



SSEN Transmission Regional Fund

Sample Application Form

Document Classification | **Public**

Sample Application Form

Please note that this is a sample application form which can be used to support applicants when preparing answers. Final applications **must** be completed via the [online form](#). Any applications sent via email will not be considered.

Eligibility

Questions	Guidance
Is the group applying for funding set up as a not-for-profit group?	To continue with the application process, you must confirm 'Yes' to all of these statements. To check which Network Area you are based in, you can provide your post code on the Energy Networks Association website.
Does the project support communities in the SSSEN Transmission Network Area?	
Have you read the guidance to ensure your project meets the fund priorities?	

Section 1: About your Group

If you have previously used the Community Investment Portal and have already created a Group profile, you will be able to skip this section and instead select the group in the drop-down menu.

Questions	Guidance
Contact name	
Contact email address	
Name of Group	This should be the name that appears on the group's governing document and bank account statement
Type of Group	Options are: <ul style="list-style-type: none">• Unincorporated Voluntary or Community Organisation• Registered Charity (if this is selected, you will be asked to provide a registered number as per the OSCR website)• SCIO (if this is selected, you will be asked to provide a registered number)• Company Limited by Guarantee (if this is selected, you will be asked to provide a registered number)• Community Interest Company (if this is selected, you will be asked to provide a registered number)• Community Benefit Society (if this is selected, you will be asked to provide a registered number)• Community Council• Other (if this is selected, you will be asked to provide details)
Phone number	Please provide a phone number on which we can contact the above-named person
Website	If applicable
Number of people on board / management committee	To be eligible for the fund, organisations must have at least three unrelated people serving on the management committee/board.
Number of employees	
Number of volunteers	

Date established	Please provide the date that your group's governing document was adopted, or if it is a registered company or charity, the date it was registered with the regulator
What are your aims and objectives?	
Please describe your main activities including any previous community projects you have carried out.	
Please outline what communities or beneficiary groups your projects or activities support.	For example, all residents in the community your group is set up to benefit, or young people, or people who are not in education, employment or training, etc.
Correspondence address	
Is your registered address the same as your correspondence address?	If no, you will be asked to provide your registered address. The registered address is the address at which your group or organisation is formally registered.

Section 2: About your Project

Questions	Guidance
Please provide a short summary of the project or activity that you are applying for funding towards (maximum 25 words)	What will the project deliver and for who?
Please provide a Postcode which represents the geographical area your project will benefit	
Please describe the project you are looking for funding for (maximum 3000 characters)	<ul style="list-style-type: none"> • What do you want to do? • How will you do this? (e.g. activities you will deliver, equipment needed, how it will be used) • How will the community be involved in the development and delivery of the project? • Who will lead the project? • How will you monitor and evaluate the project? • What are the proposed start and end dates of the project?
How will you maintain / sustain your project after the period of grant funding is finished? (Maximum 3000 characters)	<ul style="list-style-type: none"> • If the project will continue beyond the period for which you are seeking grant funding, please let us know how you intend to continue it, including how you will secure funding, volunteers, or other resources needed to do so. • Please also include relevant details if the project will help to make your organisation more self-sustaining.
How have you identified a need for this project within the local area? (Maximum 2000 characters)	<ul style="list-style-type: none"> • Your project should address a current need and gap in provision • Where possible please link this to local data, e.g. local community plan, local residents survey, labour market statistics, Scottish Index of Multiple Deprivation, Scottish Neighbourhood Statistics etc.
How many people will benefit from the project?	Only include those who will benefit directly from the project. This may include any volunteers involved in delivering it. Please ensure that the number you provide is realistic.

How have you calculated this figure? (Maximum 1200 characters)	Please tell us how you arrived at the above figure.
Will any jobs be supported by this project?	If yes, we will ask how many.
Will any community assets (e.g. community hall, walking path) be built and / or improved as part of this project?	If yes, we will ask how many.
Will this project help improve energy efficiency or involve action on climate change?	If yes, please provide details of the energy generation or carbon reduction potential of the project, where you know this.
<p>The SSEN Transmission community programme supports the UN Sustainable Development Goals. Please review these and outline the main goal your project will support or have an emphasis towards. If you wish, you may also outline any secondary goals.</p>	<p>The Goals we will ask you to select from are:</p> <ul style="list-style-type: none"> • Goal 3 – Good Health and Wellbeing – your project will improve people's wellbeing, physical or emotional health, including community care services, sports classes, befriending services etc. • Goal 4 – Education and Training – your project will support people to enter work, will help schools to deliver new activity, or will help community members learn new skills. • Goal 7 – Energy Efficiency – your project helps communities to have affordable and modern energy, e.g. insulation measures, new heating measures etc. • Goal 8 – Supporting Jobs, Tourism and Economic Growth – your project will enhance the local economy, e.g. projects which employ people in the local area, the development of social enterprise activity, projects to increase tourism to the area etc. • Goal 11 – Sustainable Communities – your project will enhance the local community, e.g. improving a community hall, building a new community sports centre, running a community event etc. • Goal 13 – Climate Action – your project will help combat climate change, e.g. community renewables. • Goal 15 – Life on Land – your project will help the local environment, e.g. community owned forests, community gardens, community nature paths etc.

Section 3: Project Aims and Success

What are the intended outcomes of the project and how will you measure success?	<ul style="list-style-type: none"> • Outcomes are the economic, social and/or environmental benefits/changes that you seek to make from your programme. • Where possible make sure your outcomes are clear, achievable, specific and realistic. • Make sure your outcomes link logically to the needs gap you have identified.
---	---

	<ul style="list-style-type: none"> • Please limit the number of outcomes to a manageable number (we suggest no more than 5 outcomes). • Please also consider any further information provided in the fund guidance notes.
Please explain how your project achieves the Fund aims and priorities outlined in the fund guidance document.	<p>The priorities for the Regional Fund are:</p> <ul style="list-style-type: none"> • People • Place • Fuel Poverty <p>It is also important to be able to showcase the strategic aims of the project.</p>
Will your project contribute to the local economy?	If yes, you will be asked to describe how.
Is this a new project?	If no, you will be asked to describe how it has been funded to date.
There is a place for you to upload your business plan if appropriate.	

Section 4: Project Bank Details

Questions	Guidance
Bank Sort Code	This should be details of the bank account associated with the group. Please ensure the details you provide here are correct, as this information will be used to make grant payments if you are successful in securing a grant.
Bank Account Number	
Bank Account Holders Name	This is the name that your group's bank account is held in, as it appears on bank statements – this should be the name of your group.
Details of Additional Authorised Bank Signatory – full names, email address, position in company	Please provide the details of a second person who is authorized to use your group's bank account. Please ensure you enter these details correctly as this person will be emailed any grant offer letter for their countersignature.
You will be asked to upload a bank statement from the last 3 months and a copy of your latest financial accounts.	

Section 5: Group Finances

Questions	Guidance
What are the main sources of income for the group? (Maximum 1200 characters)	Please provide brief details of how the group normally raises most of its income, e.g. from local fundraising, grants, charges for services, etc.
What was the group's annual income as stated in your uploaded financial accounts?	<p>The figure you provide should match those in the group's annual accounts that you are uploading as part of this application.</p> <p>For any new groups, please tell us your projected income for your first year.</p>
What was the group's annual surplus or deficit as stated in your uploaded financial accounts?	If this is a deficit, please ensure you start your answer with a minus.

	The figure you provide should match those in the group's annual accounts that you are uploading as part of this application.
How much does the group currently hold in unrestricted reserves?	Unrestricted reserves are monies which are not restricted (usually by a donor or lender) for any particular use.
Please tell us about your organisation's available reserves position, and where relevant, tell us why your reserves cannot be used towards this project (Maximum 2000 characters)	If your group's unrestricted reserves cannot be used towards the project you are seeking a grant for, you will need to explain why.

Section 6: Project Budget

Questions	Guidance
Please provide a breakdown of the project costs	<p>You will have the option to either list this on the online form, or to upload a budget file – please do not do both.</p> <p>Please provide an accurate list of all costs involved in the work, services, or items required for the project as a whole. This should include any project costs that you are not requesting a grant towards.</p> <p>If you upload a budget file, you will need to also provide the total project cost as stated in the file.</p>
Please tell us how you have costed your project (maximum 1500 characters)	<ul style="list-style-type: none"> For larger capital items (e.g. building work, vehicles, equipment) of more than £2,500 in value we expect you to have sought at least two quotations, for such items of more than £10,000 in value we expect you to have sought at least three quotations. Please upload any quotations you have received towards such costs. If for some reason, it is not possible to get this number of quotes, please get in touch with us. If you are seeking a grant to cover salary costs, please tell us what hourly rate will be paid. SSEN Transmission is a Living Wage Friendly Funder; therefore, we require any roles paid for through our funding to meet or exceed the Living Wage.
Please tell us the amount you are applying to SSE for.	
If your total project cost also requires other funding (including where your organisation is contributing your own funds), please also list all funding sources, including the amounts applied for and the status of each application or request	For each funding stream, you will need to detail the funding type, amount and status.

Section 7: Checklist

Questions	Guidance
I can confirm we have the appropriate procedures in place to carry out the project safely	Yes / No

I can confirm the organisation has at least three unrelated people serving on the management committee / board	Yes / No
I can confirm this project doesn't require retrospective funding	Yes / No
If requested, I could provide the details of an independent referee	Yes / No
I can confirm that any level of salary paid is at, or greater than, the Living Wage	Yes / No / Not Applicable
Does the project require any of the following consents? <ul style="list-style-type: none"> • Planning permission • Building warrant • Listed buildings consent 	If yes, please state whether these consents have been applied for. If so, have they been granted? If not, when do you anticipate them being applied for or granted? (Maximum 1000 characters)

Section 8: Supporting Documents

Required Documents	Additional Documents
<ul style="list-style-type: none"> • Signed copy of your organisation's constitution • Your organisation's latest annual accounts (independently verified) • Bank statement belonging to your organisation within the last 3 months • Project budget plan • Copies of quotes for works and goods included in the project budget 	<ul style="list-style-type: none"> • Copy of the organisation's Child Protection/Vulnerable Adult Policy (if applicable) • Letters of Support (if applicable) • Any other relevant documents you believe would support the application (if applicable)