

# Roos Wind Farm Community Benefit Fund Application Form GUIDANCE

These are the guidance notes to help you complete your application to the Roos Wind Farm Community Benefit Fund.

If you are sending your application in by post, please remember to ensure you attach the correct value postage stamps to your application as insufficient postage may result in delays.

Please remember to keep a copy of your application as you may need to refer to it at a later stage.

If you need any further help to complete your application or with other aspects of your project please contact Claire Thomas, Grant Administrator, 01482 871077 or email [claire@ervas.org.uk](mailto:claire@ervas.org.uk)

## General Guidelines

1. Complete all sections of the application form.
2. You can email your application however you will need to provide a hard copy of the signature page.
3. Provide a minimum of two quotes for items over £500.
4. The Roos Wind Farm Community Benefit Panel do not support the purchase of laptops, personal printers and telephones.
5. The fund will not support;-
  - a. projects which are deemed to be for the furtherance of political or religious views to the exclusion of others;
  - b. initiatives that are adverse to or conflict with the interests of the Wind Farm Company, its affiliates and/or the interests of renewable energy.
6. If successful, the Panel Members intention is to see equipment given freely or hired-out at a reasonable cost within the four parishes.
7. If successful, you will be asked to provide evidence of your expenditure and an End of Grant Report.

## Q1 – Contact details

Provide the name of your organisation as it appears on your governing document. The main contact person should be someone that knows the project and will be the person we will contact if we have any queries.

## Q2 – About your Organisation

Please provide details of your organisation e.g. registered charity, parish council, social enterprise, community group, charitable company limited by guarantee, charitable incorporated organisation.

If you are affiliated to another organisation please let us know.

Individuals can apply to the fund, but please make sure you provide information within your application on how your project or the fund will benefit the community.

Ensure you submit a copy of your governing document with your application.

NB - Churches and Parish Councils do not need to submit their governing documents.

### **Q3 – What does your organisation do?**

- Please tell us about the aims of your group.
- Where you are based and what areas you work in, the people you intend to work with must be in the area of benefit – Roos, Burton Pidsea, Halsham or Rimswell Parishes.
- What activities do you do?
- Who in the community do you target or serve?

### **Q4 – Describe the activities you wish to carry out.**

- Be specific about what you will do.
- Describe your project, event or activities you plan to carry out.
- How you will carry out the activities, e.g. how often, for how long.

### **Q5 – What the grant will be used for.**

- Attach a detailed budget
- Indicate how soon after receiving the grant it will be used.
- Provide a minimum of two quotes for items over £500.
- Please supply a copy of your latest Annual or Audited accounts.
- Please supply a copy of your latest bank statement.
- Be realistic about your costs.
- You will be asked for proof of expenditure; this should match with the information you have supplied within your application form.

### **Q6 – Describe the need for the project.**

- What problems are you addressing within your community?
- How do you know your project is needed within your community?
- Have you carried out any consultation with the community?
- Perhaps you wish to extend a service and have waiting lists, or the venue is not big enough.
- How many beneficiaries will benefit – numbers please?

### **Q7 – Project income. Please include:-**

- any contributions to the project you have secured to date, including the names of the funding providers;
- any funders that you may have applied to, but have not received a response prior to submitting this application;
- any funders that you intend to apply to.

### **Q8 – How much money are you requesting?**

Let us know how much you are requesting from the fund.

### **Q9 – Cash match funding.**

Let us know about any cash contribution that you as an organisation or individual might be making to the project. This does not include volunteer time, only cash contributions.

Applicants will not be penalised if they do not have any cash match funding to contribute to the project.

### **Q10 – Benefit to the Community.**

The fund has six objectives; your project must meet one of them. Use this space in the application form to tell us how your project meets one of the objectives of the fund.

- Charitable e.g. supporting people in need.
- Educational e.g. training for any age group.
- Community e.g. events and activities.
- General Community Amenities e.g. village in bloom, bus stops, notice boards.
- Energy Efficiency
- Environmental

### **Q11 – Where will the project take place?**

Please explain where the project will take place. In most instances it will be within one of the named areas of benefit. If your project is not going to take place within one of the areas of benefit, this probably is not the fund for you, but please contact Claire Thomas 01482 871077 or email [claire@ervas.org.uk](mailto:claire@ervas.org.uk)

### **Q12 – Insurance and policies**

You will need to tell us about any insurance that you have in place, e.g. public liability insurance and which policies you have in place. If this is not applicable to your project then please put N/A in the box.

### **Q13 to 15 – Signature, declaration of main contract, financial information and referee**

You can submit your application via email, but please remember to submit a hard copy of the signature sheet.

We require your bank details to enable us to pay your grant via BACS. Please ensure the name of your bank matches the name on your governing document. We will only pay the funds into the bank account of the named organisation applying to the fund.

If you are an individual applying the bank account needs to be in the name of the person applying to the fund and further identity checks will be carried out in prior to the grant being released.

The Panel will take into consideration the organisations reserves.

Please ask someone to be a referee for the project. The referee should be familiar with the activities of your organisation and with the project you are proposing.