

## **SSE Thermal**

### **Community Investment Fund Medway Guidance Notes**

#### **What is the SSE Thermal Community Investment Fund and who does it benefit?**

The SSE Thermal Community Investment Fund offers £25,000 per year (£25,000 in Ireland) to community projects around our existing operational sites. We hope that it will help us to work more closely with the communities in which we already operate to help enhance the lives of local residents, school children, young people and the environment.

#### **What does the fund support?**

Priority will be given to projects in closest proximity to the site, with focus areas for funding being the parishes of Grain, Allhallows and Stoke Kent.

Projects will be given priority if they fall into one of the below areas for priority:

- Service provision, such as local clubs, events, activities or groups
- Help with cost of living rises, including poverty relief and local food bank support
- Local venue and amenity improvements

#### **How much can I apply for?**

You can apply for any amount up to the value of £2,000. You can apply for more than once per year, but not in the same round and not towards the same expense. Please note that priority will be given to those groups who have not received funding before.

#### **What cannot be supported**

- The advancement of religion or politics (including requests to support the core activities of religious or political groups)
- The purchase of firearms
- Costs of energy consumption (instead we encourage funding to be used to provide energy efficiency measures which help reduce energy consumption)
- The repayment of loans or payment of debts
- Costs already incurred or activities which will take place before we have made a decision on an application (retrospective funding).
- Payments towards areas generally understood to be the primary responsibility of statutory authorities.
- Travel abroad.
- Activities contrary to the interests of SSE and its subsidiaries.

#### **Who can apply?**

The fund is open to any community groups who have a constitution.

#### **How to apply?**

Please complete the application form available [here](#). For all application, we require a copy of your organisations constitution, a recent bank statement, and copies of quotes for items to be purchased. For items between £250 - £2,000 we require at least one quote or reference to a catalogue / website listing.

If you require a hard copy, please contact Jayne Collings at [Jayne.collings@sse.com](mailto:Jayne.collings@sse.com) or 07471 401981

### **Guidance for applications from schools**

Our SSE Thermal community funds help us to work closely with communities whereby we award funds to eligible not-for-profit organisations seeking to enhance the lives of local people. Any community group with a constitution and a bank account can apply. While we acknowledge the importance of schools in communities, particularly in the rural setting, we are unable to support projects generally understood to be the primary responsibility of statutory authorities. A school seeking funds for curriculum-based equipment is unlikely to meet our eligibility criteria, whereas a Parent Council seeking funds for community related events or equipment that are accessible to more than the school pupils during the school day may be viewed more favourably.

### **How will decisions be made?**

An independent decision making panel, made up of SSE personnel and community representatives will be in place to make decisions on which projects will be funded. You will be informed by letter or e-mail on the outcome of your application as soon as possible, but it is anticipated that this will be within 8 weeks of the funding round deadline. The fund will operate two rounds per year with the deadlines posted on the SSE Thermal communities website.

### **How do I get help with my application?**

If you require any help or assistance, or have any questions, whilst completing your applications, please contact Jayne Collings at [Jayne.collings@sse.com](mailto:Jayne.collings@sse.com) or 07471 401981

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**The application will ask you key questions as detailed below. Please use this guidance to develop your answers before completing the on-line application.**

## **SSE Thermal COMMUNITY INVESTMENT FUND**

### **Organisation and Contact Details:**

You will need to submit information about your group/organisations name, your contact details, e-mail address and contact phone number. We also request the postcode of the area that your group primarily operates.

We will require you to submit your groups constitution or governing documents. You will not need to upload this at the time of submitting the on-line application form, however you will receive an e-mail following submission of your form requesting that you send your constitution by return.

## **Project Details**

Please provide a 25 word summary of the project you wish to be funded.

Please describe the project you require funding for (approx. 400 words)

- What do you want to do?
- How will you do this? (activities you will deliver, equipment needed, how it will be used)
- Where will the project take place?
- Who will lead the project?

Please describe how will the project help the community? (approx. 250 words)

How many people will benefit from the project?

When does your project start/finish?

What are your total project costs and how much funding do you seek from the SSE Thermal fund?

Have you applied to the fund before? If yes, please give details.

## **Bank Details**

You will be asked to submit bank details for your organisation including your bank account name, sort code and account number. We will require you to submit a recent bank statement for your organisation. You will not need to upload this at the time of submitting the on-line application form, however you will receive an e-mail following submission of your form requesting that you send your bank statement by return.

## **Checklist and declaration**

You will be asked to note our data protection privacy policy, ensure that you can confirm that you have appropriate procedures in place to carry out the project safely, confirm that the project does not require retrospective funding, agree to provide an independent referee if requested, and will provide the groups constitution, bank statement and any quotes for £250 - £2,000.