

# KELMARSH WINDFARM COMMUNITY BENEFIT-CIO END OF GRANT FORM

Charity Number 1177667

Please complete within 4 weeks of your project being completed.

Please provide all the applicable information, sign and return this form, together with any expenditure receipts, to your KWCB Parish Representative. If this presents any problems, please request help and assistance, as soon as possible. Please refer to the KWCB End of Grant Award Guidance Notes when you complete this form.

Q1. Please detail below your key KWCB Grant Award information:

<b>Project or Improvement Activity Title</b>	
<b>Your Name or the name of your organisation</b>	
<b>Unique KWCB Grant Award Identification reference</b>	
<b>Main Contact</b>	

Q2. Please detail, a breakdown of the actual total amount of money, from all sources, (including your KWCB grant award); spent on your project or improvement activity, compared to the estimates you gave in your original KWCB Grant Award Application form:

<b>Details of Project expenditure on each Item or Activity</b>	<b>Your actual total spend on each Item or Activity (£)</b>	<b>Your Grant Application estimate (£)</b>
<b>TOTAL (£)</b>		

Q3. Please provide a summary below, of the total actual grant money spent and total KWCB Grant Award Application money originally awarded; should there be an excess balance, this will need to be returned to KWCB.

<b>Total KWCB Grant Money spent (£)</b>	<b>Total KWCB Grant Money awarded (£)</b>

Q4. If how you spent your KWCB grant award is different to the figures you put in your Grant Award Application form, please explain why this occurred and advise whether or not this has allowed you to achieve your outcome. Please include any details of any contact you have had with your KWCB Parish Representatives with regard to their agreement to any changes made. Please note that you will need to return any of the grant money you have received, and have not spent, to the KWCB CIO Management Committee, as soon as possible:

Q5. Please detail below whether your overall project or improvement activity aims and objectives were met. Please also detail how your project or improvement activity met the KWCB charitable purpose objectives and grant award criteria and whether the charitable purposes/public benefits have been achieved

Please include, if applicable, details of all those involved in making your project happen and also the scope, impact and numbers of your parish community who have benefited. Also detail any other charitable/community/ public benefits for people residing outside of your Parish boundaries:

Q6. Please provide details of any Press, or other Communications Media coverage you initiated or received for your KWCB-CIO project or improvement activity:

Q7. Please detail any lessons learnt, whilst completing your KWCB CIO project or improvement activity, which may be of benefit to future KWCB Grant Award applicants:

Q8. Your feedback on any aspects of our KWCB Grant Award processes, procedures or documentation would be gratefully received:

**Details of main contact:**

Please note that, the declaration must be signed by the main contact, detailed in your original application form. If this has changed since your original application, please provide an explanation and send back the updated information together with this form.

**Signature and Declaration:**

I confirm that the details contained within this form are correct and that I or our organisation, will keep all financial records and accounts, including receipts for items purchased with the KWCB CIO grant award money, for at least two years from the date of the payment of the grant. I or our organisation understands that this does not release us from any of our existing statutory obligations to keep records for longer periods.

We are fully aware that we may be asked to forward any relevant receipts or financial documentation for inspection and that KWCB CIO Management Committee trustees may arrange post grant completion visits, to review our project or improvement activity and associated records.

Name (Block Capitals)		Position in organisation	
Signed		Date	

Completed and Signed KWCB End of Grant forms should be forwarded to your KWCB Parish Representative's email, who will provide any assistance, answer enquiries or requests for the relevant KWCB guidance documentation.

**KWCB-CIO Parish Representatives Emails:-**

- KWCB-Clipston – Clipston@kwcb.co.uk
- KWCB-Haselbech – Haselbech@kwcb.co.uk
- KWCB-Kelmarsh – Kelmarsh@kwcb.co.uk
- KWCB-Naseby - Naseby@kwcb.co.uk