

## BOARD MEETING MINUTES

**Board Meeting:** Community Benefit Fund (CBF) Strategy Meeting– Including DIG Directors (#041a)

**Participants:**

**Elected AED Directors**  
Sheila Clark – Chair  
Andrew Swann – Treasurer  
Peter Thomas – Operations  
Carol Thomas – Projects & Finance  
Chrissie Sugden – Bookkeeper  
Samantha Marshall – Company Secretary  
Michael Odumosu  
Adrian Shaw

**DIG Appointed Directors for AED**  
Cath Auty  
Irene McClounnan

**Additional DIG Directors in Attendance**  
Jane Wilding  
Georgia Todd  
Heather Hardstaff  
Callum Thomas  
Gill Stolton

**Meeting Date & Time:** 17<sup>th</sup> November 2020, 7:30 PM

**Location:** Zoom Meeting

### **Meeting to Discuss the Community Benefit Fund (CBF) Strategy Document**

- 1) Purpose of Document: Define the principle and remit of CBF. Awesome Energy Dalriada (AED) drafted document with Foundation Scotland (FS) and Dalavich Improvement Group (DIG): DIG Chair (Irene), AED Chair (Sheila), AED Project Lead (Carol) and FS Manager (Tom Black).
- 2) Ownership: Both the AED Board and Members and the DIG Board and Members have to approve this document off and sign it off.

3) Principles: To stand the test of time, minimum 20 years.

4) Objectives: Outline what can and cannot be included in CBF projects. Outline the way in which CBF is managed and gives guiding principles for each of four fund areas and how they can be used.

### **Questions Arising from Review of Document**

There are four fund areas (or strands) covered within the CBF strategy:

- DIG Strategic Grant
- Open Grants
- Micro Grants
- Education Bursary

Q1) Callum: Is there an age limit for people who want to apply to the Education Bursary? There is no upper age limit but there is a minimum age of 16 years.

Q2) Callum: Can parents apply to the Education Bursary for their children who are younger than 16 years or for educational trips? All in agreement that this can be added to the CBF and the details of Education Bursary application documents.

Q3) Can we clarify in the CBF what supporting documentation (in terms of application and reporting back) are needed so the proper documentation is provided? FS will add this detail to the strategy document.

All four funding areas will receive funds from the CBF each year, if possible.

**Education Bursary** - would not be managed by the Awards Panel, but instead applicants will deal with one person in FS who will give help to the person one-on-one.

**DIG Strategic Grant** – supported by FS and the DIG business plan. DIG does not have to go to the Award Panel but does have to go to FS to request the release of funds it needs.

**Open Grants** are managed by the Award Panel.



**Micro Grants** are managed by AKCC (Avich and Kilchrenan Community Council). Carol to contact new Chair of AKCC to ensure they are aware of this.

Q. Georgia - Why are the micro grants being managed by AKCC? To expand the area from which people can apply for grant funding to AKCC's area. The micro grants are for a maximum of £300.

All grants applications are limited to DIG's five postcode areas except the micro grants, which extend to the AKCC area. People from DIG's five postcode areas can also apply for the micro grants.

The CBF strategy will be reviewed every 3 years.

Q. Chrissie: The conditions listed in the CBF strategy document for applying for an open grant seem extensive and it may deter people from applying.

The Award Panel will be looking at how to make it as easy as possible for people to apply for funding while still allowing DIG/AED/FS to meet good governance requirements. FS are there to help us ensure we have met HMRC (Tax) and OSCR's (charities) conditions.

They are not compulsory conditions or requirements to be fulfilled, but instead ways to make it more likely that your applications would be more successful.

The CBF Strategy document sets the overall strategy for the fund areas and things that can and cannot be done. Example – we took out the ability for DIG to use funds from AED to donate to overseas charities, as AED's rules don't permit that.

Underneath this strategy document is a "Terms of Reference" for AED and a "Method of Undertaking" for DIG. Below that will be documents for DIG in terms of templates and guidance to complete their 5 year strategy and business plan; how they apply for money; Award Panel recruitment notes; processes, minuting and reporting.

Application guidelines and application forms for public use, will be simplified so they will be easy to use and not daunting. Somewhere down

the line there may be more money than applicants and in early days there may be more applicants than money.

Q. Jane – Under the heading in the CBF Strategy document “Cross cutting themes 3.2,” it gives a huge list of things that can help an application get approval; local procurement, financial sustainability, matched funding etc, don’t people applying need to know about this too?

Carol: this will be translated into the guidance for applicants. People applying for micro grants and open grants of up to £2,500 won’t have to include that information in their application, but if you’re applying for a grant for £50K you will have to demonstrate that you’re using that money properly.

Chrissie: Do we need a requirement for applicants to find matched funding?

Carol: This is only for the open grants and it is not compulsory to find matched funding for any project. What is listed in the CBF Strategy document is not a compulsory list of things that applicants need to do to get funding, simply guidance.

DIG does not have to get matched funding, because they receive the “Strategic Grant”. If they want more than 25K they have to submit more information on the project to show good governance.

DIG and FS will be working together to create the application forms. AED is paying FS to set up the processes and documents, so the documents don’t contravene the strategy. DIG decides how they want them to look and FS will tell them if it’s a problem in terms of compliance.

Polls: The attendees were asked to vote to accept or reject the Strategy document in their Board Group.

DIG Directors -7 votes in favour – resolution passed by DIG  
AED Directors – 8 votes in favour – resolution passed by AED

Both DIG directors and AED Directors accepted the CBF Strategy.

### **Next steps**

- FS make the amendments to the CBF Strategy and then Carol will send to all.
- Then the two Boards to take them to their respective memberships.
- AED will be taking the CBF Strategy document to an EGM (Extraordinary General Meeting) to get shareholder approval.
- DIG needs to decide how to get approval from their members.

At the next AED AGM in May, once the AED shareholders have approved the sum that is to be paid, the money will be handed over to FS.

Before FS can do anything, DIG has to confirm the distribution of funds across the four fund areas:

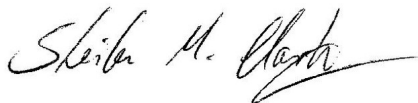
- DIG Strategic Grant
- Open Grants
- Micro Grants
- Education Bursary

DIG will then be able to pull down money for their "DIG Strategic Grant" based on its business plan.

Thanks to DIG directors for attending the meeting and thanks to all who completed the work on the CBF strategy document.

Meeting closed at 8:15PM

**Minutes approved by DIG and AED Board via electronic voting form on 15<sup>th</sup> December 2020.**

A handwritten signature in black ink, appearing to read "Sheila M. Clark".

**Signed by Sheila Clark**

