

KELMARSH WINDFARM COMMUNITY BENEFIT - CIO

Charity Number 1177667

Guidance and Advice for KWCB End of Grant Form completion

The following information is intended to give you guidance and advice, when completing your Kelmarsh WindFarm Community Benefit (KWCB) End of Grant Form.

When you successfully completed the KWCB CIO Stage-2 Grant Award Application process, and received your funding award, you were advised that you must complete and return a KWCB End of Grant Form. A copy of the form was provided to you together with your KWCB Grant Award Offer Letter and Grant Award Agreement conditions. This End of Grant guidance is to assist you in completing that form.

This End of Grant report process, provides the essential evidence to the KWCB CIO benefit donors, Kelmarsh Wind Farm Limited, and the KWCB CIO Managing Committee, that all of the benefit donations have been used appropriately by members of the parish community; that projects and improvement activities have achieved the KWCB CIO charitable purpose objectives and application grant award criteria; and that the charitable purposes/public benefits are properly quantified and recorded.

The recording of clear and meaningful KWCB grant award monitoring and evaluation information will also help you or your own charity, organisation, group or club to build-up a good track record and also gives potential benefit donors, confidence in your abilities to deliver future projects and improvement activities.

You were advised to set up, an appropriate monitoring system, from the outset of your project or improvement activity, to help with assessing progress, throughout the course of your activities and to ensure the information that you have collated can form part of your final End of Grant report.

Depending on the size and nature of your project or improvement activity, you were recommended to gather and record the required information in an applicable way such as:

- Discussion groups
- Questionnaires
- Feedback forms
- Photographic evidence
- Progress reports
- Minutes of Meetings

But remember we advised you to keep things simple, if your KWCB Grant Award was less than £250.

On occasion, individuals, charities, voluntary organisations, groups and clubs, realise that aspects of their project may require some adjustment and alteration to planned activities, which entail changes to the original budget, spend and project completion timings. If this happens, you should contact your KWCB Parish Representative, who initially dealt with your application (details below), without delay. They will be able to offer practical advice and support.

Irrespective of your project's size, evaluating your project or improvement activity is important, so please make sure that you build in time, to complete your KWCB End of Grant report, once the project is completed.

End of Grant/Project reports

The KWCB End of Grant Form process will help to define what you have achieved, how the project or improvement activity was delivered and who within your parish community benefited from the amount awarded. Please note that you can tailor your End of Grant Form input to fit your actual circumstances and available supporting information.

Wherever possible, and taking full account of the size of your Grant Award (i.e. small grant awards of up to £250, will not require as much financial supporting information, as those of larger amounts), your End of Grant report, supporting information, should include evidence to demonstrate and record, what key aspects of your project or improvement activity actually took place, including but not limited to:

- Copies of your latest or current year financial accounts, which should be properly certified.
- Current year Bank Statements, where applicable.
- In all cases, copies of receipts/invoices totalling the amount of KWCB benefit you were awarded.
- For large expenditure items of over £250, 2 or 3 independent quotations for equipment or labour charges must be provided.
- Photographs of your project or improvement activity, a timeline of events, and any successes.
- For major projects, and only where you have the necessary equipment, a project photomontage or DVD would be very useful evidence.

If applicable:

- Completed Project/Timescale plans.
- Documented Evidence and Feedback from all of the charitable purpose/public beneficiaries.
- Documented metrics of the number of charitable purpose/community/public beneficiaries.
- Copies of any publicity or media material.
- Village Newsletter Items.
- After Project/School/College Case studies.

Reminder of the KWCB CIO Project and Improvement Activity Funding Criteria

In all cases, please ensure that you provide evidence detailing how your project or improvement activity met the agreed KWCB CIO charitable purpose objectives:-

The purpose of the KWCB CIO is the promotion of any exclusively charitable purposes for the benefit of the community in the parishes of Clipston, Haselbech, Kelmarsh, and Naseby, in the county of Northamptonshire, and in particular:

- the advancement of education;
- the protection of good health, both mental and physical;
- the relief of poverty.

Timescales for returning the End of Grant Form

Your KWCB End of Grant form must be completed within four weeks of your project finishing at the latest and forwarded to your KWCB Parish Representative (details below) together with copies of all auditable evidence of the total spends incurred and that the project charitable purposes/objectives have been achieved. Your KWCB Parish Representatives will aim to confirm receipt of your input, within 1 week.

Please use our KWCB-CIO website <https://www.kwcb.co.uk> if you need any forms or additional guidance information.

KWCB Parish Representatives Emails, General Enquiry Email Service and Postal Address: –

KWCB Parish Representatives:-

Clipston – Clipston@kwcb.co.uk

Haselbech – Haselbech@kwcb.co.uk

Kelmarsh – Kelmarsh@kwcb.co.uk

Naseby - Naseby@kwcb.co.uk

KWCB General Enquiry Email Service – If you have any issues with the KWCB website; you need any assistance; or if you have any general enquiries, please use the general enquiry email service Info@kwcb.co.uk.

KWCB Postal Address - 3 Main Road, Kelmarsh, Northamptonshire, NN6 9LY, may be used to send all of your forms, supporting documentation, and correspondence, if you do not have your own email service, or if you need to correspond for any reason, with the KWCB-CIO Management Committee.