

Micro Fund: Community



Cronfa Gymunedol Fferm Wynt
PEN Y CYMOEDD
Wind Farm Community Fund CIC

Application Form and Guidance

The closing date for this application round is 5pm on Monday 15th August 2022
We'll let you know our decision by end of September. **We recommend you contact us to discuss your project informally before you start filling the form in. We can offer advice and guidance.**

Who can apply?- Voluntary and community organisations, social enterprises, community and town councils, and school PTAs can all apply for 'Micro Fund: Community' grants. Although statutory bodies are not eligible, we welcome partnership working between the voluntary and statutory sectors.

How much can I apply for? - You can apply to the Micro Fund for *one-off grants* up to £5,000 to support important aspects of community life.

What kinds of things does the Fund support? - The Micro Fund can support, for example: the purchase of small items of equipment; minor capital works; activities, events and projects; setting up new groups; training courses; pilot projects. The Micro Fund cannot support ongoing costs and you shouldn't expect to apply every year for the same activity.

Do answer **all** the questions – if they are not relevant to you, tell us why. Be as specific as you can. It's always useful to ask someone outside your organisation to check over your application before you send it off. **Guidance and Top Tips** - Please do take a bit of time to read through this section carefully – it won't take long and will really help you and us! To be eligible for a Pen y Cymoedd Wind Farm Community Fund grant, you'll need to be able to answer a firm **YES** to all the questions below. If you are unsure or need to answer NO to any of them, **please speak to us – we would much rather hear from you than you give up on an application.**

- a) **We are based in the Fund's area of benefit.**
See the towns and villages included by clicking [here](#). We can support applicants based outside the Fund area, but you'll need to show how the activity or project proposed will involve and benefit communities within it.
- b) **We welcome anyone and everyone who wants to join our organisation, buy our services or take part in activities we run, and this is made clear in our constitution and equal opportunities policy.**
- c) **We keep financial records and produce annual accounts (in line with any legal requirements if appropriate).**
- d) **We have a bank, Building Society, Post Office, or Credit Union account in the name of our organisation/business, and we have at least two unrelated signatories to authorise spend.**
- e) **For organisations working with children, young people, vulnerable adults:**
We have an up-to-date Safeguarding Policy & Procedure, and at least one named Safeguarding Officer. **We have up to date insurance cover for all the activities we undertake.**
- f) **Our activities are not exclusively party political or religious**
- g) **We have a formal constitution (up to date and signed) and a Governing Body (e.g. management committee, Board) with a minimum of 3 members.** *If there are related members on the Board, there must always be an independent member.*
- h) **Our constitution contains a dissolution clause stipulating that if our organisation closes, any assets will be distributed to organisations with similar aims.**
- i) **The activity for which we are applying for funding is in line with the aims / objects set out in our governing document.**

You will need to provide the following with your application: A copy of your constitution / governing document (this needs to be signed, dated and current) / **Quotes for costs** (these can be written or email quotes from suppliers / screen shots from online suppliers etc

CONTACT DETAILS	
1.1	Organisation Name:
1.2	Organisation Registered Address: (including postcode): <p style="text-align: right; color: red;">Be as clear as you can here and give correct address, correct email and contact number of where the group is based</p>
1.3	Contact Telephone Number:
1.4	Email Address:
1.5	Website (if you have one):
1.6	Who will be our main contact? Name / Telephone Number / Email Address Role in organisation <p style="text-align: right; color: red;">These are details we will use to discuss application and decision</p>
1.7	Please provide details for a 2nd contact for the organisation: Name / Telephone Number / Email Address Role in organisation <p style="text-align: right; color: red;">We will only contact them if we cannot reach you for a prolonged period, but we do need somebody else who is part of organisation.</p>
ABOUT YOUR PROJECT OR ACTIVITY	
2.1	What's the name of the activity or project you are applying to us for? <i>Give it a short and snappy title!</i> <p style="text-align: right; color: red;">This is how we advertise award so keep it short and simple</p>
2.2	What are you applying for funds to do? What will it involve? <i>Be as specific as possible in your answer and try to include:</i> <ul style="list-style-type: none"> • <i>Details of the project or activity (i.e. are you buying equipment / paying for staff / running sessions. If you are running sessions – how many, over what period of time etc)</i> • <i>How will you advertise activity or project and ensure participation?</i> • <i>Where exactly will the activity take place?</i> <i>Max 600 words</i> <p style="text-align: center; color: red;">This question is important be as clear as you can: what do you need to buy, what will money be spent on, when do you need it or how long it will last? Why you need this for the group? Where will it be used and for what?</p> <p style="text-align: center; color: red;"><u>All these questions are about this specific project and not the organisation in general, there is an opportunity later in the form to tell us about the organisation.</u></p>
2.3	How do you know it's needed? How have you consulted with / talked to the people who will benefit? How do you know there are no other organisations out there doing the same thing? <i>It's good to investigate what might be happening already to avoid duplication. Check your local Community Profile on our website. If there are similar activities taking place, tell us how your proposal differs from or complements these.</i> <i>Max 500 words</i> <p style="text-align: center; color: red;">We know other groups exist, what we need is a simple explanation that shows either a) what you are doing is unique in the area you are in or if there are other similar groups/activities, how you know there is a need. How have you decided to do this? Have you done any consultation? That could mean asking the group what they want to do or talking to other groups or community, we just want to understand why you have decided to do this and why it is a priority?</p>

2.4	<p>What will have been achieved when your activity or project is completed? Think about including:</p> <ul style="list-style-type: none"> - What difference will it have made? Please list the three main outcomes. - How will people benefit from the project or activity? - How many people do you hope will take part? - How will organisation benefit? <p><i>This is an important question – we’ll look carefully at your response when assessing your application. Tell us, for example, if people will have developed new skills or social networks, if there will be better access to the outdoors, improved social interaction, or health and wellbeing, better collaboration between local organisations etc. At the end of your activity, we’ll ask you to let us know how it all went - what was achieved, what you learned and what you might do differently next time.</i></p> <p><i>Max 600 words</i></p>	
<p style="color: red;">This is the most important question; think about the 3 main things that this grant would achieve. Don’t be afraid to say what difference it will make to the group or to group members. For example, will it help you diversify, are there new members as a result, will it reduce environmental impact, will it help you deliver more benefit to members?</p> <p style="color: red;">What about wider impact, what benefit will it bring to local community, people’s wellbeing, don’t forget things like benefit to the venue you use etc</p>		
2.5	<p>Will the project or activity create any new jobs, or safeguard any existing jobs <i>If yes. How many? Explain why you feel this project will help safeguard any existing jobs?</i></p>	<p style="color: red;">It doesn’t matter if not, but if this will help you create new jobs tell us. If it will help safeguard people’s jobs tell us why</p>
2.6	<p>Will you be working with other groups or organisations to deliver the project or activity? <i>If YES, tell us who are they and what their role(s) will be:</i> <i>We welcome collaboration, but it’s not essential that you work with partners. If you are a new group though, we’d expect you to be linking up with others. If you are working with others, please include brief letters of support and confirmation from them with your application.</i></p>	<p style="color: red;">This could be the owners of the venue where you are based / support agencies / local schools or groups etc. It doesn’t have to mean a formal partnership but if other people or groups are part of project, tell us about it.</p>
2.7	<p>Will any permissions or regulatory approval be needed for you to carry out your activity? <i>i.e. planning permissions / leases / change of use etc</i></p>	<p style="color: red;">Think about licenses, change of use, training, food hygiene etc that you may need. Just tell us what they are (so we can understand that you are aware of what you need to do) and when they will be dealt with</p>
2.8	<p>When will the funded work start? <i>The start date should be at least two months after the date you submit your application to give us time to assess it and make a decision. Unless there are exceptional circumstances, you should aim to spend your grant within 12 months of receiving our offer letter.</i></p>	

2.9	Who will be responsible for maintaining the project / item etc? How will this be funded?
Just tell us who in the group is responsible for project and what happens after grant is spent	

Details of Grant Requested

3.1	What is total cost of project?	£ this is total cost including all the things you may be funding or already doing
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3.2	Item or Activity	Total Cost	Amount Requested from Pen y Cymoedd Community Fund
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		Total Cost of Project?	£

3.3	Match Funding <i>If you are not asking for all of the money from us and are contributing your own funds or applying for funding from other sources, please complete the table below:</i>
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Amount £	Source	Secured / Date you Expect to Know Result
Include here any funds that	you are putting into this part of project	

3.4	What happens if not all match funding is secured? Would the project not go ahead, be scaled down etc?
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3.5	Have you received quotes for the above items / work? <i>It is essential that you have at least one quote for any items you want to purchase / work you want done / venues you want to hire etc. with a clear breakdown of the cost of each item. Please ask us if you have any queries about what's needed.</i>	Quotes can be formal quotes, screen shots online of things you want to buy etc, but we need to understand how you have reached the amounts above
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ABOUT THE ORGANISATION

4.1	Tell us exactly what your organisation does? <i>Include: what you do / what activities and projects you run / how do people find out about what you do and get involved / can anyone take part?</i> <i>Max 600 words</i>
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Tell us about your organisation: what does it do, where is it based, how often it is open, how you advertise, what are normal activities, do volunteers help you out etc. This is about your group / organisation generally and not the project you are applying for funds for.
It is really important to tell us here, can anyone take part and if not, why?

Date established:		Number of members:	
Breakdown of members: Male/female / Age of youngest and oldest			
Number of Full Time Staff		Number of Part Time Staff	
Number of Committee members		Number of Trustees	
Number of active Volunteers Other than Board members – people who are actively involved in supporting the organisation			
Type of organisation			
Basic association		Industrial and Provident Society	
Registered Community and Sports Club (CASC)		Registered Charity/CIO	
CIC – Community Interest Company		Company Ltd by Guarantee	
Other			
Does your group have?			
Public Liability Insurance		Details	
Other Insurance		Details	
DBS Checks and Safeguarding Policies		Details	
Affiliation to a governing body		Details	
Are you a member of Interlink RCT or Neath Port Talbot CVS?		If yes, did they support application?	
How does your organisation / group authorise spend?	E.g. how many cheque signatories do you have? How are decisions made to make purchases?		
Total Income your last accounting year	£ this is total income last year or if a new group estimated first year income	Total Expenditure your last accounting year	£ this is total expenditure last year or if a new group estimated first year income
Net Surplus / Deficit	£ this is simply difference between income and expenditure	Current Unrestricted Reserves	£ how much do you have that is not restricted for paying bills or other restricted costs
Will you be using some or all of these unrestricted reserves for this project and if not, please explain why?	you don't have reserves, okay. If you have reserves but don't want to use them, tell us why (i.e. keeping to pay rent if needed).		
What are your usual and regular sources of income, do you normally cover all core running costs? <i>If people pay to take part how much do people pay / how often?</i>	This is useful for us to understand where your income comes from and if your income normally covers basic running costs		
Referee Please give us the name and contact details of <i>someone outside and independent of your organisation</i> who knows about your proposed activity and who would be willing to talk to us about it.	This is just someone who knows your group (not a family or group member) and knows what you are applying for and could confirm this is needed.		
Address / Email and Telephone Number for Referee			
How did you hear about the Micro Fund?	It is really useful for us to track how people heard about the fund so we can keep reaching new people		
Please help us to improve how we manage the Pen y Cymoedd Wind Farm Community Fund by giving us feedback on application, support from staff	Be honest about the help and staff and the application process. Unless people tell us, we can't make changes to improve		

Sign Off

Privacy Statement

In order to keep in touch with people and to assess grant proposals and make funding awards, Pen y Cymoedd CIC needs to collect information – not only about the activities and projects themselves, but also about the individuals submitting grant applications. Our Policy sets out how we will use that personal information. It aims to be open, fair and transparent, and to meet the requirements of the General Data Protection Regulation (2016/679).

We will collect information about you when you:

- sign up to our Contact Database to receive updates on our activities and programmes.
- apply for a grant or loan

If any information you've given us changes at any time, please tell us and we'll amend our records.

1. Contact Database

People on our general mailing list have given their consent to receive general updates. We hold details of their names, job titles and organisations (if they represent an organisation), postal and email addresses and phone numbers. If anyone on the list wishes to stop hearing from us, they can do so at any time.

2. Grant and Loan Applicants

We will collect the same basic personal information. We may share some or all of the information you give us with individuals and organisations we consult when assessing applications. These organisations may include those offering support and advice, local authorities and governing bodies. We ensure that they are fully compliant with data protection legislation. If you supply personal information relating to third parties (e.g. delivery partners) as part of your application, you must make sure that you have their consent.

3. When a Grant or Loan is Awarded

- *Verification checks:* in order to verify that lead applicants are who they say they are, we ask for dates of birth. In exceptional circumstances, we may also need driving license numbers and dates of issue, and/or passport numbers and full registered names. This information will be destroyed once the checks have been carried out. Again, we ensure that the organisations we use to help us carry out these checks are fully compliant with data protection legislation.

If you provide false or inaccurate information in your application or at any point in the life of any funding, we award to you and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering.

- *Bank Accounts:* we will also need details of group, business or individual bank accounts for grant or loan payment purposes.
- *Monitoring & Evaluation:* we are likely to share some or all of the information you give us with individuals and organisations we work with to administer and monitor the outcomes and impacts of the Community Fund. Again, we ensure that these organisations are fully compliant with data protection legislation.

4. How we store and protect your information

- *Electronic:* we hold data on password protected encrypted laptops, and back these up on an external encrypted hard drive stored in a locked cupboard. We use Office 365 Cloud storage, which notifies subscribers immediately if cyber attackers are detected. Emails are encrypted and protected
- *Grants Database* – our provider has ISO 27001 Information Security Standard accreditation and is fully compliant with data protection legislation
- *Paper copies:* applications and supporting information are held in a filing cabinet in the CIC's office, both of which are locked when staff are away.

5. How long your information is kept

We will keep details of both successful and unsuccessful applicants until 2041 - for the duration of the Fund. This is in line with the CIC's contract with our funder, the wind farm company Vattenfall, and Vattenfall's contract with Welsh Government Ministers.

6. Changes to this Policy

This policy will be reviewed regularly. Any changes will be published on our website and we will contact you directly to let you know about them.

If you have any questions at all about your privacy or this Policy, please contact us:

enquiries@penycymoeddcic.cymru / 01685 878785

Confirmation and Sign-off

By signing this application, I am confirming that:

- *I'm authorised to make the application – the Management Committee /Board has discussed and agreed it*
- *The Objects in our governing document enable us to undertake the project we're proposing*
- *Our project / activity is open to all*
- *The information I've given is correct to the best of my knowledge*
- *I've read the Micro Fund Guidance*
- *I agree that you can use the information we have supplied for identity verification, fraud prevention and detection purposes*
- *I agree that you may give copies of all or some of this information to individuals and organisations you consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts.*

Name:	
Signature:	
Date:	