

# KELMARSH WINDFARM COMMUNITY BENEFIT

Charity Number 1177667

## **Guidance for Grant Award Applications to the Kelmarsh Windfarm Community Benefit - CIO**

The following information is intended to give applicants guidance and advice when applying for a grant award from the Kelmarsh Windfarm Community Benefit (KWCB) - Charitable Incorporated Organisation (CIO), Charity Commission registration number 1177667.

### **About KWCB**

The KWCB Charitable Incorporated Organisation (CIO) receives a total of £28,000, plus an inflation increase per annum, (from March 2016 and until 2040), from Kelmarsh Wind Farm Limited (a subsidiary of Cubico Sustainable Investments Limited).

The parishes of Clipston, Haselbech, Kelmarsh and Naseby each have two Representatives who are also Trustees of KWCB CIO. They are appointed by the relevant Parish Council to serve on the KWCB Management Committee to manage and complete the grant approval process.

The objective of CIO is to support voluntary and community organisations near to the Kelmarsh Wind Farm. 'Near to the Kelmarsh Windfarm' is defined as Clipston, Haselbech, Kelmarsh, Naseby and other villages to a lesser extent; provided that, within the area of benefit, organisations operating in the Parishes of Clipston, Haselbech, Kelmarsh and Naseby will be supported by the fund with a priority treatment over those operating outside these parishes.

### **KWCB CIO Charitable Purposes**

Grants will only be awarded to projects that have charitable benefits.

Priority grant funding will be given to the main KWCB charitable purposes, which are to advance education, health and the relief of poverty.

To assist you with making your KWCB grant award application, there is a list below of the charitable purpose descriptions of the three charitable purpose priorities, together with the other general charitable purpose examples that trustees will also consider.

- 1. The advancement of education
- 2. The advancement of health or the saving of lives
- 3. The prevention or relief of poverty
- 4. The advancement of heritage
- 5. The advancement of environmental protection or improvement
- 6. The relief of those in need

7. The advancement of animal welfare

8. Other charitable purposes

Recreation: the provision of specific, qualifying local facilities for recreation and other leisure-time occupation i

Public Amenities: the provision of specific, qualifying, local public amenities, or facilities. Social

Purpose: the social relief, resettlement and rehabilitation of persons under a disability or deprivation.

Public Access: the provision of specific, qualifying local public works and services, to enable the advancement of the benefit of a particular locality or geographic area; the facilities to advance the ability of the general public to carry out lawful recreational activities in the countryside e.g. cycling, horse riding, walking, running, sightseeing, bird watching; the “beautification” of a village.

Amateur Sport:

Other Exclusively Charitable Purposes-Brief Description: This includes any charitable purpose not covered by the description of purposes listed above, and any new charitable purposes that may be recognised in the future as being similar to another charitable purpose.

## **KWCB Grant Award Application Eligibility Guidance**

### **General Exclusions:**

- Applications will not be accepted for projects or improvement activities, where it is a responsibility of the local Government public services, or its main use is to support for-profit organisations.
- National and major fund-raising appeals
- Direct replacement of statutory and public funding
- Organisations that aim to convert people to any kind of religious or political belief. This does not prevent religious organisations from applying for a grant for a project or improvement activity that benefits the whole village community.
- Medical research
- Large national charities (except for local branches working for local people within the 4 parishes.

## **KWCB Grant Award Application Process**

There are seven stages of the KWCB Grant Award Application Process;

- Stage 1 – Contact your local KWCB representative
- Stage 2 - Complete the KWCB Grant application form and include any additional information required– (use the Guidance Notes for reference)
- Stage 3 – Email or post your application form to your KWCB Representative
- Stage 4 – Your KWCB Representative will then review your application and liaise with you if any further information is required
- Stage 5 – When your Application is completed your KWCB Representative will forward your application to the KWCB Committee for review
- Stage 6 – The KWCB meets quarterly to review and vote on each application

- Stage 7 – Your KWCB Representative will inform you if your application has been successful or unsuccessful. If approved your application will be sent to Kelmarsh Wind Farm Limited for their compliance approval. If approved, your KWCB Representative will then confirm your Grant.

### **Application information**

- a. Please ensure that the lead contact person named on the grant award application form knows about the detail of the project or improvement activity and can provide any further information required. Signed copies of all relevant application documents must be available for review.
- b. You must provide bank account details and where applicable certified annual accounts. Excessive levels of free income or reserves will usually disqualify your application.
- c. A formal constitution is required. If you do not have a Charity Commission registration, or if you are a qualifying individual, you are required to obtain a formal charitable purpose reference, supporting your application, from an accountable person or organisation.
- d. Documentation for any Grants or Match funding from any other grant award bodies, which are part of your overall funding strategy, must be provided together with clear information regarding any associated conditions.
- e. If applicable you must have any necessary statutory policies and procedures in place and especially have the relevant policies for keeping young and/or vulnerable people safe.
- f. Funding may not be granted in all cases and may not be available if demand is high, or if funds are allocated to higher priority projects or improvement activities.
- g. In all cases, where an individual is applying for grant funds, which will benefit themselves or another associated individual, an authoritative body will be required to evidence need and a straightforward financial test will be applied together with a completed Reference Form.
- h. Despite the need for due diligence, the application process will be sensitive to personal circumstances and not be over complicated. Our core objective is to be able to support as many organisations as possible so if you need advice or guidance please do not hesitate to contact your KWCB Parish Representative.
- i. KWCB grants are for one year maximum unless otherwise agreed. You may, however, receive funding from KWCB and then apply for more once you have submitted an acceptable end of Grant report
- j. All applications should be sent to your village representatives email address (see below), together with one quotation, from your supplier/s, for all application items up to the value of £1,500.00 (one thousand, five hundred pounds). For items over this amount two quotations will be required. However, at the Trustees discretion, any applicant may be requested to supply additional quotations. Plus any other supporting documentation that may be required.
- k. Your application will then be reviewed by your KWCB Parish Representatives. If you submit your application without all of the necessary supporting documentation, your application may be delayed.

If you have any problems filling out the application form, please contact us for assistance.

## **KWCB Grant Award Stages 5 & 6**

The applications will be presented by the respective KWCB Parish Representatives to the KWCB Management Committee for review.

The KWCB Management Committee will meet on a quarterly basis.

The KWCB Management Committee is made up of Representatives from the parishes of Clipston, Haselbech, Kelmarsh and Naseby who are also The Charity Trustees.

Each application will be scored and the final decision will be decided by a majority vote.

Each parish will have only one vote on the committee.

The two Representatives from your parish are there to support your application, but will not be allowed to vote and therefore will have no control over the decision.

If the application is successful the your village representative will confirm the award of a grant.

The committee's decision will be final. However, feedback will be obtained to determine why an application has failed and there is nothing to prevent you reapplying.

## **KWCB Grant Award Stage 7**

If your application is successful at the KWCB Management Committee review meeting, the KWCB will forward details of your application to Kelmarsh Wind Farm Limited for their compliance approval, within an agreed timescale (currently 10 working days). If your application is approved you will then receive a KWCB funding confirmation letter, together with The KWCB Grant Award Agreement, The KWCB End of Grant Form and The KWCB End of Grant Advice and Guidance.

Please read the confirmation letter carefully and ensure you understand any conditions that are required of you or your organisation. Then sign your acceptance to the stated conditions and return to your KWCB Parish Representatives Postal Address.

### **I. Payment Procedure**

For organisations that have a bank account

- a. Payment to the organisation's bank account after the grant has been approved.

Receipts for the items purchased to be included in the end of grant form

For Organisations without bank accounts, and individuals, where the supplier will supply an invoice.

- b. KWCB pay the supplier on receipt of an invoice made out to the applicant.

For Organisations without bank accounts and individuals, where the supplier requires payment before delivery e.g., amazon purchases.

- c. KWCB will pay the applicant on receiving a receipt showing the applicant had paid. We will endeavour to pay promptly so that if the purchase is made using the applicant's credit card, the applicant will get the grant before having to settle the credit card bill.

2. A compulsory KWCB End of Grant form must be completed within four weeks of your project finishing with any receipts not previously submitted.

3 . A KWCB Grant Award application may be declined for the following reasons:

- a. Applications for projects with budgets that have not been clearly thought through
- b. Failure to demonstrate the organisation or individual's ability to deliver all aspects of the project.
- c. The project or improvement activity is not sufficiently representative of the parish users, community or residents' needs.
- d. Failure by individual applicants to provide acceptable evidence of need and/or supporting financial documentation.
- e. Failure to show sufficient parish/community involvement.
- f. Lack of evidence of clear public benefit by subject experts or official bodies.
- g. Failure to show sufficient need for the project or improvement activity.
- h. The project or improvement activity is not considered to be value for money.
- i. The project charitable aims and objectives are unclear.
- j. Retrospective funding applications will not be accepted.

4 . All grant award applications and enquiries should be emailed to your parish representatives email address.

KWCB Parish Representatives:-

Clipston – [Clipston@kwcb.co.uk](mailto:Clipston@kwcb.co.uk)

Haselbech – [Haselbech@kwcb.co.uk](mailto:Haselbech@kwcb.co.uk)

Kelmarsh – [Kelmarsh@kwcb.co.uk](mailto:Kelmarsh@kwcb.co.uk)

Naseby - [Naseby@kwcb.co.uk](mailto:Naseby@kwcb.co.uk)