

KELMARSH WINDFARM COMMUNITY BENEFIT-CIO END OF GRANT FORM

Charity Number 1177667

Please adapt your input with reference to the KWCB End of Grant Award Guidance, when you complete this form. Further supporting documentation and information is available from the KWCB website <https://www.kwcb.co.uk> or from your KWCB-CIO Parish Representative (Details below). As soon as your project or improvement activity has been completed, please provide all of 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.

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

Project or Improvement Activity Title	
Your Name or the name of your club, group, organisation , or charity	
Unique KWCB Grant Award Identification reference	
Main Contact	

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 Question 5 of your original KWCB Grant Award Application form:

Details of Project expenditure on each Item or Activity	Your actual total spend on each Item or Activity (£)	Your Grant Application (Q5) estimate (£)
TOTAL(£)		

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 the KWCB CIO Management Committee.

Total KWCB Grant Money spent (£)	Total KWCB Grant Money awarded (£)

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 or exceeded. 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, group or club 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 charity, voluntary organisation, group, club 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	

Note. If there is anything else you would like to tell us about your KWCB project or improvement activities please use the additional information box below.

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

Postal Address - 3 Main Road, Kelmars, Northamptonshire, NN6 9LY, should be used to contact the KWCB-CIO Management Committee, if you have any issues with using the KWCB website or Parish representative's emails; if you do not have your own email service; or if you have any other enquiries.

If applicable, please use this box to supply any additional information.