

KELMARSH WINDFARM COMMUNITY BENEFIT

Charity Number 1177667

Guidance and Advice 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.

The KWCB Charitable Incorporated Organisation (CIO) will receive a total of £28,000, plus a CPI inflation increase, per annum, backed dated from March 2016 and for a further 23 years, from Kelmarsh Wind Farm Limited (a subsidiary of Cubico Sustainable Investments Limited), to be allocated between the parishes of Clipston, Haselbech, Kelmarsh and Naseby, which are situated in the area of benefit closest to the Kelmarsh Windfarm.

A KWCB - CIO Management Committee has been formed, and has agreed that only exclusively charitable purposes undertaken by local parish charities, organisations, groups, clubs and individuals, which clearly demonstrate public benefit to the local communities, will be considered for grant awards. The Charities Act 2011 defines a charitable purpose, as one that falls within 13 specific descriptions of purpose, and is proven to be for the public benefit. Detailed guidance and the legal description of these purposes, which were updated in September 2013, are available from the Charity Commission website at **www.gov.uk/government/publications/charitable-purposes**.

It has also been agreed, that the parishes of Clipston, Haselbech, Kelmarsh and Naseby will each have two Representatives who are also The Charity Trustees, appointed by the applicable, Parish Appointing Bodies, to serve on the KWCB Management Committee, to manage and complete the grant application process.

The Parish Appointing Bodies will make due reference to the KWCB Appointment of Trustees guidance. It is intended that, as far as possible, the respective KWCB trustees will comprise of residents, who are not currently affiliated to any parish organisations, groups or clubs, who may be involved in applying for KWCB funds. However, should this not be so, the trustees concerned will need to declare their interest, as applicable.

Our KWCB website <https://www.kwcb.co.uk> is our main community interface to access, download, or view, all of the necessary guidance documentation, application forms and processes. Contact details for the KWCB General Enquiry and the respective KWCB Parish Representatives, who can assist you if needed, are also detailed at the end of this document.

The KWCB Grant Award Stage-1 and Stage-2 application processes are explained below, but please note that funding may not be granted in all cases and that funding may not be available if demand is high, or if funds are allocated to higher priority projects or improvement activities.

In all cases, where an individual is applying for grant funds, which will benefit themselves or another associated individual (personal/private benefit), an authoritative body will be required to evidence need and a straightforward financial test will be applied (e.g. receipt of universal credit or another applicable indicator) together with a completed Reference Form.

Please also note that the Stage-1 application process requires a formal Governing Document or Charity Commission registration from charities, organisations, groups and clubs. The required additional supporting documents, independent expert evidence, will be confirmed to you by your KWCB Village representative. A KWCB Grant Application Reference Form should be used to provide this necessary information.

Despite the need for due diligence, the application process will be sensitive to personal circumstances, and not onerous or over complicated. Our core objective is to be able to support many individuals, small groups, organisations and charities, so if you wish advice or guidance please do not hesitate to contact your KWCB Parish Representative.

Grant awards for all parish projects and improvement activities, must be completed within a 12 month period. However, any KWCB funds, which are not expended in any given financial year, will be carried over into the next financial year.

Good luck with your application, more detailed guidance information follows:-

1. KWCB CIO Charitable Objects

The purpose of the CIO is the promotion of any exclusively charitable purposes for the benefit of the communities 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.

1.1 KWCB CIO Charitable Purposes

Please note that priority grant funding will be given to our main charitable purposes, which are to advance education, health and the relief of poverty. To assist you with making your KWCB grant award application, we have listed below the charitable purpose descriptions of our three charitable purpose priorities, together with some other general charitable purpose examples, and the required grant award criteria to be met, which the KWCB CIO Management Committee, will use for assessing your proposed projects and activities.

1.1.1. The advancement of education

Education-Brief Definition: To be a charitable aim for the public benefit, education must be capable of being 'advanced'. This means to promote, sustain and increase individual and collective knowledge and understanding of specific areas of study, skills and expertise.

Grant Award Criteria: We will consider making grants to individuals, schools, colleges and other organisations supporting the work of education establishments, or associated with them. For example but not limited to; community education, physical education & development of young people, training (including vocational training), lifelong learning, other charitable organisations which fund people's education; parent-teacher organisations, pre-schools, nurseries, and playgroups; the development of individual capabilities, competences, and skills; life skills training with Scout and Guide groups.

1.1.2. The advancement of health or the saving of lives

Health-Brief Definition: The advancement of health includes the prevention or relief of sickness, disease or human suffering, as well as the promotion of health. It includes the healing of the mind, body and spirit in the alleviation of symptoms and the cure of illness. To be charitable there needs to be proven evidence of the efficacy of the method to be used.

Grant Award Criteria: We will consider making grants to individuals, organisations and charities that provide medical treatment, care and healing, and other organisations and charities associated with them; the provision of comforts, medical items, services and facilities for people who are sick, convalescent, disabled or infirm. Independent evidence will be required in all cases.

1.1.3. The prevention or relief of poverty

Relief of Poverty-Brief Definition: the relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

Grant Award Criteria: We will consider making grants to individuals to relieve either the poverty or the financial hardship of anyone who has a proven need for resources to provide the normal things of life, which most people take for granted. For example, but not limited to; the provision of essential household items or services; the provision of books or the payments of fees for instruction, examination or vocational training, to improve language, literacy, numerical or technical skills; the provision of recreational pursuits or training intended to bring the quality of life of the beneficiaries to a reasonable standard. Independent evidence will be required in all cases.

1.1.4. The advancement of heritage

Heritage-Brief Definition: Advancing heritage includes the preservation and conservation of historic land and buildings, ancient settlements or battle sites, significant monuments, and associated local or national activities concerned with preserving or maintaining particular traditions, crafts or craftsmanship. To be charitable the public benefit needs to be very clearly proven. Detailed independent and authoritative supporting evidence will be required in all cases.

Grant Award Criteria: We will consider making grants to charities, and organisations including history or archaeology societies that preserve or conserve our local historic sites, land, buildings, monuments, crafts and traditions.

1.1.5. The advancement of environmental protection or improvement

Environmental-Brief Definition: The advancement of environmental protection and improvement includes preservation and conservation of the natural environment and the promotion of sustainable development. Conservation of the environment includes the conservation of a particular species of wildlife, plant, habitat, areas of natural beauty and scientific interest. Detailed independent and authoritative supporting evidence of public benefit will be required in all cases.

Grant Award Criteria: We will consider making grants to specific, qualifying, local charities, and organisations concerned with conservation of flora, fauna or the local environment; the promotion of sustainable development and biodiversity within the local geographical area. Detailed independent and authoritative supporting evidence of public benefit will be required in all cases.

1.1.6. The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage

Financial Hardship-Brief Definition: The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

Grant Award Criteria: We will consider making grants to individuals, charities and organisations concerned with the care, upbringing or establishment in life of children or young people; the relief of the effects of old age, such as those providing specialist advice, equipment or accommodation, the relief of disability, such as those providing specialist advice, equipment or access for disabled people. Independent evidence will be required in all cases.

1.1.7. The advancement of animal welfare

Animal Welfare- Brief Description: The advancement of animal welfare includes any purpose directed towards the prevention or suppression of cruelty to animals or the prevention or relief of suffering by animals.

Grant Award Criteria: We will consider making grants to specific, qualifying, local charities and organisations providing animal sanctuaries and those concerned with the care and re-homing of animals that are abandoned, mistreated or lost.

1.1.8. Other charitable purposes

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.

Other Exclusively Charitable Purposes -Grant Award Criteria: We will consider making grant awards to individuals, charities and organisations that provide proven public benefit, supported by independent evidence in all cases, in the defined benefit area of Clipston, Haselbech, Kelmarsch and Naseby parishes, promoting and advancing the following:-

Brief Definition-Recreation: the provision of specific, qualifying local facilities for recreation and other leisure-time occupation in the interests of social welfare with the object of improving the conditions of life for the persons for whom they are intended.

Brief Definition-Public Amenities: the provision of specific, qualifying, local public amenities, or facilities such as libraries, reading rooms, crematoriums.

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

Brief Definition-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.

Brief Definition-Amateur Sport: the advancement of amateur sport means the advancement of any sports or games which promote health by involving physical or mental skill or exertion and which are undertaken on an amateur basis. This includes charities advancing sport at local football, cricket, rugby, tennis, table tennis clubs or Multi-sport centres. It should be noted that the Charities Act clarifies that an organisation that is registered with HMRC as a Community Amateur Sports Club (CASC) which is set up for charitable purposes is to be treated as not being set up for charitable purposes and accordingly cannot be a charity. This means that an organisation advancing amateur sport can be registered as a charity, or registered as a CASC, but it cannot be registered as both.

2. KWCB Grant Award Stage1 and Stage 2 Application processes

The KWCB Parish Representatives will ensure there is full transparency of the application process, and that local people are fully involved in making the applications. Our aim will be to ensure that all applications undergo a fair assessment process and that all grants given are measurable against our agreed KWCB CIO constitution, objectives and grant award criteria.

2.1 KWCB Grant Award Stage-1 process

All applications should be sent to your village representatives email address (see below), together with one quotation, from your supplier/s, for all applications up to the value of £1,500.00 (one thousand, five hundred pounds). For applications 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. Our KWCB website provides all of the necessary guidance and advice on how to submit your Grant Award Application form, don't forget to include your own clear, unique file identifiers. As part of the application process you may be requested, or advised to amend or update your application and if so, please remember to update your application file identifiers.

On receipt of your application, you will receive a confirmation email including a unique KWCB Grant Award reference number. Please use this number in all further communications.

Your application will then be processed, prioritised, and filtered by the KWCB Parish Representatives. We will let you know if you have been successful or not, by email, usually within 2 weeks.

If you submit your application without all of the necessary supporting documentation, your application will be deemed "on hold", and may be held over, until such times as the required information is provided. Remember, if you have problems filling out the questionnaire form, please contact us for assistance.

All successful KWCB Stage-1 Grant Award applications will then be included in the KWCB Management Committee Stage 2 Grant Award process and will be duly presented by the respective KWCB Parish Representatives, to the overall decision making body, the KWCB Management Committee, for review, and if successful for the confirmation of a grant award. The KWCB Management Committee will meet on a quarterly basis, on the dates listed below.

Please remember, The KWCB Management Committee is made up of Representatives from the parishes of Clipston, Haselbech, Kelmarsh and Naseby, these Representatives are also The Charity Trustees and will score every application and make the final decision by a majority vote, as to whether your application is successful and falls within the defined charitable guidance, criteria and objectives of the fund. 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, which will be final.

However, feedback will be obtained to determine why an application has failed and there is nothing to prevent you reapplying the following year if the criteria may be met in other ways.

2.2 KWCB Management Committee Stage-2 Grant application process

If your application is successful at the KWCB Management Committee Stage-2 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, your charity, organisation, group or club. Then sign your charity, organisation, group or club's acceptance to the stated conditions and return one copy to your KWCB Parish Representatives Postal Address and retain one copy for your records.

Once your signed KWCB confirmation letter is received, the KWCB Administration Team will arrange for payment to be made, into your charity, organisation, group, or club's bank account. However, in the case of an individual, whether you are applying for funding for yourself/another individual or if you are a group, who do not have a Constitution/Bank

account, please note that, in all cases, your invoice/s will need to be sent to our KWCB Administration Team who will make payment direct to your supplier/s.

A compulsory KWCB End of Grant form must be completed within four weeks of your project finishing, together with all auditable evidence of the total spends incurred and evidence that the project charitable purpose objectives have been achieved.

3.1 KWCB Grant Award Application Eligibility Guidance - General Exclusions:

3.1.1 National and major fund-raising appeals

3.1.2 Direct replacement of statutory and public funding

3.1.3 Organisations that aim to convert people to any kind of religious or political belief

3.1.4 Medical research

3.1.5 Projects operating wholly outside of the parishes forming the KWCB, with no tangible benefit to the defined communities

3.1.6 Large national charities (except for local branches working for local people)

3.2 Further KWCB Grant Award Application Eligibility Guidance

3.2.1 Your project or improvement activity must be based in, or for the benefit of the residents of Clipston, Haselbech, Kelmarsch, or Naseby parishes.

3.2.2 Your project or improvement activity can be for a new project activity, start up costs for a new charity, organisation, group, club or service, or can build upon the good work you already do.

3.2.3 Your project or improvement activity must be for proven charitable purpose.

3.2.4 Exceptionally, grants may be made to other parishes situated closest to the Windfarm Site boundaries, and also to qualifying individuals.

3.2.5 Generally, grants of £50 up to £2,500 will be awarded. Larger awards may, exceptionally, be considered, but to a much higher eligibility criteria.

3.2.6 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.

3.2.7 Include details of local people volunteering to assist with your activity, and who are not part of your charity, organisation, group, club's management processes.

3.2.8 A formal governing document, or constitution that your charity, organisation, group, or club adheres to, must be provided, irrespective of whether you are a new or existing charity, organisation, group, club.

3.2.9. If you do not have a formal governing document or constitution, or if you are a qualifying individual, you are required to obtain a formal charitable purpose reference, supporting your application, from an accountable body, charity, or organisation.

3.2.10 Our grants are for one year maximum. You may, however, receive one year's funding from us, and then apply for more, the following year, once you have submitted an acceptable, End of Grant report.

3.2.11 If applicable, you must have any necessary, statutory policies and procedures in place and especially have the applicable documentation for keeping young people and/or vulnerable people safe.

3.2.12 Public benefit projects and improvements must demonstrate that all of, or a majority of, or a significantly large part of the local community will have access to or be able to fully use the defined service or facilities, without unreasonable limitations or cost.

3.3 Specific KWCB Grant Award Stage-1 Application requirements

3.3.1 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.

3.3.2 You must provide acceptable bank account details and where applicable certified annual accounts. Excessive levels of free income or reserves will usually disqualify your application.

3.3.3 All applications from Individuals, and from Groups and Clubs who do not have bank accounts, will be processed direct by the KWCB Administration team.

3.3.4 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.

3.3.5 As applicable, 2/3 independent quotations for equipment or labour charges must be provided.

3.4 A Reminder of the Reasons why a KWCB Grant Award application may be declined include:

3.4.1 Applications for projects with associated budgets that have not been clearly thought through

3.4.2 Failure to demonstrate the charity, organisation, group, club's ability to deliver all aspects of the project, using the defined resources.

3.4.3 The project or improvement activity is not sufficiently representative of the parish users, community or residents needs.

3.4.4 Failure by individual applicants to provide acceptable evidence of need and/or supporting financial documentation.

3.4.5 Failure to show sufficient parish/community involvement.

3.4.6 Lack of evidence of clear public benefit by subject experts or official bodies.

3.4.7 Failure to show sufficient need for the project or improvement activity.

3.4.8 Failure to evidence that the required number of the parish community will benefit from the project.

3.4.9 The project or improvement activity is not considered to be value for money.

3.4.10 The budget, cost and spend profile is unclear.

3.4.11 The project charitable aims and objectives are unclear.

3.4.12 Retrospective funding applications will not be accepted.

4. When to Apply for KWCB Grant Awards and the Timetable for the KWCB Management Committee meetings:

Please use our KWBC website <https://www.kwcb.co.uk> for advice on the timetable for the KWCB Management Committee meetings, grant application deadlines and all other relevant information.

5. KWCB General Enquiries, Administration Team and Parish Representatives Contact Email and Postal Address: –

General Enquiry Email Service/Administration Team

All General Enquiries should be sent to Info@kwcb.co.uk, this may also be used if you need any assistance or for the direct payment of invoices.

All grant award applications should be emailed to your parish representatives email address (see below).

KWCB Parish Representatives:-

Clipston – Clipston@kwcb.co.uk

Haselbech – Haselbech@kwcb.co.uk

Kelmarsh – Kelmarsh@kwcb.co.uk

Naseby - Naseby@kwcb.co.uk

Postal Address - 3 Main Road, Kelmarsh, Northamptonshire, NN6 9LY, should be used to contact the KWCB Management Committee, if you have any issues with the KWCB website, you do not have your own email service, or if you have any general enquiries.