



Guidance Notes for **Expressions of Interest** to the Open Grants Programme for Applications of over £100,000

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 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 three grant programmes: A Small Grants Programme for small grants of up to £5,000 or organisations with an annual income of less than £100,000 (or in exceptional circumstances £10,000 over three years); a Strategic Grants Programme which targets specific impacts felt within Somerset communities as a result of Hinkley Point C and an Open Grants Programme.

There are two different pathways for Open Grants depending on the grant amount you are requesting. There is a two stage application process for applications over £100,000. For grants over £100,000 we ask you to complete an Expression of Interest which is considered by the Community Fund Awards Panel at a quarterly meeting. If they like your project idea and feel it meets the priorities of the fund then they will ask you to complete a second stage application form.

For applications of less than £100,000 there is a one stage application process.

What do we mean by residual and intangible impacts?

A residual and intangible impact is typically one that is difficult or impossible to measure but is (or likely to be) felt or experienced by people living in local communities or affects 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 submitting it please contact us at any time.

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.

Normally we expect to receive applications from registered charities, community and voluntary groups, and social enterprises. Local councils can also apply, although we advise you to contact us before applying to discuss your application.

What can you apply for?

Your project should...

Avoid, reduce, improve or take advantage of the impacts you have identified

Show clear evidence of how your communities are being impacted by the HPC 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 particular 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.

THE APPLICATION PROCESS

We ask organisations to complete a 200 word outline of their project idea and how it mitigates HPC impacts or helps organisations to access their opportunities. We will review this and discuss with you. If it fits the criteria of the fund we will send you a link to a unique application form.

There is a **two stage** application process for HPC Community Fund Open Grants above £100,000.

1. Submit an **expression of interest** using the unique form generated for you.
2. The Awards Panel meet quarterly. If they are interested in your project idea they will ask you to complete a **second stage application**. Further guidance and

You are strongly advised to contact us to discuss your application. We are here to support you through the process

How will your application be assessed?

Those criteria **most** relevant to the Expression of Interest are highlighted in **gold**

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. By 'intangible and residual' we typically mean impacts that are difficult or impossible to measure but are (or likely to be) felt or experienced by people living in local communities or which affect the local environment and community after other mitigation measures have been put in place.
- Show clear evidence of how the project is **led, designed and /or supported by the affected community/communities** in the context of the specific grant programme you are applying to (e.g. community cohesion)
- 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.

- Show that the project is complementary to, and will work in partnership with, other schemes, projects and measures, 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**. Careful consideration will be given to financial and project management and the financial sustainability of the project and organisation. 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 and has the potential to attract additional funding from other private and public sector sources where possible (or has already done so).
- 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 Expression of Interest Form

Section I: Organisation Name and Address Details

Please provide the following information

- Name of Organisation
- Contact Details
- Details of Main Contact Person
- Date your organisation started
- Your type of organisation (you may tick more than one)
- The **approximate number of people** who use your services or facilities in your community (if you are an organisation intending to work with a number of communities please estimate the number of people you **currently work with** within these communities)
- Let us know if there are **any restrictions on the use of your organisation's facilities** (for example if you can only access them at a certain time)

Section 2: Details of Proposed Project

Please include the name of the project and indicate the area where the majority of the people who benefit will come from. The four questions 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, stories and quotes from members of your community or references to your community plan or local authority strategy. We advise you to include all the evidence you can to support your application, although you will also have the opportunity to add to this if you are invited to submit a second stage application.

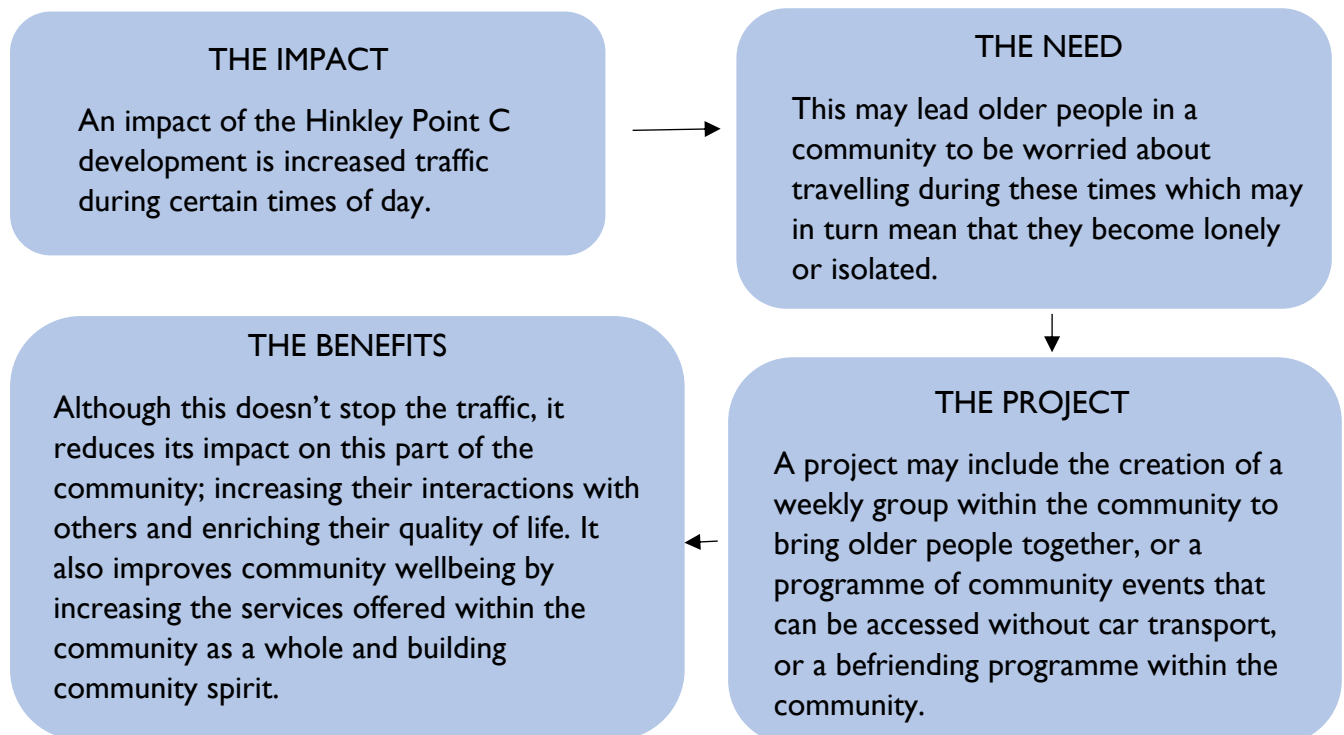
If you would like advice on the types of evidence you could use, or where to look for it, please contact us.

Building your case for support

The expression of interest form introduces your case for support to the Awards Panel.

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**.

The project you are proposing must be **in response** to the impact you have described and the community need that arises from it. Please have a look at the generic example below but do contact us if you would like to talk through your own case for support.



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.

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.

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.

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 helps 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.

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 qualitative information be sure that you are not presenting something which could be seen 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 the 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. The total project cost should be all the costs you expect to incur for this project. You should then identify how much you are applying to the Hinkley Point C Community Fund for and how much you have raised already, or are able to match fund.

You are strongly encouraged to seek match funding for your proposal. Please let us know if you have received any additional financial support prior to submitting your expression of interest and/or who you are intending to apply to.

After you have submitted your Expression of Interest

All Expressions of Interest will be considered by the Hinkley Point C Community Fund Awards Panel. The panel meets quarterly. We aim to let you know the outcome of your application as soon as possible after their meeting.

Further guidance will be provided with the full application form.

PLEASE CONTACT US

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

Val Bishop, Programmes Director

T: 01749 344949

E: val.bishop@somersetcf.org.uk

For further information go to www.hdcfunds.co.uk