



# North Pickenham Windfarm Community Trust Fund

## Guidelines & Notes for Applicants

**IT IS IMPORTANT YOU READ THESE GUIDELINES & NOTES BEFORE COMPLETING YOUR APPLICATION FORM.**

### What is the North Pickenham Windfarm Community Trust Fund?

The North Pickenham Windfarm Community Trust Fund is funded by North Pickenham Windfarm LLP and aimed at small community led organisations. Priority will be given to projects within a 5 kilometre radius of North Pickenham Windfarm. The fund is managed by a board of three Trustees representing North Pickenham Windfarm. The purpose of the Trust is to support any type of activity that involves local people through small community organisations and benefits their community. The activities must provide some measure of economic, environmental, educational, social or cultural benefit for people living in the area. North Pickenham Windfarm LLP will pay £15,000 annually into the Trust Fund while the North Pickenham Windfarm is operational.

### Who can apply?

Your group can apply if you:

- ✓ are a small community led organisation;
- ✓ are a not-for-profit group;
- ✓ are working in and involving people from the communities within a five kilometre radius of North Pickenham Windfarm
- ✓ have a constitution or set of rules, dated and signed as “adopted” by the Chair, or other senior office holder on behalf of the group:

***What if I don't have a constitution or a bank account?** You can apply if your group is supported by a constituted voluntary organisation where it is permissible under their constitution and, where relevant, charity law. In these circumstances your group should apply **in its own name** but provide the bank details, the constitution and the accounts/statement of income and expenditure and a bank statement for the constituted group;*

- ✓ have a bank account, in the name of your group, which requires at least two signatures;
- ✓ can provide a copy of your most recent accounts or statement of income and expenditure **and** a bank statement. These must be audited or signed as approved by your Chair or other senior office holder;
- ✓ can spend the grant within one year or return it, or part of it, to the Fund.

## How much can we apply for?

- There is no limit to the amount you can apply for, but no group will be eligible to access more than £15,000 in any financial year.
- Groups are eligible to apply to the Trust Fund if they have an outstanding end of project report from a previous Trust Fund grant however any grant awarded will not be paid to the group until the previous grant has been accounted for.
- Grants of up to 75% may be awarded however groups are encouraged to apply for part funding for their project and seek the additional funding they require from other sources. For smaller projects, grants of up to 100% may be available at the discretion of the Trustees.

## When can we apply?

- Applications can be submitted throughout the year and each application will be considered on its merits after the submission deadlines of 31<sup>st</sup> August and 28<sup>th</sup> February each year.

## Who cannot apply to the Trust Fund?

The rules of the Trust Fund prevent the following groups/individuals from applying:

- political organisations
- national organisations, unless the group is a local branch with local management/accountability arrangements and bank account
- individuals unless the application is for a bursary for individual members of community groups to participate in training courses.
- companies who aim to distribute a profit
- projects already started

## Payment of Grant

- Claims for payment of the grant are to be made on a claim form to be provided and must be accompanied by paid invoices. Cheque stubs, photocopies of cheques and statements will not suffice as proof of expenditure. In special circumstances, payment could be made on unpaid invoices provided that receipts are forward to the Trustees within 21 days of the date of the Trustees cheque.
- Generally the claim for payment of the grant should be submitted when the project has been completed. Projects to be inspected prior to the release of the grant will be selected at random by the Trustees.

**Please use the notes on the following pages to complete the application form.**

# The Application Form

***PLEASE NOTE - If you do not complete all the relevant boxes and supply us with the supporting documents outlined in this document your application will be returned to you with a request to complete the missing information or provide the missing documents. It is only when we have received the completed form and all the information that we will be in a position to start the assessment process of your application.***

## QUESTION 1

Please state the name, address and the postcode of your group. Please also provide a contact name for any correspondence; this must also be the person who signs the form on behalf of the group. If any of these details change whilst your application is being processed it is essential that you contact us and update the details.

**It is important to note that you cannot make an application to the Trust on behalf of another group**

## QUESTION 2

Please give details of what your organisation does. For example sports activities/coaching, music or arts activities, mothers and toddlers activities or social activities for people with disabilities. These examples cover just a few of the possibilities. The information you supply in this section will provide the basis for our assessment of your application and it is therefore important that you give a full explanation of your group's activities. It would also help with the assessment process if you tell us about the aims and objectives of your group and how your application to the Trust Fund will meet these aims and objectives.

**It is important that the project seeks to meet the aims and objectives of your group.**

## QUESTION 3

Please give details of what your organisation wants to do with the grant awarded from the North Pickenham Windfarm Community Trust Fund and how you will do it. For example:

- if your group wants funding from the Trust Fund to carry out improvements to a building or land used by the community then we need to know how this grant will make a difference to the usage of the building/land. You should also let us know if you own the building and if not how long your lease is, and supply us with a copy of the lease
- if you want funding to purchase equipment for the organisation your group runs then you need to tell us what difference this grant will make to the organisation.

**If your project is an event it is important to tell us the date for the proposed event.**

It should be noted that applications received less than two months before the event date cannot be assured of receiving the funding in time for the event, and we would therefore request you submit your applications as early as is practicable

## What kind of project/activity could be supported?

Any project/activity that provides some measures of economic, educational, environmental, social or cultural benefit for people living within the community is eligible for support. Grants may be awarded to build on existing activities or to initiate new activities.

The following types of activities could be included:

- small scale equipment for community groups
- minor repairs and improvements to buildings/land used for community purposes, however if the building/land is not owned by your group you will need to provide us with a copy of the lease agreement
- small scale community events, festivals and trips
- small scale practical activities
- activity based environmental schemes
- production of community run newspapers
- local surveys, questionnaires and community profiles undertaken by community groups
- training and educational courses
- interpretation or translation costs as required by community groups
- bursaries for individual members of community groups to participate in training courses
- costs to community groups of participating in networks and visiting other community projects

## What kind of project/activity could not be supported?

The following list gives you some idea of what the Trust Fund is unable to support:

- An identical project previously having received funding from the Trust Fund, for example you cannot apply for the group's running costs more than once, and if you were awarded a grant for a trip one year, your group cannot apply for an identical trip in subsequent years. However the Trust Fund will consider an application for another trip provided you could demonstrate that it involves different people or your group are going to a different place, or if your group has previously received funding for equipment you may apply for equipment again provided it is clearly different from your previous application
- projects that involve improvement works to a building, **unless** your group owns the building or have a lease on the property
- applications for unspecified items e.g. contingency money
- retrospective applications, for example we would not accept an application for an event that has already taken place
- the Trust Fund Panel will not consider applications for CCTV unless it is to protect a community owned building
- applications cannot be made on behalf of a project for another group. If the group is unconstituted but meets all other criteria the group must apply in their own name but ask a constituted group to provide their bank account details, constitution and accounts. See 'Who can apply' on page 1.

## QUESTION 4

Please let us know which Community area(s) will benefit.

It is important that you name each of the communities you feel your project will benefit; however you will also need to show **how** your project will benefit each of the communities. If your organisation is not based within the qualifying area you will only be eligible for a North Pickenham Windfarm Trust Fund grant if there is clear evidence of how your project will benefit people living within the qualifying area.

## QUESTION 5

**It is important that you provide a detailed breakdown of all the costs for your project, and provide at least two quotes/estimates or evidence such as a photocopy of the catalogue page to demonstrate the costs.**

If you want, for example, sports equipment, it is important that you provide an itemised and costed list. It is not enough to say that you want equipment without itemising the costs.

If you are asking for a contribution toward the costs of a more expensive project it is important that you provide us with a detailed breakdown of the total costs and the contribution you require. In addition you will have to demonstrate how you are going to raise the balance required to undertake the project, and that you have planning and other statutory consents and landowner agreements in place where necessary.

There is no limit to the amount you can apply for, but no group will be eligible to access more than £15,000 in any financial year.

If your project is costing more than £15,000 then you can apply to the Trust Fund for some of the funding but you will need to demonstrate that you have the rest of the funding or how you intend to get the rest of the funding.

## QUESTION 6

It is important that you complete this section very carefully as all grants will be paid by cheque signed by two Trustees.

The bank account details must be in the name of the group, cheques cannot be made payable to individuals.

If your application is successful we will write to you to let you know when the payments will be made.

## QUESTION 7

Please tell us who and how many people are in your group. We would like to know how many people are either members of your group or are regularly involved in your activities.

## QUESTION 8

Please let us know how many people will benefit from this project. **We want to know how many people will be involved in the activities that the grant will fund.**

Please ensure you give actual numbers in this section, writing the 'whole community' will not be acceptable. However if you were to say, for example, 'between 500 and 600' this would be acceptable. It is important that you give as much information as possible to ensure we assess your application appropriately.

## QUESTION 9

Please ensure that you have signed and dated the form.

## QUESTION 10

Please complete and sign the Checklist for North Pickenham Windfarm Community Trust Fund Applications. Send the completed form with all supporting documentation to the address on the final page of the application form.

### What happens next?

- As soon as we have received a completed application form with all the necessary documentation, you will receive an acknowledgement letter, **this letter will contain a reference number and it is important that you quote this if you contact us again;**
- When a decision has been made about your application you will receive a letter telling you what the Trust Fund panel have decided. The panel's decision is final.
- Notification of a successful application will be given within two weeks of the submission deadline.
- Applications can be submitted throughout the year and each application will be considered on its merits after the submission deadlines of 31<sup>st</sup> August and 28<sup>th</sup> February.

### Will I be monitored?

If you receive a grant you will be monitored in order to:

- assess whether the grant is being spent on the activities approved
- identify where a project is proceeding according to plan
- identify whether the grants scheme as a whole is meeting its purpose
- accumulate information on the activities funded from the scheme.

### Who can I talk to about this application?

The Trustees of the North Pickenham Windfarm Community Trust Fund

### Who makes the decision?

The Trustees of the North Pickenham Windfarm Community Trust.