council and request a letter of support from them for your project. It is important that you consult with a wide range of the community wherever possible, including local organisations and businesses.

Section G: Partner Support

Criteria: Are partners involved in the project?

Please provide details of any partner involvement in the design and delivery of your project. Partners might include other local community organisations, statutory or non-statutory agencies. Please describe how partners are involved, if you will join your activities, whether you will share resources or if they have made a financial contribution to the project.

Please provide details of any other community projects that your project will link with including any already funded through the CIM Fund, EDF or your Local authority.

Section H: Sustainability

Criteria: Will the project help to promote a sustainable community, environmental sustainability or help to regenerate an area? Is the project financially sustainable?

Please explain how your project will promote sustainable communities (for example build capacity in the community, improve the local economy, promote good community relations etc), promote environmental sustainability (for example using local resources, recycling, improve fuel efficiency, reducing the need to travel etc) or help to regenerate an area.

Please explain how you will ensure your project can continue into the future. This may include plans to raise more funds or to become financially self-sufficient. If your project requires ongoing maintenance it is important to explain how this will be funded.

Section I: Management and Governance

Criteria: Are good governance arrangements in place, including financial and project management?

Please explain who will manage your project and the governance arrangements you have in place to ensure the successful delivery of your project. This should include information on how financial decisions will be made in relation to your project.

Please describe any risks you have identified in the delivery of the project such as health and safety risks or risks to successfully delivering the project and explain how these will be managed.

Section J: Project Costs

Where ever possible applicants should seek match funding from other sources to support their project.

Please provide your total project costs. It is important you include all costs relating to the project including any preliminary costs, costs for promoting the project and contingency.

When providing the amount of funding you are applying for please consider the following:

The CIM Fund will not contribute toward any VAT incurred on a project when the organisation applying for funding is able to claim back VAT (is VAT registered).

If your organisation is not VAT registered the CIM Fund will contribute toward any VAT incurred on a project.

If your organisation is VAT registered you will need to consider your organisations cash flow and how you will cover the costs of the VAT while you claim this back.

You are asked to provide a project budget as a supporting document with your application. Please ensure that this clearly shows project income (such as other grants and donations) and that expenditure is itemised. If VAT is applicable on any expenditure please make this clear.

Section K: Fund Raising

In this section you will be asked to demonstrate that you have attempted to secure funding from other sources to assist in funding your project.

Please provide details of all match funding you have explored and applied for and the outcomes of applications, if any applications were unsuccessful please include the reasons given by the funder.

Please provide details of any other fundraising activities you have carried out, such as fundraising in the community, donations or sponsorship you have received to help fund your project.

Section L: Value for Money

Criteria: Does the project offer value for money? Has effort been made to maximise the impact of any funding? Has effort been made to secure match funding?

L1 - Please describe how your project will deliver value for money.

You may wish to explain how you will ensure that any CIM Funding granted will be maximised, for example through drawing in match funding, adding value to the project through in kind or voluntary work, if you share resources with other projects to add value or make savings etc.

If your project requires the purchase of works, services or equipment you are required to provide 3 quotes or proof of a tender process with your application to demonstrate that you have attempted to provide the most cost effective solution for your project (see section Supporting Documents).

Section M: Applicant Details

Please provide contact details for the relevant person in your organisation that will act as the contact point for all enquiries and communication relating to your application.

Please provide bank details for your organisation – if your application is successful your funding will be transferred by BACS into this account. Your organisation must have its own bank account.

Section N: Supporting Documents

You **must** provide **all** of the below documents with your application.

If your application is submitted without the necessary documents by your chosen deadline your application will be referred back to you (please note this will delay a decision on your application).

If you are unable to provide any of the documents on the checklist or if you have any questions relating to your supporting documents please contact the CIM Fund Manager email: HinkleyCIMFund@westsomerset.gov.uk Tel: 01643 703704.

In addition to the required supporting documents you may submit any other documents or evidence you feel will support your application.

| Supporting Document | Hints and Tips |
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| Annual statement of profit & loss accounts, balance sheet for last 2 years | If you are a new organisation, you must send us signed and dated estimates of your income and expenditure for the first year of the grant and your most recent bank statement. This should include all of the work you plan to do in this period not just the project you are asking us to fund. |
| Constitution or other governing document | Other governing documents could include articles of association, memorandum of articles, terms of reference etc. |
| Copy of letter of support from town/parish council (not necessary for parish/town councils applications) | Please contact your local town or parish council to inform them of your proposal and request their support. |
| Copies of any other letters of support | You may wish to approach members of the public, service users, other local organisations, local businesses, schools, partners and your local authority for support. If you have any other evidence of consultation with the community and the results of your consultation please also include these. |
| Breakdown of project expenditure and income. | Your project income and expenditure should be provided, preferably in a table format. Under expenditure, each item should be listed separately, avoid using 'miscellaneous' or 'other' and provide columns for pre and post VAT costs. Under income, please ensure all income streams are listed, and that the total expected income matches or exceeds the total expected expenditure for the project. |
| A project plan, including timescales for delivery (please refer to guidance notes) | Your project plan may include a list of the actions you will need to carry out to deliver your project, key milestones, a timetable and/or points in the project where payments will need to be made. |

Projects that require the purchase of services or equipment must also include:

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| <p>Three competitive quotes for the project, please ensure that your estimates will still apply 3 months from the date your application is submitted. (You must declare whether there may be a conflict of interest between your organisation and those tendering for the project.</p> | <p>Please ensure all three quotes or tender summaries are provided and indicate your preferred supplier. Applicants are expected to carry out this exercise prior to apply for CIM funding. In exceptional circumstances where this is not possible (for example when projects require a funding decision at an early stage) you may provide estimated costings. Please discuss this with us before you submit your application.</p> |
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Section O: Declaration

It is important that you discuss the conditions in the declaration with your organisation before you submit the application to ensure they are fully understood and accepted.

Please sign and date the application on behalf of your organisation

Submitting your application

Please submit your application via post or email, applications for Small Grants can be submitted at any time.

Please send your completed application form and supporting documents to:

Email: HinkleyCIM@westsomerset.gov.uk

Post: CIM Fund Manager, West Somerset Council, West Somerset House, Killick Way, Williton, Somerset, TA4 4QA

Please ensure you allow plenty of time for postal applications to arrive before the deadline date.

Second and subsequent applications

If your application is not approved you will receive feedback explaining the reasons why your application was unsuccessful.

You will be given **one** further opportunity to apply for funding for your project. If you choose to submit a second application for your project you must demonstrate that you have taken into account the advice and feedback given from your first attempt.

The number of time organisations can apply to the CIM fund for **different** projects is not limited.

Right of Appeal

If your application is turned down and you wish to challenge the decision you may do so. Your appeal must relate to the application, assessment or decision making process. If you wish to appeal your decision, please submit your appeal in writing to:

Email: HinkleyCIM@westsomerset.gov.uk

Post: CIM Fund Manager, West Somerset Council, West Somerset House, Killick Way, Williton, Somerset, TA4 4QA

Successful Applications

If your application is successful you will be contacted by the CIM Fund Manager to arrange a date to discuss the terms and conditions of your grant.

You will be asked to discuss and agree a schedule for your grant payment and monitoring arrangements for your grant.

Once these have been agreed you will be asked to sign a grant agreement on behalf of your organisation.

Grant payments are generally released after expenditure has been incurred, you will be asked to provide copies of accounts, invoices or receipts to evidence expenditure.

You will also be required to keep the CIM Fund Manager updated on the progress of your project and to submit a final report to show how you have met the project's original aims and targets.

Each project will be subject to at least one monitoring visit through its lifetime.

It will be a condition of any grant that EDF Energy, Sedgemoor District Council, Somerset County Council and West Somerset Council shall have the right to be acknowledged as having provided financial support for your project. Board members shall also have the right to be involved in publicity activities relating to funded projects.

If you require additional advice or guidance please contact the CIM Fund Manager at HinkleyCIMFund@westsomerset.gov.uk or on 01643 703704.