Goole Fields Wind Farms Community Fund

**Guidance Notes for Applicants completing the Application Form
(for applications for funding under £10,000)**

Section 1 – Organisational and contact details

The system will have pre-populated your organisation details based on the information you supplied when you registered. You will need to provide a preferred contact number, email address and postal address so if you have not already done so please use the 'Edit' button to add this information along with any other mandatory fields (indicated by a red asterix).

Indicate if you are a registered charity and if you answer 'yes' please provide your charity number.

Indicate if you are a registered company and if you answer 'yes' please provide your company number.

Enter your year of Incorporation. If Parish Council please note these were established under the 1894 Local Government Act

Indicate your type of organisation by ticking the relevant box. *Applications can be accepted from non-constituted groups but please contact the Fund Administrator for further information.*

The system will have pre-populated your contact details based on the information you supplied when you registered. You will need to provide a preferred contact number, email address and postal address so if you have not already done so please use the 'Edit' button to add this information along with any other mandatory fields.

Indicate if your project is being delivered by more than one organisation and if you answer 'yes' please provide further details.

Briefly state the main focus of your organisation's work including aims and objectives, primary beneficiaries and geographic area covered. *In describing the aims and objects of your organisation you may want to refer to your constitution/governing documents and outline your current regular activities and the benefits they bring to local people.*

Indicate if there any Council Officers of East Riding of Yorkshire Council who are familiar with the work of your organisation? If 'Yes' please enter the name of the officer. If you need to add further officers click on the 'Add another row' button.

Indicate if there any Councillors of East Riding of Yorkshire Council who are familiar with the work of your organisation? If 'Yes' please enter the name of the Councillor and select their ward from the drop down list. If you need to add further officers click on the 'Add another row' button.

Upload the organisation's constitution and/or terms of reference. Before uploading please label these documents appropriately to aid identification.

Indicate if your organisation has a written health and safety policy? If your answer is 'yes' please upload your healthy and safety policy. *It is not essential to have a written health & safety policy and equalities policy but it is beneficial (e.g. all organisations have a duty in law to protect public and volunteers from harm arising from activities).*

Indicate if your project involves working with children or vulnerable adults? If your answer is 'yes' please describe in full the procedures in place (or to be adopted) by your organisation to comply with this requirement and upload your safeguarding policy *If you are unsure about it please contact the administrator who will put you in touch with a professional who can help.*

Indicate if your organisation has a written safeguarding policy? If your answer is 'yes' please indicate if this policy complies with the requirements of the East Riding Safeguarding Children Board or the East Riding Safeguarding Adults Board and upload your safeguarding policy.

Indicate if your organisation has a written equality policy or statement and if you answer 'yes' please upload a copy of you equality statement or policy.

Indicate if you have public liability and employer's liability insurance policies. If you answer 'yes' upload details of your organisation's public liability and employer's liability insurance policies. Before uploading please label these documents appropriately to aid identification.

Please tell us where you heard about this funding by ticking as many boxes that are relevant.

Once you have completed this section please click on the 'Next page' button to move on to section 2. If you have not completed this section you can click on the 'Save progress' button at any time.

Section 2 – Details of activities for which funding is being requested

Indicate if this funding request to support a new project.

Indicate if this funding request for a contribution towards annual running costs for the provision of an existing project or service.

Enter the name of Proposed Project. *Please use a plain descriptive title that communicates what your project is about.*

Describe the overall aims and objectives of the project (new or existing) for which you are seeking funding. *It is helpful to use practical illustrations: e.g. "The project aims to improve the health of residents by encouraging participation in gentle exercise and social activities. This will be achieved by running a weekly two hour session in the village hall led by a qualified tutor/instructor with a varied programme and refreshments. The sessions will be in 12 weekly blocks with a 2 week holiday break and the maximum number that the tutor can accommodate is 16 people".*

State how do you know there is a need for this project and how will it address that need. *You may want to include results of short surveys asking the community what they need, reference and attach letters of support, possible reference to national issues/trends and local strategies and plans.*

Select the ward(s) where your project will be delivered by ticking as many boxes that are relevant. If required, you can click on a ward map located in this question.

Once you have completed this section please click on the 'Next page' button to move on to section 3. If you have not completed this section you can click on the 'Save progress' button at any time.

Section 3 – Timescales, Evaluation and impact of the project

Enter the project start date. *This cannot be before an award is granted.*

Enter the project end date. *In some cases applicants find it difficult to give a finish date because the activity is ongoing. In these circumstances state a date when you think that all of the expenditure from the grant will be used.*

Tell us how you intend to publicise the project so that people know about it and how will you ensure that it is accessible to as many people as possible? *Please outline methods that you will use to publicise the project e.g. advertising, newsletter, posters, press cover, presentations to groups, social media. Indicate how potential accessibility issues will be managed.*

Briefly state what difference your project will make and how you propose to monitor and demonstrate its impact?

Once you have completed this section please click on the 'Next page' button to move on to section 4. If you have not completed this section you can click on the 'Save progress' button at any time.

Section 4 – Financial Information

In the table you need to detail the total cost of the project and not just what you are applying for. If you are able to recover the VAT on purchases relating to this project, please only enter the net (vat-exclusive) amount.

This question requires you to summarise the TOTAL cost of the project. Please identify Capital items (objects, land or buildings used on a permanent basis). Revenue items are flexible and non-permanent and include volunteer time, staff wages, travel expenses, services, utilities, consumables, insurance, rental charges. Computer equipment & software count as revenue costs. Volunteer time can be included in revenue section as "in kind" contribution and can be estimated by multiplying the number of hours volunteers will put into the project by an hourly rate according to the skill level they are contributing. The minimum hourly rate you apply should be the national minimum wage for an over 25 year old (£8.72 as of 1st April 2020).

Press the 'add a new item' button to write each capital and revenue cost.

To add years to the table please press 'add another period group'.

Upload one quote for all individual items costing between £500 and £5,000 and three quotes for individual items costing over £5,000. Before uploading please label these documents appropriately to aid identification.

Enter the amount you wish to apply for. *If your application is for over £10,000 you will need to use the £10,000 and over Application Form.*

Enter the total cost of your project.

Indicate if you or a member of your management committee have any direct connection to potential suppliers or contractors utilised for completion of this application and if you answer 'yes' please provide further information.

Indicate if you have made or do you intend to make other applications for funding to support this work? If 'yes' it is important to state how your organisation and other sources are contributing to the total cost of the project by completing the table.

This question requires you to identify how you are funding the balance of the total project costs from your own and other resources. Please identify funds that you know you have secured by selecting 'Secured' from the drop down list in the Status column (including "in kind" volunteer contribution). Select "Not secured" from the drop down list in the Status column to identify other Funds you have applied for elsewhere and which you are still waiting to hear back from. TOP TIP: Please check that the TOTAL value of the project equals the amount you are applying for plus the other funding you have identified here.

Once you have completed this section please click on the 'Next page' button to move on to section 5. If you have not completed this section you can click on the 'Save progress' button at any time.

Section 5 – Enclosures and Declaration

Upload a copy of your audited accounts for the most recent two years. Before uploading please label these documents appropriately to aid identification.

Upload a copy of recent bank statements (current and savings account). Before uploading please label these documents appropriately to aid identification.

Upload a copy of the meeting minute or appropriate authorisation approving the submission of this application. Before uploading please label these documents appropriately to aid identification.

Upload any leases, licences or consents relevant to the project. Before uploading please label these documents appropriately to aid identification.

Indicate if you have reports from the last Annual General Meeting or an official annual report of your organisation? If you answer 'Yes' upload reports from the last Annual General Meeting or an official annual report of your organisation. Before uploading please label these documents appropriately to aid identification.

Indicate if you have a letter of support or other relevant evidence of collaboration with relevant agencies/groups where the proposed project will be delivered through a partnership/consortium arrangement? If you answer 'yes' upload a letter of support or other relevant evidence of collaboration with relevant agencies/groups where the proposed project will be delivered through a partnership/consortium arrangement.

PLEASE NOTE: the above (where applicable) must be submitted with your application otherwise it cannot be considered.

Download the declaration document, complete the declaration and upload it.

Once you have completed this section please click on the 'Save progress' button. This will return you to the summary page which will highlight the status of each section. If you have not uploaded a document that is mandatory or have not answered a mandatory question you will be unable to submit and a warning message at the top of the screen will indicate to you what you need to upload / answer.

Please note you can only submit your application form once all 5 sections are green which indicates they are complete. The blue 'Submit' button will appear underneath the percentage complete box.

Once you have pressed submit you will be sent an email confirming you application form was successfully submitted.

If you have further pre-application queries please contact: ruralfunding@eastriding.gov.uk or telephone 01482 391655