# Guidance Notes for *Open Grants Applications under £100,000*

*Please read these guidelines carefully before completing the application form.*

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## Introduction

These guidance notes are provided to support you in the completion of the Hinkley Point C Community Fund application form and to help you to provide the appropriate supporting documentation.

If you have specific questions or queries we strongly suggest that you contact us directly as we are here to work with you and support you through this process.

## 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 to build 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.

### 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.*

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# THE APPLICATION PROCESS

We ask you to complete a simple 200 word statement outlining your idea and the impacts of Hinkley Point C you are mitigating, or the opportunities you have identified as a result of the project. We will review this and discuss with you. If it meets the criteria of the fund we will use your lead contact's email address to generate an application form unique to your organisation. This can be edited and worked on by anyone up until the point you submit it.

As you complete your application we are here to offer support and guidance as a 'critical friend'.

Once you submit your application, it will be assessed and due diligence undertaken on your organisation. We will contact you if we need further information or have any further questions.

We will contact the referees you have named within your application with specific questions related to the fund and your project.

The Awards Panel meet quarterly and you will be informed of their decision as soon as possible.

## How will your application be assessed?

Not all applications will be successful in securing a grant. We recommend you consider these assessment criteria carefully and ensure that your application and supporting documentation show clear evidence that you meet each of them.

**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.

- 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 should 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 local authority plans and 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 in mitigating the impacts you have cited, or accessing the opportunities you have identified. There is clear potential to attract additional funding from other private and public-sector sources where possible (or you have 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 Application Form

### Section 1 – About your Organisation

This section asks you to complete contact details for the organisation and the lead person. It establishes organisation type and how many staff and volunteers are involved in your activities.

We also ask you to provide 5 concise bullet points that summarise your organisation, referencing any additional information. They could include your key aims or objectives, the services you provide, or the geographical area in which you work. This allows us to place your project into an overall context and understand what you believe to be most important about your organisation's work and ethos.

Please state your income for the last accounting year.

We ask you to provide details for three independent referees that we can contact who know your organisation, are aware of the project but not connected in anyway or have a vested interest. One of the referees should be detailed on the application form and please provide details of the other two as a supporting document. We reserve the right to contact other organisations you have worked with to discuss your work.

We recommend that your referees should have knowledge of the communities you wish to work with and that they have been briefed regarding the intended project activities. They should also have an understanding of the Hinkley Point C impact(s) or opportunities you are citing in your application.

Do **not** provide references with your application as we will contact them separately. Please do **not** use referees to provide letters of support as well.

## Section 2 – Your Project

We ask you to give basic information about your project, start and end dates and where you have secured match funding from, or will go to seek co-financing.

You are also requested to provide a concise, 5 bullet point summary of the main points of your project. These should be:

- The HPC impact(s) you are mitigating or the opportunity you are accessing as a result of HPC.
- The community need arising from the impact
- Your primary project activity
- The main benefit(s) your community will feel because of your project activities
- The legacy you believe your project will leave behind once it's concluded

It is your responsibility to check for errors and inaccuracies and ensure that you are happy with the application before finally submitting.

Make sure you back up your answers with as detailed evidence as possible. This evidence could include data, stories and quotes from members of your community or references to your community plan or local authority strategy. If you would like advice on the types of evidence you could use or where to look for it, please contact us.

The questions relating to the impacts of Hinkley Point C, the resulting community need and how your project will meet this need form the **case for support** for your application. Please ensure that your answers clearly differentiate between the **impacts of Hinkley Point C** and **the needs of the community** arising from these impacts.

**Remember**: there must be a connection 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**.

## 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 though 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 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.

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.**

There are additional questions that you will need to answer as part of this second stage application.

*Explain how you know that the people in your community or your target beneficiaries want this project or activity*

Use this answer to illustrate the evidence you have that your project has community buy in and support. What consultation have you undertaken? How does your project connect to relevant Local Authority Plans or Strategies? Have you contacted your local district, parish and/or town council(s)? Letters of comment or support will provide evidence of support from your community. If your community, or the communities you are going to work in have community plans they may also help.

*Tell us about who you will work with to deliver this project, why you want to work with them and how you will work with them*

If you are going to work with other organisations or community partners tell us about them, and what makes them best placed to support you in delivering this project and its outcomes. What will they do within your project? If they are delivering a significant element of the budget, consider how their participation represents value for money. How are you intending to work together efficiently and effectively?

## Section 3 – The Difference your Project will make

Improving community wellbeing and quality of life is an important aim of this fund and the final core ingredient in your case for support. Your project should mitigate the identified impact and as a result improve an area of life which has been impacted by Hinkley Point C, or help beneficiaries to access the opportunities of the project. How is your project improving social, economic or environmental community wellbeing and enhancing the quality of life of your community? What legacy are you leaving within your community and the wider Somerset community? How are you supporting sustainable development?

There are additional questions in this section

*How will you measure your success?*

This is a very important question and will help to form your project plan and delivery model. We would like you to identify the outcomes of your project and the key performance indicators which you will report to us against during delivery and at its conclusion. At least one of these should be a quantitative outcome measure.

**Your project *outcomes* are the changes you are seeking to bring about through your project.**

**Your *key performance indicators* will show how you are going to measure whether that change has occurred.**

**Your *project activities or outputs* will enable you to achieve this change.**

An example of a project outcome might be:

*90% of local agencies identified at the beginning of the project feel more equipped to provide appropriate services by the end of Year 3.*

Indicators should be SMART (**S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**argeted).

Indicators for the above outcome might be

- *75% of attendees at 12 training sessions each year report a greater knowledge of where they can signpost community members to gain more information.*

- *80% of attendees at 6 training sessions each year express an increased understanding of community safety issues.*

- *90% of attendees at 18 training sessions each year report an increased confidence in their ability to manage a community safety incident if it occurs.*

You might decide to measure this through questionnaires at the beginning and end of each session or a simple traffic light method where participants hold up green to show a large increase in knowledge or understanding, red to show no change and orange to indicate a small increase in knowledge.

*How many people will benefit from your project?*

- Approximate the number of **direct** beneficiaries for your project – these are the members of your community your project will work with directly, or who will experience a direct impact as a result of your project activities.

- Approximate the number of **indirect** beneficiaries for your project – these are the members of your community your project will impact indirectly, who are not involved in primary project activities but who will benefit because they have taken place.

## Section 4 – 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.

We ask you to provide a one sentence summary of what you will spend the grant on, should you be successful in your application.

**Please attach a detailed budget as a separate supporting *Microsoft Excel* document. This should include details of match funding you have secured or are applying for with indicative decision dates.**

Provide details of your annual, project income and expenditure over the duration of your project. Under expenditure each item should be listed separately. Please do not use budget lines such a miscellaneous or 'other'. Provide columns for pre and post VAT costs.

You can choose to use the following headings if you wish

*Staff Costs*
*Office, Overheads, Premises*
*Operational/Activity Costs*
*Capital Costs*

Please list all income streams for your project. Your total expected income should match or exceed the total expected expenditure for the project.

## Section 5 – Any Other Information

If the Awards Panel have requested additional or specific information from you as a result of your expression of interest, you can add it here with clear headings, or provide references to supporting documentation.

## Section 6 - Supporting Documents

You must provide **all** of the below documents with your application. Additional documents may be requested depending on your project activities.

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 us. In addition to the required supporting documents applicants may submit any other documents or evidence they feel will support their application.

- **A copy of your audited accounts for the last two financial 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. This should include all of the work you plan to do in this period and not just the project you are asking us to fund.

- A copy of your **most recent management accounts** in Microsoft Excel format

- **A signed copy of your constitution or other governing document**
  Other governing documents could include articles of association, memorandum of articles or terms of reference.

- **Copies of relevant policies to your application**
  This should include policies such as health and safety, safeguarding and equal opportunities.

- **A copy of your public liability insurance certificate**

- **A copy of your most recent bank statement**

- **A list of your Trustees with signatories marked.**

- **Copies of letters of support**
  We would expect this to include a letter of support from your town or parish council (not necessary for parish/town council applications) and a letter of comment from the most relevant officer at your district council. You may wish to approach community groups, members of the public, service users, local organisations, schools and partners for support. If you have any other evidence of consultation with the community and the results of your consultation please also include these.

  Letters of support should not be signed proformas written by you. They should be written by people who understand your project and/or wish to be a part of your activities. They should have knowledge of the ways in which Hinkley Point C is impacting the community you wish to work with and understand how your project will help to mitigate these impacts, or access the opportunities generated by the Hinkley Point C development. We recommend that you ask people who are writing letters of support or comment to mention these impacts and/or opportunities.

  Please provide letters of support or comment and other supporting evidence in **a single PDF or word document** where possible with a clear list of contents.

- **A detailed annual budget in Microsoft Excel format and details of match funding you have secured or are applying for, with expected decision dates**
  Please also include income and expenditure forecasts.

- **A project plan including timescales for delivery**
  This will include a list of the activities you intend to do to deliver your project, key milestones, a timetable and a risk analysis with planned mitigation measures.

- **Contact details for two other independent referees you are happy for us to talk to about this project**. Please ensure that your referees have not also been asked to write letters of support.

**Depending on your project there may be other supporting documentation we would expect to see. This will be discussed on a case by case basis.**

# AFTER YOU HAVE SUBMITTED YOUR APPLICATION

Your application and supporting documentation will be assessed and due diligence undertaken on your organisation. It may be that we have further questions or feel that we need more information to understand your project or organisation better. We will contact you if this is the case.

We will also contact your independent referees at this time.

You will have been informed of the deadline for your grant application. The Awards Panel will meet soon after the deadline and you will be informed as quickly as possible.