

# North Ferriby Wind Farm Community Fund

## Application Form Guidelines

### General Guidelines

- (a) Complete the application form as fully as possible and do not leave questions unanswered. Use additional sheets if necessary.
- (b) Write clearly (preferably in black ink) or electronic copy preferably in Word or PDF format
- (c) Research the cost of your project
- (d) Be realistic about timescales and what can be achieved. If your project cannot be completed within the next six to twelve months it may be more appropriate to apply to the fund at a later date
- (e) Contact the Clerk to the Council if you have any queries
- (f) Keep copies of everything you send

### Q1 – Contact Details

The purpose of this section is to ensure that the panel can contact the organisation with any questions they may have about the application.

GDPR statement

### Q2 – About Your Organisation

In this section please provide us with details about your organisation.

If the purpose of the application is to gain financial assistance to establish a new group or organisation, then please indicate this in the box – Date Formed.

### Q3 – What does your organisation do?

Please explain the overall aims and objectives of the organisation, and briefly how you currently achieve this.

### Q4 – Project Information

Please give us information about how you intend to use the funds you are applying for. State clearly the aims for your project and why it is required and how it will benefit the community of North Ferriby.

Please note the title does not have to be catchy or complicated, it is used to provide a short way to identify the project when all applications are listed.

Be realistic about timescales. Think about the grant application process and timescales. Remember that the fund panel (North Ferriby Parish Council) cannot fund items purchased or activities that have taken place prior to the day on which they award a grant.

## **Q5 – Project Costs – Anticipated Expenditure**

In this section please:

- (a) List all of the main items of expenditure for your project.
- (b) Don't forget to list "In Kind" contributions as project costs.
- (c) Please supply information about how you have worked out your costs. For example:
  - Room Hire for the event is based on an average village hall rent of £XX per hour
  - Small items costs have been taken from XXX catalogue price lists
- (d) Please supply copies of **three** quotes for all larger items of expenditure. In some instances there are only a few suppliers of goods and therefore it is difficult to obtain quotes, if this is the case please note this on the form.

Please remember that at the end of the project you will be asked to provide evidence of your expenditure and this should match the suppliers that have quoted.

## **Q6 - Project Income**

In this section please detail the contribution the organisation is making to the project and any other grant applications or fund-raising activities being undertaken to support the project. The contribution could be financial, through your own fundraising efforts, or 'in kind' through the support of volunteers getting involved and giving their time. Volunteer time should be calculated at the living wage foundation rate of £8.75 for 2018.

## **Q7 – How Much Money Are You Requesting?**

In this section detail the amount of grant being requested, minimum amount £100, maximum amount £5000.

Please remember that the total figure from Q 6 & Q 7 should be equal to the total figure in Q 5.

## **Q8 – How will the project benefit the community?**

In this section please detail how you think the project will benefit the community. Please expand on the information provided in Q4.

## **Q9 – Who will benefit from the project?**

In this section please detail who specifically the project will benefit and estimate the number of residents. North Ferriby has an approximate population of 4000 residents, of which children (0-15) account for 17% and residents of pensionable age account for 22%.

## **Q10 – How do you know people require this project?**

In this section please explain how the idea for the project came about and why the organisation thinks that it is needed and worth doing?

### **Q11 – Where will the project take place?**

In this section please explain where the project will take place. In most instances it will be within the parish itself. If the project is to take place outside the parish please explain why?

### **Q12 – Policies**

The policies listed will not be applicable to all projects. If they are inapplicable please write **Not Applicable** in the comments box. If you do not have policies in place and require some advice or example policies please contact the Clerk to the Council.

### **Q13 – Signature and Declaration**

This should be the same as the person detailed in Question 1.

### **Q14 – Signature and Declaration of Referee**

Please ask someone to referee the project. The referee should be familiar with the activities of your organisation and know about the project and have read the application before signing.

### **NOTE :**

- Your referee must not be a direct beneficiary of the project e.g. a supplier of goods or services that may be purchased with any funding
- Your referee must not be a member of the fund panel
- Your referee must not be another member of the groups committee

### **Finally, remember!**

The aim of the application form is to ensure that the fund panel (North Ferriby Parish Council) has sufficient information on which to make a decision.

**Note:** the Parish Council reserves the right to pay only a proportion of the grant at the start of the project and the rest at the end. This will be decided on a case by case basis.

If in any doubt contact the Clerk to the Council for advice.

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Please send the completed application form along with any supporting material to:

**Jo Haslope**  
**Clerk to North Ferriby Parish Council**  
**22 The Triangle.**  
**North Ferriby, HU14 3AT**  
**Telephone 01482-631822**  
**Email: [clerk@nfpCouncil.karoo.co.uk](mailto:clerk@nfpCouncil.karoo.co.uk)**