

PACT

Preston and Abbey
Community Trust

Penmanshiel Wind Farm Community Benefit Fund

Guidance for applicants

Thank you for your interest in the Penmanshiel Community Benefit Fund.

Penmanshiel Wind Farm has established a Community Benefit Fund as part of its ongoing commitments to communities in the vicinity of the wind farm.

The purpose of the fund is to enable communities to carry out improvements to their local area.

The Abbey St Bathans, Bonkyl & Preston Community Council has asked Preston & Abbey Community Trust (PACT) to manage this fund on its behalf.

These guidelines will help you to fill in the application form.

The maximum amount that can be applied for at any one time is £1,000. Applications will be considered at PACT's regular meetings.

Eligibility

The Penmanshiel Wind Farm Community Benefit Fund cannot support every idea for a project that is presented to it. At any time, there will only be a limited amount of money available. For this reason, the Trust has drawn up a list of eligibility criteria to help applicants understand what kind of projects are most likely to be supported.

Successful applications can come from groups or organisations based in the Abbey St Bathans, Bonkyl & Preston area. Projects must provide clear benefit to the wider community of Preston, Abbey St Bathans, Bonkyl & Preston.

Following extensive local consultation, resulting in the publication of the Community Action Plan, the current areas of greatest interest for the Trust are:

- Community facilities for all ages
- Improvements to local connectivity and infrastructure
- Community activities
- Development of cycleways and pathways
- Energy efficiency
- Environmental protection.

Projects addressing other needs/issues are not necessarily excluded, and other areas of interest may be added following future updating of the Community Action Plan.

Applicants must be aware that they may not be seen as high priority for the Penmanshiel Community Benefit Fund at this stage if they do not address areas which have been identified as a priority. If you are in any doubt, please talk to one of the Trust's Trustees. Any exception to the above guidelines will be at the discretion of the Trust Board of Trustees.

Section 1 – Contact details

Name of Organisation	This is the name of the organisation applying for the grant.
Contact Name	<p>The name and address and other details of the main person dealing with the project.</p> <p>When the Trust has any questions about the application, this is the person we will talk to, so it should be someone who knows the project idea well and can answer questions about it. Telephone and email contact details are the most useful, as they allow questions to be answered quickly. If any of these details change whilst your application is being processed, it is essential that you contact us with updated information.</p>

Section 2 – About your organisation

What your organisation does	<p>Please give details of what your organisation does, including your aims and objectives.</p> <p>Do not simply copy the aims and objectives from your constitution – please try and describe the work your group does in your own words, as this will help with the assessment process.</p> <p>Your organisation does not need to be a registered charity to apply for a grant but must in some way benefit the local community.</p>
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Section 3 – About your project

Need for the project

This is one of the most important sections in the application. Do not write here what the project will do (that comes in the next section) but use this section to explain what problem or opportunity the project will address.

What the project will do

Please tell us what you want to do with the grant and why you think it is needed. List the activities that you will carry out under the project, showing how these will help the project to meet its objectives. Also tell us who will be delivering the project – e.g. members of your group, other volunteers, sessional workers, staff members

What benefits will the project bring to the Abbey St Bathans, Bonkyl & Preston area

Grants will be made for applications that benefit people or the environment in the local area so please tell us how your project will do this.

When will the project start

Be realistic about the time needed to get all the funding in place. The start date will help us to plan paying your grant to you, and if the date turns out to be wrong it can create cash-flow problems for us and you!

When will the project end

In the same way, be realistic about the amount of time you will need to do all the things you have planned to do in the project. Give yourself plenty of time.

Section 4 – Details of grant requested

Total cost of the project

State the total amount that the project will cost to deliver.

Amount being requested

State the amount of money you are seeking from the Penmanshiel Wind Farm Community Fund, and a breakdown of those costs (**including VAT if applicable**).

Details of other funding sources

If you are applying to other funders, include information on who you have applied to. Include the name of the funder, the amount you have applied for, whether you have been successful or not, or the date you expect a decision. Also detail any contributions, cash or in-kind, your organisation may be providing.

Section 5 – Bank details

Please give us the details of the account you would like us to pay grant money into. If you are applying on behalf of a group, you must have a group account. The Trust will only agree to pay into a personal account under very exceptional circumstances, and then only sums up to a maximum of £500.

Section 6 - Declaration

Please read this section carefully. By signing the application, you agree to these conditions. The application form should be signed by the most appropriate person. It may be the person named in Section 1, or it may be someone else. For a group or organisation it should be the chairperson or chief executive.

Checklist for submission

Include a copy of your constitution, memorandum and articles of association or other founding document.

If your project requires planning permission or other forms of licences, approvals, or permissions, please provide copies if you already have them, or mention them as part of the project cost if you want the Trust to help pay for getting them.

Please return your completed application by e-mail to funding@pactrust.org.uk or by post to: PACT, 5 Cumledge Mill, Preston TD11 3TF