



Newnham Solar Community Grant Fund Guidance Notes T1



Nov 2017

What is the Newnham Solar Community Fund?

The Newnham Solar Community Fund supports projects that as a basic rule, comply with the following conditions for a project to be eligible:

1. The project will take place in one or more of the parishes of Shaugh or Sparkwell.
2. The project consists of works or other activities that would not otherwise be achieved as a result of the legal or statutory obligations of the Energy Centre operators or Parish Councils.
3. Applicants must show evidence of support from local community organisations such as Town / Parish Councils or special interest groups.

Please read these guidance notes carefully. For advice please contact the Newnham Solar Community Fund Scheme Administrator by email at admin@newnhamsolarfund.com

These guidance notes cover:

- Qualifying parishes
- Who can apply to the fund?
- Types of project
- Who / what is not eligible?
- How much is available?
- When are grants awarded?
- What supporting information is required?
- Help and advice on completing the application form
- Explanation of the project appraisal procedure
- What does claiming the grant involve?
- When do grants have to be claimed by?
- Where to send completed application forms

Qualifying parishes:

Shaugh Prior & Sparkwell

Who can apply to the fund?

Constituted community groups.

Voluntary groups, societies, clubs & charities.

Types of project

By the community for the community, with the aim of bringing social, amenity, educational and environmental benefits. The fund is intended to support local community projects, groups and organisations who operate for the benefit of local residents who live within the parishes of Sparkwell and Shaugh Prior.

Who / what is not eligible?

- Individuals.
- For profit organisations or private gain.
- Organisations established for political or religious purposes.
- Organisations that are socially exclusive e.g. where there are unreasonable restrictions on membership inconsistent with equal opportunities and discrimination against minority groups.
- Only one application can be usually made per applicant in any 12 month period.

How much is available?

The total sum of funding available is £11k per annum

Minimum grant award £250

The normal maximum grant award is £5,000, but all awards are scored on merit and are dependent upon available resources.

Match-funding is not a requirement of this fund, but may be necessary for you to deliver your project & may be asked for at our discretion. You should ensure that all funding is in place before you start

When are grants awarded?

Completed applications will be accepted at any time, but will be considered at least three times a year at the Newnham Solar Community Fund meetings. We will try our best to estimate how long you are likely to wait for a decision from when you make an application.

What supporting information is required?

In addition to the completed application form, copies of the following supporting documents

Must be submitted:

- Organisation accounts for the past two years. New organisations with less than two years accounts should contact the Community Fund Scheme Administrator.
- Bank / building society statements showing current financial position. Statements need to show any funds raised by applicant for the project declared at Q.9 of the application form.
- Breakdown of project costs;
Two supplier quotations for each item / activity over £500;
- Copy of signed constitution.
- Please provide us with as much detail as possible about the project i.e. how the costs have been broken down, any building work specifications and jobs / roles within the project.

Projects that do not submit all the supporting documentation, along with their application form, may be delayed.

Help and advice on completing the application form

For advice please contact the Community Fund Scheme Administrator at

admin@newnhamsolarfund.com

Applications will be assessed by the Newnham Solar Community Fund based on the information provided.

Personal representation cannot be made by the applicant at the meeting. Recommendations for grants will then be made by the Newnham Solar Community Fund group to Sparkwell Parish Council as the accountable body for these funds.

What does claiming the grant involve?

Grants are paid in arrears. Claims for grant payment must be made on a Claim Form and must include evidence of project expenditure i.e. copies of paid invoices / receipts. Suppliers cannot be paid direct. Claims can be made in a maximum of 2 instalments in which case a Project Monitoring Form must be completed to explain the project's progress.

Further details on this process will be provided to successful applicants.

When do grants have to be claimed by?

A realistic deadline by which the project should be completed and the grant claimed will be negotiated with the Community Fund Scheme Administrator. Newnham Solar Community Fund reserves the right to withdraw a grant offer where no project delivery can be evidenced. This will be done in consultation with the group concerned.