



**HPC
Community
Fund**

Guidance Notes for the Small Grants Programme

If you would like to discuss your idea or project before applying, please do not hesitate to contact us at any time.

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Please read these guidelines carefully before completing the application form.

What is the Hinkley Point C Community Fund?

The Hinkley Point C Community Fund has been established under a 'Section 106' agreement with EDF Energy as part of their planning permission for building the new Hinkley Point C Power Station on the Somerset Coast. The purpose of the fund is to mitigate the intangible and residual impacts of the Hinkley Point C Project and associated developments on communities in Somerset, or take advantage of the opportunities offered by the Hinkley Point C Project, through schemes, measures and projects which promote the economic, social or environmental well-being of those communities and enhance their quality of life.

The Hinkley Point C Community Fund has a number of grant programmes of which the Small Grants Programme is one. For other HPC Community Fund programmes please see our website (www.hpcfunds.co.uk).

What is the Small Grants Programme?

The Small Grants Programme is for organisations or community groups with an annual income of less than £100,000. Grants will be awarded of up to £5,000 or, in exceptional circumstances £10,000 over three years.

Who can apply for funding?

If you are able to demonstrate a charitable purpose you may be able to apply to the Hinkley Point C Community Fund grants programmes.

By '**residual and intangible impact**' we typically mean an impact that is **difficult or impossible to measure** but is (or likely to be) **felt or experienced** by people living in local communities **or will affect the local environment and community** after **other mitigation measures** have been put in place.

If you would like to talk to us about your application prior to submission, please contact us at any time.

What can you apply for?

Your project should...

Avoid, reduce, improve or take advantage of the impacts you have identified OR take advantage of opportunities offered by the Hinkley Point C development

Show clear evidence of how your communities are being impacted by the Hinkley Point C development

Be a capital or revenue project or a mix of the two

Last up to 3 years (if a revenue project)

Be of a scale and cost that is proportionate to the significance of the community impact. It is unlikely that large sums of money will be awarded to large projects in areas where a small number of people are impacted or where the community is not significantly impacted by the Hinkley Point C development.

What can't you apply for?

Projects that are non-charitable or unlawful

Projects that aim to improve the private property of an individual or private business

Projects that aim to provide benefits for a single faith group or political party or that primarily promote religious or political beliefs

Projects that exclude any group of people due to their race, religious or cultural beliefs or sexual orientation

Projects that have already been completed

Projects that are a statutory responsibility

Projects that could be reasonably considered to be offensive or disproportionately dangerous or disproportionately environmentally damaging

Projects or activities which are directly opposed to EDF Energy's interests

Projects that can be considered to be corporate sponsorship

Projects that concern animal welfare

Projects related to the development of pylons

THE APPLICATION PROCESS

1. Complete the **online form** for the Hinkley Point C Community Fund Small Grants Programme and submit it online along with all your supporting documentation (see page 10).
2. After the closing date we will process your application and check your supporting documentation as well as contacting your referee. We may have some additional questions for you at this time.
3. Decisions are made every 6-8 weeks and we aim to let you know the outcome of your application as soon as possible after the awards meeting has been held.

The Hinkley Point C Community Fund team are always available to support you as you prepare your application.

How will your application be assessed?

Priority will be given to those eligible projects which:

- Provide us with evidence that people in the community are **experiencing, or are likely to experience, 'intangible and residual impacts'** from the construction of Hinkley Point C.
- Show clear evidence of how the project is **led, designed and /or supported by the affected community/communities.**
- Have been **identified as community priorities**, complement and/or support local authority plans and strategies and have been highlighted through community or parish plans. **Your application will show support from the community.**
- Show clear evidence of the ways in which your project will **meet the need you have identified and improve the economic, social and environmental well-being of those communities and enhance their quality of life.**

Your application will clearly show how you intend to avoid, reduce, improve, off-set or take advantage of the identified impact OR how you will take advantage of the opportunities offered by the Hinkley Point C development.

- Show that the project is complementary to, and will work in partnership with, other schemes, projects and measures in your community, including those that form part of the wider mitigation of the Hinkley Point C development.
- Show that the applicant has a board or committee and/or a project delivery team in place who have the **appropriate skills, experience and diversity to deliver the activities successfully.** Organisations must also have the appropriate policies in place to deliver their project e.g. safeguarding, health and safety, data protection and equal opportunities.
- Demonstrates **value for money** in terms of cost and effectiveness.

By '**residual and intangible impact**' we typically mean an impact that is **difficult or impossible to measure** but is (or likely to be) **felt or experienced** by people living in local communities **or will affect the local environment and community** after **other mitigation measures** have been put in place.

- Show how the planned activities will contribute to the **ongoing sustainable development of the community** now and in the future; and be part of its **legacy**.

Completing the Form

If you need support in completing this form or would like to discuss your project or activity with us prior to preparing your application, please contact us. We are happy to help.

Registration

Once you have indicated that your project meets the four main criteria for this fund you must submit your email address to receive an email version of the application form. The criteria are:

1. It is for the benefit of a community or communities in the administrative county of Somerset
2. It is for communities who are experiencing residual or intangible impacts as a result of Hinkley Point C or its associated developments
3. It is for up to £5,000 or, in exceptional circumstances £10,000 over three years
4. Your organisation must have an annual income of less than £100,000

If you do not receive it, please check your spam email folder. It will come from the email address info@somersetcf.org.uk

Section I: About your Organisation

- Please provide name and contact details, including social media if you use it. This will mean that we can interact with you on Facebook and Twitter, and help you to promote what you are doing.
- We ask you for your organisation start date, when it was formally set up or established - this will be on your governing documents.
- Give details of person we should contact about this application if we have any questions.
- Tell us what type of organisation you are (remembering that there may be more than one that applies to you), and if you are part of a larger regional or national organisation.
- Provide details on how many people are involved with your organisation, and what role they play. This helps us to understand your overall work as well as your capacity to deliver the project or activity you are asking us to fund.

Aims and main activities

Please summarise the overall purpose of your organisation, explaining what services you provide or activities you undertake in your community **not including what you are asking for funding for.**

For example...

‘We aim to improve the social life and skills of young and disadvantaged people from community XYZ, to achieve this we run a holiday activities club that provides sport, leisure and arts activities for young people aged between 8 and 13 during the school holidays and at weekends.’

Income

We would like you to supply information on your income in the last accounting year and let us know whether this is the first grant you have ever applied for. It is also useful to know whether your organisation has received a grant from Somerset Community Foundation before.

Referee

It is the policy of Somerset Community Foundation to ask for details of a referee from new applicants. Your referee must be someone who knows your organisation and has read your application. They must not be connected to your organisation in any way, or have a vested interest in its success, or the success of this application. Please explain their relationship to your organisation. It would be advisable for them to have an understanding of the community that you are planning on working with and how they may be experiencing the impacts, or accessing the opportunities of Hinkley Point C. It is your responsibility to let them know that they may be contacted.

Section 2: Project Details

- Please include the name of the project
- Indicate whether you have or are seeking match funding, giving details.
- Identify start and end dates for your project
- Let us know what local authority district you will be working in and which area most of the people who will benefit live in.

Your case for support

The next four questions regarding impact, need and your project are designed to elicit your **case for support** for your application.

Where possible, make sure you **back up your answers with evidence.** This evidence could include data from the work you are already doing, stories and quotes from members

of your community or references to your community plan or local authority strategy (see page 7 for guidance on using evidence in your application).

If you would like advice on the types of evidence you could use, or where to look for it, please contact us.

Ensure you explain clearly how you know that people in your community want the project or activity you are proposing. How have they been consulted in the development of your idea and how do you know they support it? Are you going to work with another group, organisation or community facility to deliver it? Perhaps there are representatives of groups or organisations who could provide you with letters of support you can include with your application.

Supporting letters very much strengthen applications and we recommend all applicants to seek supporting letters from local organisations or authorities. Your letter should back up the links you are drawing between your project and Hinkley Point C.

Building your case for support

Before you complete the questions, consider:

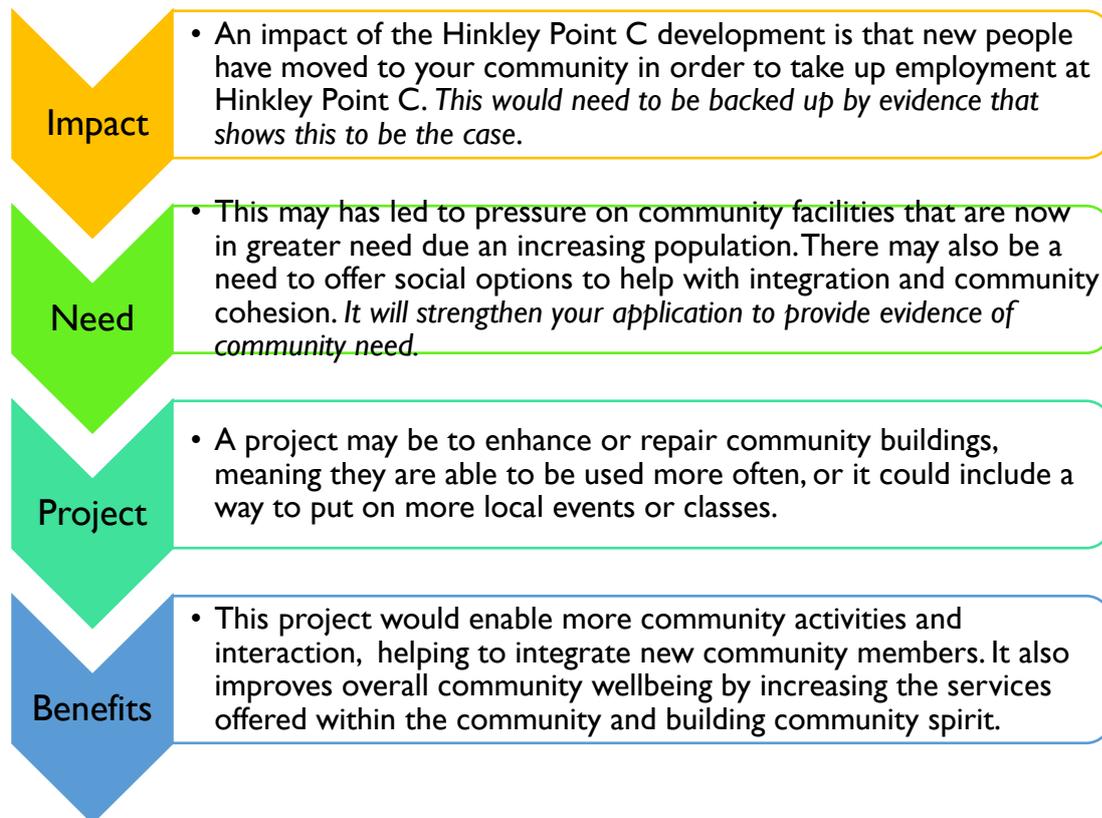
The connections between the **impact** from Hinkley Point C you are mitigating, the **community need** arising from it, the **project** you are proposing and how it will **avoid, reduce, improve or off-set** the impact, **meeting the need** and thereby **improving community wellbeing** and **enriching quality of life**.

Or

What the **opportunity** is, presented by the Hinkley Point C development, and how it will **improve community wellbeing** and **enrich quality of life** in communities impacted by the project.

The project you are proposing **must be in response** to the impact you have described, and the community need that arises from it, or the opportunity you have identified. Please have a look at the **generic examples** below but we strongly advise you to contact us to talk through your own case for support.

Example project mitigating an impact of the Hinkley Point C development



Example project building on an opportunity offered by the Hinkley Point C development:



The Difference between Impact and Need

In the application form when you are asked about Hinkley Point C impact you should describe what changes Hinkley Point C is causing your community. You will need to provide evidence of the Hinkley Point C impacts on your community, see the below for guidance on the 'use of evidence in your application'.

You are then asked to describe the community need. Here you should explain how the changes are affecting the community and what needs are arising because of this.

Linking Your Project to the Community Need

It is essential that your project activities are designed to meet the community need you have described. While we understand that projects may not totally eliminate the community need, projects must be focussed around working towards meeting the needs you have identified.

Beneficiaries

Please estimate the number of beneficiaries of your project. We realise that it can be hard to do but your research will enable you to approximate. This provides an important baseline figure for monitoring and end of project evaluation.

Please also let us know the number of volunteers who will be involved with your project.

Age Groups

If your project targets different age groups, please identify them here in addition to any other parts of your community who you have not mentioned elsewhere.

Use of evidence in your application

To understand how your community is being impacted by HPC, and what needs this is creating, you will need to provide evidence of the impacts your community are experiencing in your application. Please use this guidance when putting your evidence into your application. Evidence in the form of quantitative information or qualitative information are both acceptable, and often a mix of both helps to present a strong case.

It may not always be possible to get quantitative evidence about the HPC impacts your community is experiencing and you may therefore have to rely more heavily on qualitative information in your application.

Quantitative evidence could be information you have collected yourself, for example through surveys, or it could be from information you have researched – such as the number of new houses being built or information from your community plan.

What is quantitative data? It is information about quantities; information that can be measured and written down with numbers. Some common methods for collecting quantitative data are surveys and observations. To analyse quantitative data, you would normally use statistics, such working out the percentage or average value.

Some examples of quantitative data are:

- the number of people accessing a service each day
- the length of time it takes someone to get somewhere
- the number of cars driving along a street per hour

When using quantitative information to show a change that has taken place, be sure to try to show a before and after picture. For example, the number of incidents in year X vs. year Y, rather than just saying the year X had a high number of incidents.

Qualitative information can be a great way to back up quantitative evidence and present a more human side to the numbers. It can also help to illustrate the meaning behind the numbers you are presenting. For example, you could say “X% of respondents to our survey stated that had changed their daily routine in response to Y” and then use any quotes you have that give a deeper perspective of these changes.

What is qualitative data? It is non-numerical information, such as people’s feelings and experiences, and usually consist of words and narratives. Some common methods for collecting qualitative data are group discussions and interviews. The analysis of qualitative data comes in many forms, including highlighting key words or extracting themes.

Some examples of qualitative data are:

- quotes about how people feel about a recent change
- a story about someone accessing a local service

One example of qualitative data analysis would be if you conducted a focus group with community members to find out what has changed in their lives over the past three years. In this case the data that you collect would likely be in narrative in form. You could look at the narratives to find content and themes relevant to the whole community, describing these themes and using specific quotes as illustrations.

Since the Fund is focussed on the intangible and residual impacts of HPC, people’s perceptions, feelings and experiences could form an important part of your application and you may rely strongly on this type of evidence.

When using qualitative information be sure that you are not presenting something which could be seen as a one-off quote, instead use your narrative to describe the overall situation – clearly explaining how and why your community is impacted by HPC – using your qualitative evidence to back up and provide real life examples of the situation you are illustrating.

Please remember that no matter which type of information you are using to show needs in your community, it must be linked to changes brought about by HPC.

Section 3: Project Budget

Please provide information on the costs of your project, including VAT.

We would like you to break down your budget into:

- Staff Costs
- Office, overhead, premises costs
- Operational/activity costs
- Capital costs (equipment)
- Other costs

This enables us to gain a thorough understanding of how you expect your project or activity to be delivered. Please be as precise as you can.

The application form asks you to give two amounts for each budget section; the amount you are requesting from the Hinkley Point C Community Fund and the total cost for that section. If you are requesting the entire project cost from the Community Fund the two amounts will be the same, if you are seeking or have already secured co-finance then this is where you indicate to us where those additional funds are going.

Supporting Documents

Please upload the following supporting documents using the 'add document' button

- A copy of your **governing document** (e.g. constitution, memorandum & articles or set of rules).
- A copy of your most recent **annual accounts** or a spending plan and a recent bank statement if you are a new group.
- A photocopy of a **bank statement** no more than 3 months old.
- Copies of your **safeguarding** (if you will be working with children or vulnerable adults) and **equal opportunities policies** and any other policies you feel are relevant to your project or activity.
- A list of the **names and addresses of your Trustees or Management Committee** members, with cheque signatories identified.
- **Supporting letters** from your local authority, parish or town councils, or groups or organisations you will be working with, or who know your work well*.
- **Quotes for capital work** – if your project will include capital work then you will need to submit quotes for the work with your application. For work costing

less than £5,000 you will need to submit two quotes and for work costing between £5,000 and £10,000 you will need to submit three quotes. For work costing over this amount please contact us to discuss the requirements.

- **Any other documents** you think will be helpful for us to understand your project. For example, if your application is for a piece of work that is part of a bigger project then it would be good to submit an overall project plan, so we understand how things fit together.

*Supporting letters very much strengthen applications and we recommend all applicants to seek supporting letters from local organisations or authorities. Your letter should back up the links you are drawing between your project and Hinkley Point C. Please do not provide a supporting letter from your referee, references and supporting letters need to be from different sources.

Clearly label each document with your organisation name and descriptor and if you do not have a document please upload a document explaining why this is.

Our preference is to receive documents electronically but please tick the box if you intend to post them to us.

We will need details of the account you would like your grant to be paid into if successful. This must be an organisational account and not a personal one.

After you have submitted your application

Applications will be considered by the Hinkley Point C Community Fund Small Grants Awards Panel every 6-8 weeks. See our website (www.hpcfunds.co.uk) for details of the next Small Grants deadline.

We aim to let you know the outcome of your application as soon as possible after each meeting.

PLEASE CONTACT US

We are happy to talk through your ideas and support you through the application process.

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For further information go to:
www.hpcfunds.co.uk

