Glencairn Community Council Wind Farm Fund

General Information and Conditions - Interim Revision August 2026

Important: This is an interim update pending confirmation of the current community benefit agreement and a fuller review of the Fund. If this document conflicts with the underlying agreement, the agreement will take precedence.

1. Background and administration

The Glencairn Community Council Wind Farm Fund (the Fund) is administered by Glencairn Community Council (GCC) under the community benefit agreement associated with Wether Hill Wind Farm.

The amount available may vary from year to year. The amount available for each funding round will be confirmed when applications are invited. GCC will normally consider applications twice each year, subject to the availability of funds.

Closing dates, submission arrangements and the date on which applications will be considered will be stated in the current funding-round notice and published through GCC communication channels.

2. Aim and area of benefit

The Fund supports projects and activities that provide clear and identifiable benefit to people living within the Glencairn Community Council area.

Funding will normally be directed to projects primarily benefiting Glencairn. A project extending beyond the area may be considered where the application demonstrates a clear and proportionate benefit to Glencairn residents.

3. Who can apply?

- Constituted voluntary or community organisations.
- Registered charities.
- Not-for-profit companies, social enterprises and other community bodies.
- Informal community groups applying through an eligible accountable organisation.
- Individuals, but only where GCC has specifically advertised an individual grant category.

An organisation does not necessarily have to be based within Glencairn, but the project for which funding is requested must provide a clear and substantial benefit to people living within the Glencairn Community Council area.

Applications from private businesses will be considered only exceptionally. They must relate to a clearly defined project with demonstrable wider community benefit. The Fund will not normally support ordinary commercial expenditure, stock, routine wages, working capital or activities primarily intended to increase private profit.

4. Types of funding

Subject to the criteria in this document, grants may support project, capital or revenue costs. Examples include community activities, equipment, improvements to community facilities, educational or environmental projects, heritage, social, sporting and tourism-related community initiatives.

Revenue or running costs may be considered where the applicant demonstrates need, explains how the grant will be used for a defined purpose and shows that the award will not merely increase its general unrestricted balance.

5. What will not normally be funded

- Expenditure incurred before a grant decision has been made, unless GCC has agreed for example where there there is a genuine reason to act in a timely manner.
- Projects with little or no identifiable benefit to Glencairn residents.
- Political-party activity or party-political campaigning.
- Activity primarily intended to generate private financial gain.
- Routine commercial costs, general working capital or stock.
- Costs that a statutory authority is legally required or ordinarily expected to provide.
- Payments intended simply to increase an organisation's unrestricted general reserves.
- Repayment of debts, loans, fines or penalties.

- Fundraising intended primarily to redistribute the grant to another organisation.
- Religious worship or proselytising. Faith organisations may, however, apply for inclusive community projects open to the wider public.
- Activity prohibited by the community benefit agreement.

6. Application forms and deadlines

- Use Application Form A for requests of £2,000 or less.
- Use Application Form B for requests over £2,000. The maximum available in a funding round will be stated when applications are invited.
- Applications must be complete and received by the stated closing date. Late or incomplete applications may be deferred or rejected.
- Applicants should answer every relevant question. Where a question does not apply, write “not applicable”.
- Applications must be submitted using the method stated in the current funding-round notice.

7. Evidence of cost and quotations

Applicants must provide proportionate evidence that proposed costs are reasonable:

Value of item or contract	Evidence normally required
Below £300	Published price, estimate or other evidence of cost.
£300 to £2,000	At least one written quotation.
£2,001 to £5,000	Normally at least two written quotations.
Over £5,000	Normally at least three written quotations.

Where the required number of quotations cannot reasonably be obtained, the applicant must explain why. GCC may accept a single quotation for specialist, unique or urgent work where the reason is adequately documented. The lowest price need not be selected, but the application should explain the basis of the choice.

8. How applications will be assessed

GCC will consider the application as a whole, including:

1. The need for the project.
2. The nature and extent of the benefit to Glencairn residents.
3. Evidence of community support.
4. The applicant's ability to deliver the project.
5. Value for money and whether the costs are reasonable.
6. The applicant's financial position and need for grant support.
7. The sustainability of the project and any future running or maintenance costs.
8. Accessibility, inclusion and whether the project addresses disadvantage or unmet need.
9. All funding already obtained, applied for, intended or otherwise identified as a potential source.
10. Any previous grants and whether reporting requirements have been met.

A project does not have to benefit every resident. GCC will consider both the number of people benefiting and the significance of the benefit provided.

9. Match funding and amount awarded

Applicants are encouraged to consider other funding, fundraising and in-kind support. Match funding is not compulsory, and the Fund may award up to 100% of eligible project costs where this is justified.

Disclosure of all project funding

Applicants must disclose ALL funding relevant to the project, including funding already secured or received, applications awaiting decision, funding they intend to apply for, and any other potential funding sources known or under consideration, even where no application has yet been made.

This is a continuing duty of disclosure. From submission of the application until the project has been finally reconciled, the applicant must notify GCC of any additional project funding applied for, offered, awarded, received or otherwise identified as a potential source, including sources that were not known or had not been applied for when the original application was submitted.

At interim reporting and final reconciliation, the recipient must disclose all project funding and income actually received from every source, whether or not it was identified in the original application. GCC may require supporting evidence and may review the amount of its grant where additional funding, reduced project costs or double funding would otherwise result in the same expenditure being funded twice or total cash funding exceeding eligible project costs.

There is no automatic entitlement to funding. GCC may award all, part or none of the amount requested and may make an award conditional upon other funding, permissions or evidence being secured. GCC may offer staged payments for larger or longer projects.

10. Particular types of application

Statutory bodies and services

The Fund will not normally replace expenditure that a local authority, NHS body, school or other statutory organisation is legally required or ordinarily expected to provide. Additional community-led activities, pilot projects, extracurricular activities and partnership projects may be considered where they provide benefit beyond normal statutory provision.

Private businesses

A business application must identify the discrete project, the community need, the wider public benefit and any private benefit. GCC will consider whether the business could reasonably meet the cost itself and whether partnership with a community organisation is more appropriate.

Faith organisations

Faith organisations may apply for inclusive community projects that are open to the wider public and are not conditional upon religious participation. The Fund will not normally support worship or proselytising.

11. Capital projects, assets and permissions

Applications involving land, buildings, permanent installations or significant equipment must explain:

- Who owns or leases the property or site.
- Whether the owner has approved the project.
- What planning permission, building warrant, licence or other consent is required.
- Who will own the funded asset.
- How the asset will be insured, maintained and replaced.
- What will happen to the asset if the organisation closes or ceases using it for the approved purpose.

12. Contractual restrictions

Contract note: The wording below reflects the existing guidance derived from section 4.5 of the agreement between CRE Energy Limited and Glencairn Community Council. It is retained pending confirmation of the current agreement.

Grants will not be allocated where use of the grant would adversely affect the interests of the Wind Farm, the landowners of the site, CRE Energy Limited or its parent company or companies in respect of their respective interests in the Wind Farm. In particular, Fund payments must not be used for:

- Acquiring, or assisting in the acquisition of, any part of the Wind Farm site.
- Funding, objecting to, concurring with or assisting any person in objecting to the Wind Farm, other wind farm developments, renewable energy policies or legislation.

This restriction concerns the use of Wind Farm Fund monies. It does not remove GCC's separate responsibility to consider and represent community views on planning and other public matters.

13. Decisions, transparency and conflicts of interest

GCC will publish a summary of each eligible application, including the applicant's name, project title, brief project description and amount requested. Following the decision, GCC will publish the amount awarded and a brief explanation of the decision.

Personal contact information, bank details, bank statements, accounts, references and other confidential or sensitive information will not be published.

Any councillor or funding-panel member with a personal, family, financial or organisational interest in an application must declare that interest, take no part in the discussion or decision and leave the meeting while the application is considered. The declaration and withdrawal will be recorded in the minutes.

Applicants may be invited to attend the relevant allocation meeting to answer questions.

Applicants will be informed of the decision and may request feedback. There is no appeal against the merits of a properly made funding decision. A complaint may be made where the applicant believes the published procedure was not followed or a relevant conflict of interest was not properly managed.

14. Payment and grant conditions

- Bank details will be requested separately from successful applicants. Payment will normally be made only to an account held in the applicant organisation's name.
- Grant money may be used only for the approved purpose. Material changes to the project or budget require GCC's prior written approval.
- A grant offer may be held for up to 12 months where a project depends on other funding. If the project has not started within that period, GCC may withdraw the offer and require a new application.
- A grant award does not constitute approval of, participation in or liability for the project by GCC or any councillor or office bearer.
- The applicant remains responsible for all permissions, procurement, health and safety, insurance, tax and legal obligations relating to the project.
- Any legal fees arising from a grant made on a business basis will normally be met by the applicant unless GCC agrees otherwise in writing.

15. Monitoring, receipts and unused funds

- Successful applicants must provide an interim report every six months while the project remains incomplete and a final report within eight weeks of completion.
- Each interim report must update the funding position and disclose any new secured, pending, intended or potential funding sources identified since the application or previous report.
- The final reconciliation must disclose all project funding and income actually received from every source, including any funding that was not identified in the original application, so that the full project cost and funding position can be reconciled.
- GCC may apply simpler reporting requirements to small grants.
- Receipts, invoices or other appropriate evidence of expenditure must be retained and provided when requested.
- Applicants with overdue reports or unaccounted-for expenditure will not normally be considered for further funding until the matter is resolved.
- Any grant remaining after completion, or where the project does not proceed, must be returned to GCC unless GCC has given prior written approval for a revised use.

16. Reserve Fund

Any money not allocated will remain within the Wind Farm Fund and may be carried forward to a future funding round or held for an agreed strategic or larger project.

17. Data protection and document retention

GCC will use application information to assess, administer, monitor and report on grants. Information will be shared only where necessary for those purposes or where required by law. Applicants should not include unnecessary personal information. Financial and other confidential material will be retained securely and disposed of in accordance with GCC's records and data-protection arrangements.

18. Current funding round and enquiries

Amount available	***TBC***
Closing date and time	***14th September 2026 - 23:59 hours***

Submission email / address	***secretary@glencairncc.org***
Pre Allocation Review	***5th October 2026***
Allocation meeting date	***12th October 2026***

Revision status

Interim Revision 2026. This version replaces the public guidance last revised in August 2014 for the purpose of the current funding round, subject always to the underlying community benefit agreement.