

Goole Fields Wind Farms Community Fund

Guidance Notes for Applicants completing the Application Form (for project funding over £10,000)

Section I – 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 being delivered by more than one organisation, in a partnership, cluster or consortium? If you answer 'yes' please confirm as the applicant that you are the lead partner and provide further details. *The fund panel welcomes applications from organisations that collaborate with one another. This can help avoid situations where two similar applications compete with each other for limited funds.*

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 which category best describes the work of your organisation.

Indicate if you a new or established organisation.

Indicate if you employ staff and/or volunteers. If you answer 'yes' please indicate if they receive written contracts of employment.

Enter the number of paid staff employed by your organisation (full time equivalent equates to 30 or more hours a week).

Enter the number of volunteers working for your organisation. *When entering numbers please provide details of regular volunteers rather than just those involved in the project.*

Enter the name the officers and members of your organisation's management committee, steering group (or equivalent). *Please note that if your organisation is a registered charity these should match the details on the Charity Commission website.*

Using the drop down list select how often your management committee meet. *Please note that your answer to this question should not be less than the minimum number of times stated in your organisations constitution, rules or governing document.*

Indicate if your organisation or any of its officers and members of the management committee (or equivalent) ever been convicted of a criminal offence and/or been declared bankrupt. If you answer 'yes' please provide details of convictions. *Please note that registered charities should ask volunteers elected to the management committee to sign a declaration to this effect when they are nominated for election and that it is good practice for all organisations.*

Indicate if your organisation has, or is it working towards, any Quality Standards? (eg Hallmark/PQASSO). If you answer 'yes' please provide further details. *Please note that Quality Standards and Hall Marks are not essential but can help to reassure the fund that your organisation is run well and has a good reputation.*

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 Councillors click on the 'Add another row' button. *Many sports or community groups will have contacted ward members or council officers to help develop the project. E.g. Community Sports Officers, Planning Officers, Highways Officers, Licensing Officers.*

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 you answer 'yes' please upload your health and safety policy. *It is not essential to have a written health and safety policy but is would help your application as all organisations have a duty under Health and Safety Law to protect the 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. *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? If you answer 'yes' please upload your equality policy. *It is not essential to have a written equality policy statement but it would help your application. It is not essential to have a written equality policy statement but it would help your application as wind farm funds are for 'Public Benefit' (projects open to all members of the public to attend regardless of gender, ability, religious or political persuasion).*

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.

If your project is delivered in a single location please enter the postcode.

Indicate if this work also results in the provision of services for residents living outside of the fund area of benefit. If you answer 'yes' please what percentage of the project beneficiaries do you anticipate will come from outside the fund area of benefit and where will the project be delivered.

Please select the relevant outcome (s) from the drop down list. Manually type in an output that is related to the outcome you have selected. Enter a number for the beneficiaries.

Indicate if your project targets any specific groups rather than the whole community. When you select 'yes' a further menu will appear so you can select more detailed beneficiaries.

Indicate if this application is not successful, how will this affect your project.

Describe if funding is granted, how will you continue the project (if appropriate) after the expiry of the grant.

Describe how your project will relate to or complement any other community or Council funded initiatives and/ or activities/provision in your parish. *This question is asked to avoid duplicate funding and to encourage collaborative working.*

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. *It is important to note that the fund panel is unable to pay for items retrospectively. Therefore do not use a date prior to when the panel will make a decision and do not include in the financial section any costs that have been paid for prior to the project.*

Enter the project end date. *The project end date should be when you have spent all of the money for which you are applying, after the event or activity and allow enough time for you to complete any paperwork, end of grant reports etc.*

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? *Impact refers to the change that occurs as a result of the project. For example: increased usage of the village hall, decrease in fear of crime, improved health. Where possible use numbers to quantify the impacts. Please outline how you will collect evidence to demonstrate that the change(s) you are seeking has occurred.*

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 less than £10,000 you will need to use the up to £10,000 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' please 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.

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.