

# SSE Keadby Wind Farm Fund

## Micro Grant Scheme Guidance

### Purpose of micro grants

Micro grants are intended to make the SSE Keadby Wind Farm Fund available to individuals and local groups who require small amounts to pursue their objectives. The Parish Councils (PCs) of North Axholme will administer the SSE Keadby Wind Farm Fund micro grant scheme. The process of applying for and receiving a micro grant is intended to be relatively quick and light touch.

Micro grants can support a range of activities and groups who may not be eligible to apply to the main fund, for example:

- small un-constituted groups who would be ineligible to apply to the main fund
- individuals undertaking specialist training e.g. music or athletics fostering local ability or talent
- travel costs to participate in events out with the area
- support participation of local community in activities not available in the local community

### Annual award

The current annual SSE Keadby Wind Farm Fund micro grant allowance for each PC is £1,500. The amount held by a PC should not exceed £1,500 in any one year period. For example, if a PC had a remaining balance of £500 at the year end, the micro grant payment for the following year would be £1,000.

The PC will provide North Lincolnshire Council with an annual micro grant report which contains a breakdown of grant awards made the previous year and details of any remaining balance. It should also list and give reasons for any rejections or reduced grants.

The annual micro grant report requires to be signed by the chairperson and treasurer of the PC. On receipt and approval of this report, SSE Keadby Wind Farm Fund will issue the next year's micro grant payment to the PC.

### Additional guidance

- Micro grants are envisaged as being small awards which fit the criteria:
  - enhance quality of life for local residents;
  - contribute to vibrant, healthy, successful and sustainable communities; and/or
  - promote community spirit and encourage community activity
- The awards should not be greater than £250
- Groups who are not constituted should be a priority

- Constituted groups are eligible to apply but they should not use the micro grants scheme to circumvent the assessment procedure for small grants. Any applicant that the PC feels is doing this can be referred to North Lincolnshire Council for advice.
- Micro grant awards should always be given in full where the project meets the fund criteria. A reduced grant should only be dispensed in a situation where the project is only a partial fit with the fund criteria.
- The PC should not try to reassess an application. If they feel unsure on an application, its eligibility or overall fit with the fund they can seek advice from North Lincolnshire Council.
- PCs should aim to spend down the micro grant allowance each year. Monies should not be retained for unforeseen applications.
- PCs can request an interim top up of the micro grant allowance from SSE if monies are spent down before the year end. The SSE Keadby Wind Farm Fund Advisory Panel makes final decisions on top up requests.

#### **Application process**

- Application in writing to PC which will be discussed at the next available meeting
- Note of decision minuted by PC
- Applicant informed of the decision in writing by the PC
- Any reduction or rejection reasons must be detailed in the letter e.g. no beneficiaries in the area or only a partial fit with the criteria

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