

# Chelveston Wind Farm Community Benefit Fund Grants Policy

This document details the grant awards process of the Community Benefit Fund Trust set up as a delivery vehicle by the four Parish Councils (Chelveston-cum-Caldecott, Dean & Shelton, Hargrave and Melchbourne & Yelden) to distribute the funds provided by the Chelveston Renewable Energy (CRE) Wind Farm.

## Applications for Grants

Applications for grants should be made in writing to the Clerk in the first instance. Medium and Major awards will be made at least twice a year (The Trust's financial year runs from April – March). Applications are to arrive no later than two weeks before the Trustee meeting. Minor awards may be made throughout the year.

Only one grant application (at any level) can be made for a project at a time. Subsequent grant applications (at the same or different level) after the first grant application has been decided by the Trustees are permissible, but the Trustees will take into consideration previous grants made to the same organisation.

The Clerk will check the application is valid (i.e. that it meets the charitable objectives and has the necessary supporting evidence) and will classify the application as;

- Minor applications for less than £250.
- Medium applications for between £250 - £999.
- Major applications for £1,000 or more.

If the application is found to be invalid, the Clerk shall notify the applicant and advice what information is required to make the application valid (if possible).

Supporting evidence required for each classification –

### Minor

- Contact details of applicant and details of the organisation.
- Signature of the applicant and role within the organisation.
- Reason for requesting the grant (250 words max).

### Medium - as Minor, plus

- Governing document of the organisation (not required for Parish Councils or Parochial Church Councils).
- Copies of latest bank / building society statements for all accounts (current / deposit / investments).
- Reason for requesting the grant (500 words max).

### Major - as Medium, plus

- It is the Trustees expectation that applicants for Major grants will show they raised some of the funding themselves (as evidence of a local need for their project). This may include grants received from other grant awarding bodies. The Trustees have not set a minimum percentage of self-raised funds, recognising some applicants will be more able to raise funds than others.
- **Quotations for the supply of goods, work to be carried out or services to be provided – the Trustees would generally expect three quotations to be included to demonstrate that the submitted application represents value for money. However, the Trustees recognise that applicants may not be able to obtain three quotes for some specialist works / services, or that the cheapest quote may not always represent value for money and accordingly each application will be considered on a case by case basis.**
- Plan or timetable of the project being undertaken, including other funding sources.
- Letter of support from the Sponsoring Parish Council (not required for Parish Councils).
- At the Trustees discretion, letters of support may be required from all the Parish Councils.
- Preferred phasing of award (if it extends over more than one financial year).
- Reason for requesting the grant (2,000 words max).

## **Scheduling**

Minor applications will be notified to the Minor Awards Committee for delegated authority to approve. All other applications will be notified to the next meeting of the Trustees.

## **Decision factors**

The Trustees have the sole decision on whether to grant an award or not. In their considerations, they will take into account -

- Previous grants made to the same organisation.
- Benefit reports submitted following previous grants to the same organisation.
- Grants made to the Sponsoring Parish compared to the other Sponsoring Parishes.
- Grants made in the financial year.
- Letter(s) of support from the Parish Council(s) (NB the absence of a letter of support does not automatically preclude an award).
- How well the reasons for requesting the grant align to the charitable objectives.
- For Major applications, the Trustees may choose to invite the applicant to address the meeting and to answer any questions that the Trustees may have concerning the application. Applicants may not demand this as a right.

For Minor applications, the Trustees will decide to award or reject the application and if awarded, the grant will always be in full.

For Medium and Major applications, the Trustees may decide to –

- Award in full in one payment, or in phased payments.
- Partially award in one payment, or in phased payments.
- Agree in principle, but defer the award (e.g. to the next Financial Year).

*All the above may be granted subject to conditions (e.g. matching grant, planning permission, etc.).*

- Refer the application back to the applicant for additional information.
- Decline the application.

## **Notification and payment**

Once the Trustees have made their decision, the Clerk shall notify the applicant within one week of the decision.

For Medium and Major awards, proof of expenditure may be required before grant payment will be made.

The Trustees may choose to apply conditions to any award, including returning any sums unused for the stated purpose or stopping future payments if a project fails to achieve its interim milestones within the stated timescales. These conditions will be stated in the award letter.

## **Benefit Report(s)**

It will be a condition of the award for all Medium and Major awards that the applicant submits a report detailing how the grant has been spent and the benefits that have arisen. The Trustees may choose to use such reports (or parts thereof) in their own Annual Reports.

For phased awards, an interim report is to be submitted at the end of each financial year in which a payment is made. A final report will be required within three months of the completion of the project.

The Trustees do not require commemorative plaques acknowledging the grants, but would request the applicants acknowledge the award in their parish newsletter and website, so as to bring the Trust to the attention of other potential applicants.