**Maerdy Wind Fund**

**Application Form**

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maerdywindfund.co.uk

22 West View
Milborne Port
Sherborne
DT9 5EJ

Maerdy Wind Fund CIC,
Treorchy Wind Fund CIC
Maerdy Windfarm Community Funds Ltd

# What to Do

**1. Read the Scheme Guidance**

Available on the fund website [www.maerdywindfund.co.uk](http://www.maerdywindfund.co.uk). Read before completing this form.

**2. Complete this Application Form**

This is a Microsoft word document. Please complete all the input fields which will expand to fill your content. Please complete this form in full; if you don’t complete all of the questions, your application will not be considered for funding.

**3. Prepare A4 Bid Poster**

See scheme guidance for help and example poster.

**4. Complete check list & declaration**

At the end of this form.

**5. Send documents.**

Email to us either the completed word document or PDF of this application form, plus any supporting documents, plus the Bid Poster.

**6. What next?**

We will acknowledge your application within 1 week; if you have not heard within 1 week then please contact us to make sure it has arrived.

# Application Form

1 What is the full name and address of the applicant? (The organisation or individual to receive any funding.)

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2 If different, please give the name and address for correspondence regarding this application.

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3 If an organisation, please give its status (e.g. community group, registered charity, company) and a contact for the organising/governing body (e.g. Chairman, Headteacher).

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4 What is the money specifically going to be spent on? (Please provide a budget that includes a breakdown for all individual items that make up 10% or more of the total. For example, in a scheme totalling £2,500 provide a breakdown of any thing that costs more than £250. Please submit budget on separate document if it is easier).

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5 What is the need and benefits to you of the project? (*For example – “Fixing the roof will mean we can use a redundant room and remove a worry and future cost for the club”.)*

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6 What is the need and benefits to the community of the project? (*For example – “Use of the redundant room will allow us to offer 5 new fitness classes to the public per week”.)*

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7 How much funding are you seeking from the Fund? (You should apply for what you need, not necessarily the full category amount. Please note you can apply in more than one category for different projects.)

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8 Are you eligible to reclaim VAT? (Note If you can reclaim VAT you must repay this to the Fund.)

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9 Please provide one third-party quote for any item over £100, and at least two quotes for any item over £1,000 (unless there is only one option available).

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10 Is this the total cost of the project and are you seeking monies for the same project from elsewhere? (Note – you can do this, but must repay to the Fund excess funding you receive from alternative sources.)

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11 What alternative sources of funding have you considered and why are these not successful?

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12 When will you spend the money? (Grants will be awarded in January 2018 and you have up to two years to spend the funding.)

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13 Please tell us what other factors are necessary for grant expenditure to take place? (For example; there may be other funding you need, or a planning permission, etc.)

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14 How will the benefits of the grant be sustained after the funding has finished? (For example, if it is a capital item is there associated ongoing cost such as maintenance or rent, or if operational does similar expenditure need to be found every year?)

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15 Any other information you wish to provide (Note this is not required to qualify.)

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Note - Any information in section 2 that you wish to not be disclosed to the general public should be noted in the appropriate field above.

# Check list and Declaration

## Check List

Please tick each of these to help ensure a valid application:

**Application Form**

[ ]  Every question answered above

[ ]  Budget provided

[ ]  Quotes provided

**Bid Poster**

Please refer to example Bid Poster in the Scheme Guidance and confirm all the following are included:

[ ]  1. Organisation Name

[ ]  2. Project title

[ ]  3. Amount of grant application

[ ]  4. Needs and benefits of project to YOU

[ ]  5. What the money will actually be spent on

[ ]  6. Description of your organisation

[ ]  7. Needs and benefits of project to COMMUNITY

[ ]  8. Contact details for public enquiries

[ ]  9. Grant category you are applying in

[ ]  10. Poster is good quality resolution, especially images

[ ]  11. A4 size, Portrait orientation

## Declaration

[ ]  I am applying on behalf of myself or I am authorised by the organisation named to submit this application.

[ ]  The contents of the application form and bid poster are accurate and true.

[ ]  I/We understand that any seriously misleading statements or knowingly withheld information, could make our application invalid and we will be liable to repay any funds.

[ ]  I/We have read the standard terms and conditions of a grant (available on website) and confirm our willingness to agree to these should we be awarded a grant.

[ ]  I/We agree with the data protection clause in section 4.

[ ]  I/We accept that provision of any grant is at the sole and absolute discretion of the administrators and the basis for any grant decision may change without prior notice and we will not legally challenge, pursue enforcement or make any legal claim against MWF.

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| Your Full Name |       |
| For and on behalf of (if an organisation) |       |
| Position (if an organisation) |       |
| Date of Birth |       |
| Telephone |       |
| Email |       |

Please note we only communicate by email and you must provide an email address.

## Send

That’s it! Please send your

i) completed application form (word document or PDF),

ii) supporting materials (Budget, Quotes, etc) and

iii) bid poster (PDF)

via email to to enquiries@maerdywindfund.co.uk by 30th September 2017 at the latest. We strongly recommend you submit as early as possible, and at lease 2 weeks before the deadline, so that we can advise you of any failings in your application and there is time to address these.

If absolutely necessary we will accept postal versions to: Maerdy Wind Fund, 22 West View, Milborne Port, Sherborne, DT9 5EJ, but all communication by us will be by email.

## What next?

We will acknowledge receipt of your application within one week by email. If you have not heard from us please make contact to ensure your application has been received.

# Data protection

If you have applied for, or hold a grant with us, we will use the information you give us during assessment and during the lifetime of any funding to administer and analyse grants and for our own research purposes.

Unless speciifally agreed otherwise with you we may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring funding and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.

We may also share information with government or other organisations and individuals with a legitimate interest in grants or specific funding programmes, or for the prevention and detection of crime.

The Maerdy Wind Fund is subject to a public vote and therefore involves general public publicity. We will not share your personal details on the declaration page, however, if there is any other information in this application form or in subsequent correspondence that you do not wish to be made available to the general public then you must advise us.

We might use personal information provided by you in order to conduct appropriate identity checks. Personal information you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information. If false or inaccurate information is provided in a funding application and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.