

The Villages Community Fund

Guidelines & Notes for Applicants

IT IS IMPORTANT YOU READ THESE GUIDELINES & NOTES BEFORE COMPLETING YOUR APPLICATION FORM.

What is the Villages Community Fund?

The Villages Community Fund is funded by Temporis Wind and aimed at small community led organisations. The Villages Community Fund is for projects which will benefit the residents of the following parishes Westhall, Holton and Sotherton. The Villages Community Fund is managed by Norfolk Community Foundation on behalf of Temporis Wind, and decisions on grant applications are made by the Villages Community Fund Panel, which comprises representatives from the three parishes.

The purpose of the Villages Community Fund is to support any type of activity that involves local people through small community organisations that benefits their community. The activities must provide some measure of economic, environmental, educational, social or cultural benefit for people living in the area. Temporis Wind will pay £9,000 annually into the Fund while the Bernard Matthews Green Energy Windfarm is operational.

Any sums in the Villages Community Fund that are not expended in grants in any given year will be carried over into the next financial year, and the first financial year runs from [the date in 2015 that the Windfarm became operational].

The constitution of the Villages Community Fund Panel is as follows:

- There are to be a total of 7 members, 3 from Westhall, and two each from Holton and Sotherton.
- The Chair shall have the casting vote in the event of deadlock, will come from Westhall and shall be approved by Westhall parish council from time to time.
- The members of the Panel from time to time will be elected parish councillor(s) from the three parishes, nominated by the relevant parish council.
- Only the parish councils can make changes to their parish representative(s).
- Substitutions for members at Panel meetings, including the Chair, must be nominated in advance and can only be an elected parish councillor of the relevant parish.
- Panel meetings shall have a quorum if attended by the Chair and one member from each of the three parishes.
- If one of the parish councils is an applicant for funding, or if a member of the Panel belongs to an organisation that applies for funding, the members of the Panel from the relevant parish council or organisation may speak in support of the application but shall not vote on the decision. This rule shall not apply to the Chair's casting vote.
- The Panel shall meet to consider applications in April and October each year, and one additional meeting a year may be convened if necessary.

Who can apply?

Your group can apply if you:

- are a small community led organisation;
- are a not-for-profit group;
- are working in and involving people from the communities within the following parishes of Westhall, Holton and Sotherton and have a constitution or set of rules, dated and signed as “adopted” by the Chair, or other senior office holder on behalf of the group:

*What if I don't have a constitution or a bank account? You can apply if your group is supported by a constituted voluntary organisation where it is permissible under their constitution and, where relevant, charity law. In these circumstances your group should apply **in its own name** but provide the bank details, the constitution and the accounts/statement of income and expenditure and a bank statement for the constituted group;*

- have a bank account, in the name of your group, which requires at least two signatures;
- can provide a copy of your most recent accounts or statement of income and expenditure **and** a bank statement. These must be audited or signed as approved by your Chair or other senior office holder;
- can spend the grant within one year or return it, or part of it, to the Fund.

How much can we apply for?

- There is no limit to the amount you can apply for in any financial year.
- Groups are eligible to apply to the Villages Community Fund if they have an outstanding end of project report from a previous Villages Community Fund grant, however, evidence will need to be supplied to the Villages Community Fund Panel that the outstanding award is being delivered as per the intent of the original application and no perceived issues or concerns are noted.

When can we apply?

- Applications can be submitted throughout the year and each application will be considered on its merits at the next Villages Community Fund Panel meeting. Applications received by 31st March will be considered during the April meeting, applications received by 30th September will be considered at the October meeting, and any time critical applications may either be considered at a third annual meeting or by mail or email and a decision made within two weeks of the submission.

Who cannot apply to the Villages Community Fund?

The rules of the Villages Community Fund prevent the following groups/individuals from applying:

- political organisations
- national organisations, unless the group is a local branch with local management/accountability arrangements and bank account
- individuals unless the application is for a bursary for individual members of community groups to participate in training courses.
- companies who aim to distribute a profit
- projects already started/ retrospective project costs unless in exceptional circumstances

Payment of Grant

- Grants awarded will be paid to a successful applicant up front, by BACS (electronic transfer into the recipient organisation's account) or by cheque
- Grants are offered on the condition that monitoring requirements are met – including an end of project report that evidences expenditure of all of the grant such as receipts, invoices etc.
- Funded projects may be visited by Norfolk Community Foundation or the Villages Community Fund Panel members.

Please use the notes on the following pages to complete the application form.

The Application Form

PLEASE NOTE - If you do not complete all the relevant boxes and supply us with the supporting documents outlined in this document your application may be returned to you with a request to complete the missing information or provide the missing documents. It is only when the completed form and information is received, that we will be able to process your application.

QUESTION 1

Please state the name, address and the postcode of your group. Please also provide a contact name for any correspondence; this must also be the person who signs the form on behalf of the group. If any of these details change whilst your application is being processed it is essential that you contact us and update the details.

It is important to note that you cannot make an application to the Villages Community Fund on behalf of another group.

QUESTION 2

Please give details of what your organisation does. For example sports activities/coaching, music or arts activities, mothers and toddlers activities or social activities for people with disabilities. These examples cover just a few of the possibilities. The information you supply in this section will provide the basis for our assessment of your application and it is therefore important that you give a full explanation of your group's activities. It would also help with the assessment process if you tell us about the aims and objectives of your group and how your application to the Villages Community Fund will meet these aims and objectives.

It is important that the project seeks to meet the aims and objectives of your group.

QUESTION 3

Please give details of what your organisation wants to do with the grant awarded from the Villages Community Fund, the benefits it will bring to the local community and how you will do it. For example:

- if your group wants funding from the Villages Community Fund to carry out improvements to a building or land used by the community then we need to know how this grant will make a difference to the usage of the building/land. You should also let us know if you own the building and if not how long your lease is, and supply us with a copy of the lease
- if you want funding to purchase equipment for the organisation your group runs then you need to tell us what difference this grant will make to the organisation, and provide evidence that you have researched the costs – for example enclosing copies of quotes, catalogue/ web pages.

What kind of project / activity could be supported

Any project/activity that provides some measures of economic, educational, environmental, social or cultural benefit for people living within the community is eligible for support. Grants may be awarded to build on existing activities or to initiate new activities.

The Villages Community Fund would be happy to receive and consider applications that require multi-year funding for ongoing capital and revenue costs.

The following types of activities could be included:

- small scale equipment for community groups
- minor repairs and improvements to buildings/land used for community purposes, however if the building/land is not owned by your group you will need to provide us with a copy of the lease agreement
- small scale community events, festivals and trips
- small scale practical activities
- activity based environmental schemes
- production of community run newspapers
- local surveys, questionnaires and community profiles undertaken by community groups
- training and educational courses
- interpretation or translation costs as required by community groups
- bursaries for individual members of community groups to participate in training courses
- costs to community groups of participating in networks and visiting other community projects
- general operational costs

What kind of project/activity could not be supported?

The following list gives you some idea of what the Villages Community Fund is unable to support:

- An identical project previously having received funding from the Villages Community Fund, for example you cannot apply for the group's running costs more than once, and if you were awarded a grant for a trip one year, your group cannot apply for an identical trip in subsequent years. However the Villages Community Fund will consider an application for another trip provided you could demonstrate that it involves different people or your group are going to a different place, or if your group has previously received funding for equipment you may apply for equipment again provided it is clearly different from your previous application
- projects that involve improvement works to a building, **unless** your group owns the building or have a lease on the property
- applications for unspecified items e.g. contingency money
- retrospective applications, for example we would not accept an application for an event that has already taken place
- the Villages Community Fund Panel will not consider applications for CCTV unless it is to protect a community owned building
- applications cannot be made on behalf of a project for another group. If the group is unconstituted but meets all other criteria the group must apply in their own name but ask a constituted group to provide their bank account details, constitution and accounts. See 'Who can apply' on page 1.

QUESTION 4

Please let us know which Community area(s) will benefit.

It is important that you name each of the communities you feel your project will benefit; however you will also need to show **how** your project will benefit each of the communities. If your organisation is not based within the qualifying area you will only be eligible for a Villages Community Fund grant if there is clear evidence of how your project will benefit people living within the qualifying area.

QUESTION 5

It is important that you provide a detailed breakdown of all the costs for your project, and provide at least two quotes/estimates or evidence such as a photocopy of the catalogue page to demonstrate the costs.

If you want, for example, sports equipment, it is important that you provide an itemised and costed list. It is not enough to say that you want equipment without itemising the costs.

If you are asking for a contribution toward the costs of a more expensive project it is important that you provide us with a detailed breakdown of the total costs and the contribution you require. In addition you will have to demonstrate how you are going to raise the balance required to undertake the project, and that you have planning and other statutory consents and landowner agreements in place where necessary.

There is no limit to the amount you can apply for each financial year.

If your project is not part of a multi-year application and the grant awarded does not cover the cost of the proposed project you will need to demonstrate that you have the rest of the funding or how you intend to get the rest of the funding.

QUESTION 6

It is important that you complete this section very carefully to enable us to make your grant payment if your application is successful.

The bank account details must be in the name of the group, payments cannot be made payable to individuals.

QUESTION 7

Please tell us who and how many people are in your group. We would like to know how many people are either members of your group or are regularly involved in your activities.

QUESTION 8

Please let us know how many people will benefit from this project. **We want to know how many people will be involved in the activities that the grant will fund.**

Please ensure you give actual numbers in this section, writing the 'whole community' will not be acceptable. However if you were to say, for example, 'between 500 and 600' this would be acceptable. It is important that you give as much information as possible to ensure we assess your application appropriately.

QUESTION 9

Please ensure that you have signed and dated the form.

QUESTION 10

Please complete and sign the Checklist for Villages Community Fund Applications. Send the completed form with all supporting documentation to the address on the final page of the application form.

What happens next?

- When a decision has been made about your application you will receive a letter or e-mail from the Norfolk Community Foundation telling you what the Villages Community Fund Panel have decided. Their decision is final.
- Notification of a successful application will normally be given within two weeks of the Villages Community Fund Panel meeting in April or October of each year.
- Applications can be submitted throughout the year and each application will be considered on its merits at the next available Villages Community Fund Panel meeting.

Will I be monitored?

If you receive a grant you will be monitored in order to:

- assess whether the grant is being spent on the activities approved
- identify where a project is proceeding according to plan
- identify whether the grants scheme as a whole is meeting its purpose
- accumulate information on the activities funded from the scheme.

Who can I talk to about this application?

- Norfolk Community Foundation Grants Team – tele: 01603 623958 / email grants@norfolkfoundation.com
- Any member of the Villages Community Fund Panel.

Who makes the decision on the grant award?

The Villages Community Fund Panel.