



# Braes of Doune Community Fund Guidance for Applicants 2022 - 2023



## Application Procedure

Welcome to Callander’s Braes of Doune Community Fund.

Please be aware that this is a new process which replaces the previous Airtricity Fund at the funders behest and there could be developmental changes required by them.

Below is a description of the new application procedure which we hope will help guide you to a successful outcome.

Please use our online form to apply. It is important that you first read the Application Form with Guidance Notes to fully understand the eligibility criteria and what we can and cannot fund. It contains information about the supporting information that we require with your application – constitution, accounts, quotes, bank details etc

Below we have presented the key dates for each funding round. The standard terms and conditions of any grant award are appended to the application form.

If you have any questions, please use the contact details in the Application Form to get in touch.

All applicants will use the updated application form found on this page [www.incallander.co.uk/bod](http://www.incallander.co.uk/bod) email contact can be made via [CCCBODFund@gmail.com](mailto:CCCBODFund@gmail.com)

## Deadline dates information (2022-23)

Please refer to the dates below to ensure you submit your application in good time. We will adhere to these dates as closely as possible though unforeseen circumstances may occasionally call for alterations to be made.

Applications will be received in four windows during the year

Opening Date for Application Window	Deadlines for submission – By midnight on	Target date for Final Decision	CCC Announcement at next business meeting
22 <sup>nd</sup> May 2022	31 <sup>st</sup> July 2022	31 <sup>st</sup> August 2022	12 <sup>th</sup> September 2022
1 <sup>st</sup> August 2022	31 <sup>st</sup> October 2022	30 <sup>th</sup> November 2022	12 <sup>th</sup> December 2022 or 9 <sup>th</sup> January 2022
1 <sup>st</sup> November 2022	31 <sup>st</sup> January 2023	28 <sup>th</sup> February 2023	13 <sup>th</sup> March 2023
1 <sup>st</sup> February 2023	30 <sup>th</sup> April 2023	31 <sup>st</sup> May 2023	12 <sup>th</sup> June 2023

## Background

The Braes of Doune Community Fund is granted to Callander as a result of the proximity of Callander to the Braes of Doune Wind Farm. Callander Community Council is the organisation appointed by Braes of Doune Wind Farm, which is part of Greencoat Capital, to manage the fund on its behalf.

Braes of Doune Wind Farm need to confirm that the fund is being managed according to strict guidelines, so will be checking all awards from a financial viewpoint before they are approved. They may contract a third party to manage this part of the process.



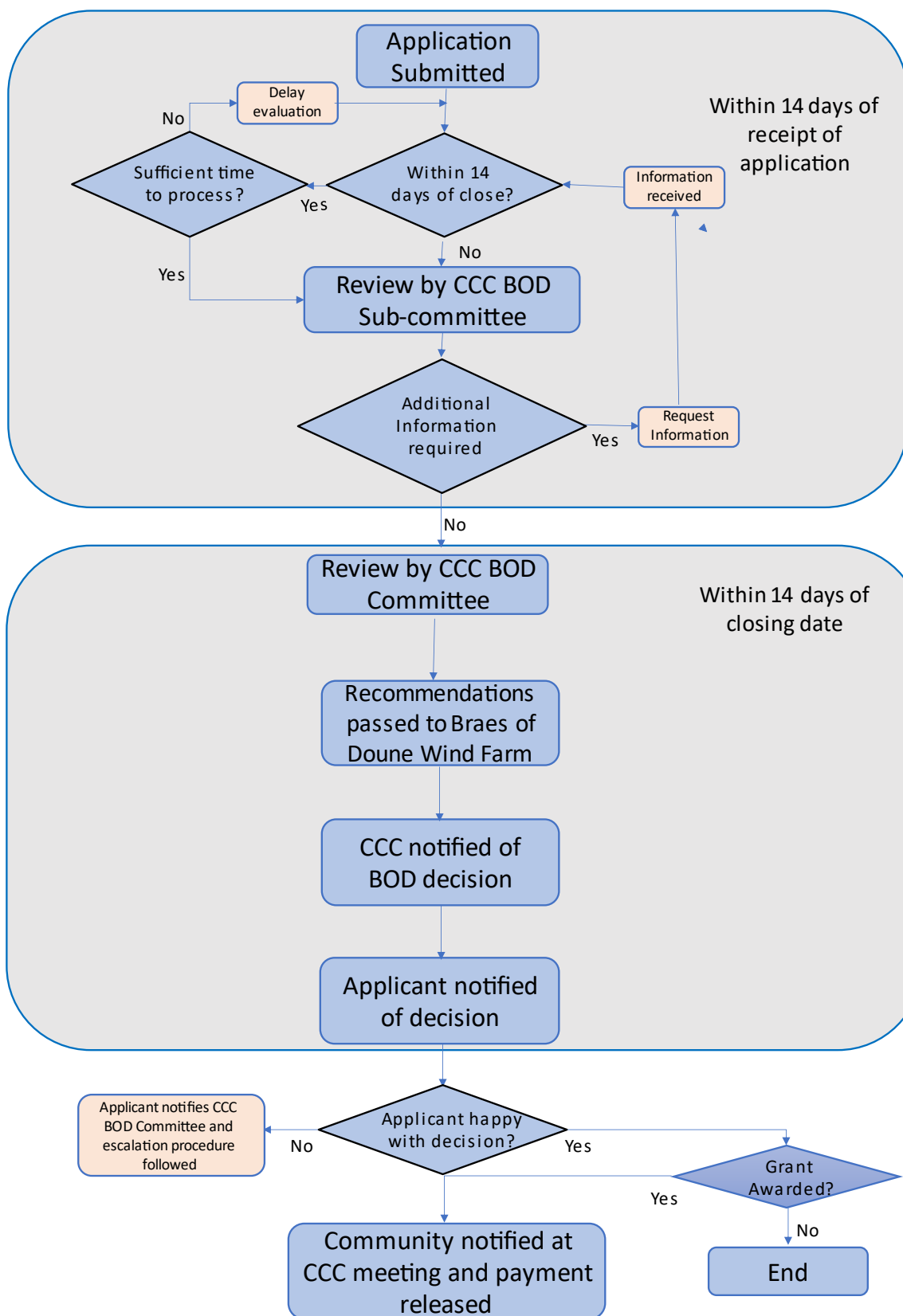
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Braes of Doune Wind  
Farm part of

GREENCOAT  
UK WIND



## Process





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### Explanation of Process steps:

#### BOD Sub-committee group Initial Review

CCC's Braes of Doune Community Fund Sub-committee will carry out a review the application pack to ensure that sufficient information is included for the full Community Council Committee to evaluate the application and make an informed decision.

At this stage, a request may be made for additional information. The applicant will be responsible for ensuring that this additional information is returned to CCC in a timely manner to ensure its inclusion in this funding round.

***\* Note that applications submitted within 14 days of the closing date which require additional information or are more complex MAY NOT be processed in time for the full CCC review.***

#### CCC BOD Committee Review

The CCC Committee will use a standard proforma as part of the evaluation procedure; thus ensuring that consistent and fair recommendations are made.

#### Recommendations passed to BOD

CCC will pass its recommendations to Braes of Doune Wind Farm (or its nominated agent) who will make the decision on whether to award the grant. Braes of Doune Wind Farm (or agent) will notify CCC of its decision

#### Applicant notifies CCC and escalation procedure followed

If the applicant is unhappy with the funding decision, they may contact CCC direct to ask that the application be reviewed. CCC will respond to the request in a timely manner.

If the applicant is not satisfied with this response, they may contact Braes of Doune Wind Farm (or agent) to request that they review the decision.



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### **Post Project**

Within six months of the end of the project or payment spend, the applicant will submit a short summary of how the project has gone together with copies of receipts to cover payment of the invoices for which the award was given, to close out the award.

NB: For all projects we recommend that you submit your application as early as possible. We will not pay retrospectively, i.e. for costs incurred before we advise you of the decision made by the funders on your application. You must not start your project or purchase any items/activities that you wish us to fund before our decision. An annual summary of awards and progress of projects will be provided to the funder as per contract.