

Sober Hill Wind Farm Community Fund

Application Form Guidelines

General Guidelines

- (a) Complete the application form as fully as possible and do not leave questions unanswered. Use additional sheets if necessary.
- (b) Write clearly (preferably in black ink)
- (c) Research the cost of your project
- (d) Be realistic about timescales and what can be achieved. If your project cannot be completed within the next six to twelve months it may be more appropriate to apply to the fund at a later date
- (e) Contact the Clerk to the Council if you have any queries
- (f) Keep copies of everything you send

Q1 – Contact Details

The purpose of this section is to ensure that the panel can contact the organisation with any questions they may have about the application.

In this section please provide:

- the official title of the organisation as detailed in the constitution or set of rules.
- the name, role (i.e. chairperson, secretary, committee member) and contact details of the person who is responsible for the application who is able to answer any questions about the application

Q2 – About Your Organisation

In this section please provide:

- (a) Details of the type of organisation – e.g. registered charity, social enterprise, community group, charitable company limited by guarantee etc.
- (b) Details of the organisations affiliations to other bodies – e.g. Playgroups may be members of the Pre-School Learning Alliance, Sporting Groups may be members of the Humber Playing Fields Association
- (c) Details of any official registrations the organisation holds e.g. charity number, vat registration
- (d) Date formed – please enter the date on which the groups constitution or set of rules was formally adopted.
- (e) Please attach a copy of your constitution or set of rules to your application.

NOTE: The Church can ignore (d) and (e)

Note: If the purpose of the application is to establish a new group or organisation, please contact the administrator for assistance.

Q3 – What does your organisation do?

In this section please provide:

- (a) The overall aims and objectives of the organisation (these are usually stated in the constitution or governing document).
E.g. The aim of is to provide social and educational activities for children aged between 5 – 15 living in the parish of Newbald.
- (b) Briefly how you currently achieve those aims and objectives
E.g. The group runs weekly craft and games session at the Church Rooms and in additional seasonal events, such as a Christmas party.

Q4 – Project Information

In this section please provide:

- (a) A title or name for the project

NOTE: The title does not have to be catchy or complicated it is used to provide a short way to identify the project when all applications are listed.

- (b) Describe the project

E.g. The project is an activity session for children which will include baking activities. The hall currently has basic crockery for refreshments but no specialist baking equipment i.e. scales, bowls, wooden spoons, baking trays etc. These will be purchased and stored at the hall for use at the sessions.

The project aims to do two things:

- Provide young people with basic cookery skills
- Introduce children and young people to the relationship between local growing and produce and eating habits

- (d) Describe how the project links to your organisations overall aims and objectives as defined in question 3.

E.g. We hope that extending the range of activities on offer will encourage more children to attend and help retain regular users.

Project Timescales

(d) Tell us when you hope that the project will start and finish.

Note: **In some cases applicant's find it difficult to give a finish date because the activity is going to continue for a long time. In these circumstances give a date when you think that all of the expenditure from the grant will be used.**

(e) Be realistic about timescales. Think about the grant application process and timescales. Remember that the fund panel (Newbald Parish Council) cannot fund items purchased or activities that have taken place prior to the day on which they award a grant.

How will the project continue beyond the grant?

- (f) In some cases the application will be for one off items or events completed within a specific time frame not to be repeated. In this case write **Not Applicable**
- (g) However, in the majority of cases there will be some follow on activity.
E.g. There will be a small increase in the session charge to cover the cost of refreshments (drink and biscuit). This will be calculated to include the building of a small reserve to replace cups etc when minor breakages occur.

Q5 – Project Costs – Anticipated Expenditure

In this section please:

- (a) List all of the main items of expenditure for your project.
(b) Don't forget to list "In Kind" contributions as project costs.
(c) Please supply information about how you have worked out your costs.
For example:
- Room Hire for the event is based on an average village hall rent of £7.50per hour
 - Small items costs have been taken from XXX catalogue price lists
- (d) Please supply copies of **three** quotes for all larger items of expenditure.
(e) Please remember that at the end of the project you will be asked to provide evidence of your expenditure and this should match the suppliers that have quoted.

Note: **In some instances there are only a few suppliers of goods and therefore it is difficult to obtain quotes. If this is the case please tell the panel on the form.**

Q6 - Project Income

In this section please detail the contribution the organisation is making to the project and any other grant applications or fund raising activities being undertaken to support the project.

Note: Newbald Parish Council would prefer 25% match funding but reasons for not being able to do so will be taken into consideration.

<p>Note: The contribution can be both money and ‘In Kind’ contributions.</p>

Q7 – How Much Money Are You Requesting?

In this section detail the amount of grant being requested from the Sober Hill Community Fund. Please remember that the total figure from Q 6 & Q 7 should be equal to the total figure in Q 5.

Q8 – How will the project benefit the community?

In this section please detail how you think the project will benefit the community. E.g. The annual village gala will provide the opportunity for all residents within the parish to get to know each other, work together and engender a greater sense of community spirit.

Q9 – Who will benefit from the project?

In this section please detail who specifically you think the project will benefit.

Example Answer

For example: The village gala may be of general benefit to the whole population but specific activities within the gala may be of benefit to particular groups. Therefore your answer might be.

The population of the parish is approx. 1,115 and we hope that at least 50% attend the event. In addition the event will benefit:

- Residents and organisations from neighbouring parishes wishing to attend and/or be stall holders. We already have 6 enquiries.
- Local sports teams who will be holding a 5 a side football competition and promoting their activities
- Children from the primary school in the neighbouring parish of who have agreed to hold a poster competition designing advertising posters for the event
- The local authority who have agreed to put up displays advertising and providing information about their services

Q10 – How do you know people require this project?

In this section please explain how the idea for the project came about and why the organisation thinks that it is needed and worth doing?

Note: Remember that this fund prioritises actions from Community Led Parish Plans. If your project is not contained within a Community Led Parish Plan think about evidence of need when answering this question.

For example: If your project is the provision of a children's play area:
The population of the parish is 1,115 people of which 207 are age 0-15 years.
Children and young people commute out of the parish to school and other activities and the next nearest play area is in the village of some miles away.

Q11 – Where will the project take place?

In this section please explain where the project will take place. In most instances it will be within the parish itself. If the project is to take place outside the parish or outside the area of benefit of the fund please explain why?

E.g. A project which is about organising activities for young people may include visits to a swimming pool, cinema, theatre or the ice arena.
In which case the answer would be that this is the nearest available venue.

Q12 – Policies

The policies listed will not be applicable to all projects. If they are inapplicable please write **Not Applicable** in the comments box. If you do not have policies in place and require some advice or example policies please contact the Clerk to the Council.

Q13 – Signature and Declaration

This should be the same as the person detailed in Question 1.

Q14 – Signature and Declaration of Referee

Please ask someone to referee the project. The referee should be familiar with the activities of your organisation and know about the project. It is good practice to send a copy of the application to your referee.

Note: Must not be a direct beneficiary of the project. e.g. a supplier of goods or services that may be purchased via the grant aid
Must not be a member of the fund panel
Must not be another member of the groups committee

Finally, remember!

The aim of the application form is to ensure that the fund panel (Newbald Parish Council) has sufficient information on which to make a decision.

Note: the Parish Council reserves the right to pay only 50% (or more) of the grant at the start of the project and the rest at the end. This will be decided on a case by case basis.

If in any doubt contact the Clerk to the Council for advice.

Please send the completed application form along with any supporting material to:

**Suzanne Smith
Clerk to the Council
Newbald Parish Council
C/O 112 Swarcliffe Road
Harrogate, HG1 4QY
Email: clerk@newbald.com**