

# **VERWOOD SOLAR FARM FUND GRANT AID APPLICATION PROCEDURE**

## **Background**

Verwood Town Council is being given a fund of £10,474.60 per year by Second Generation Verwood Ltd., for the benefit of the Verwood community. The fund will be available over the life of the solar farm for twenty years.

Application Forms will be shared with Committee members. By submitting this form, applicants agree to the Committee holding your information until such time as a grant is awarded or refused, at which time your submission will be deleted from the records and from those of all Committee members and any printed copies will be shredded.

Verwood Solar Farm Fund group (VSFFG) is a community group which administers the fund and allocates it to organisations, groups and individuals who submit successful applications. The fund is intended to be spent each year. In exceptional circumstances it may be saved for 2 years where an applicant needs a larger sum.

Applications can be submitted at any time. VSFFG will meet three times per year to consider applications. It is important that the application form is filled in as completely as possible and additional information is included where asked for.

## **Eligibility of applicants**

1. Applicants must demonstrate a clear need for financial support.
2. Organisations must be either non-profit making or charitable.
3. Only one application for a grant per year.
4. Applications from education, health or social service establishments will be considered where they can demonstrate that it is working in partnership with other groups or where there are benefits to the wider community.
5. Applications will not be considered for core funding e.g. VSFFG will not accept applications for general running costs where establishments such as health, social services and education are funded by the County Council. They will accept applications for extraordinary projects where the organisation can demonstrate that it is working in partnership with other groups or there are particular benefits to the Verwood area.
6. Applications will also not be considered from:
  - Political parties
  - Organisations intending to support or oppose any political party or to discriminate on the grounds of race, religion or gender
  - Private organisations operating as a business
  - Upward funders i.e. local groups where fundraising is sent to HQ for redistribution

- Organisations with significant unrestricted reserves
- Applications will not normally be considered from national organisations with access to funds from national umbrella or parent organisations unless funds are not available from the national bodies or the funds available are inadequate for the project

## **Use or purpose of the grant**

Verwood Solar Farm Fund group will only award grants where the use or purpose of the grant benefits Verwood and its community. The benefit could include but it is not limited to:

1. Providing a service
2. Providing activities
3. Enhancing the quality of life
4. Improving the environment
5. Promoting Verwood in a positive way

Applications will not be considered:

- For projects that benefit single individuals
- For prize money
- For campaigns to influence public opinion

No grants can be made retrospectively.

## **How to apply**

Applications must be made using the formal Application attached to this policy. All application forms must be completed in full. Additional appropriate information that supports the application must be provided in order for the request to be considered.

For more information please contact the Chairman of Verwood Solar Farm Fund Group c/o Verwood Town Council, 28 Vicarage Road, Verwood, BH31 6DR or via email addressed to the Chairman at [verwood-solar-farm-fund@googlegroups.com](mailto:verwood-solar-farm-fund@googlegroups.com) .

## **Evaluation procedure**

A grant request will be considered at the next meeting of the Verwood Solar Farm Fund Group. Dates generally will be March, June and October each year. The application should be received at least three weeks before the date of the meeting. Each application will be assessed on its own merits against the conditions of funding and the evaluation criteria listed below.

To ensure a fair distribution of available funds, the Group will take into account the balance of other types of projects. The Group will also take into account the extent to which funding

has been sought or secured from other sources or through fund-raising activities. No commitment to award grants in future years will be made. Applicants will receive notice of the outcome of their application within three weeks of the group meeting.

### **Evaluation criteria**

Applications will be assessed against the following criteria. Priority will be given to projects:

- That make use of existing amenities e.g. supporting a youth group that uses village hall
- Where the objective is to improve the health, fitness and wellbeing of the community
- That improve existing amenities rather than building new
- That bring the community together e.g. annual gatherings or regular interest groups
- That are environmentally sustainable e.g. conserving energy within community buildings, providing education about environmental issues or improving biodiversity

### **Successful applications**

Successful applicants will receive notice in writing of their successful application, with any other additional conditions and requirements. The grant will be paid by cheque. Projects receiving a grant are required to advise their users/members that a grant has been received from Verwood Solar Farm Fund Group.

Applicants must provide feedback and receipts on how the grant has been spent. They must demonstrate that the grant has only been used for the purpose for which it was awarded. Any unspent proportion must be returned to the fund by the end of the financial year following the year it was awarded.