



# Boyton Solar and Wind Farms Community Fund

For office use:  
Reference number:  
BSWF/14/

## Application Form

**This fund supports community projects within the Parish of Boyton.**

**Please read the grant guidelines before completing this form. Due to limited funds not all eligible applications will be successful.**

### Name of organisation

### Contact details

Title: Miss/Ms/Mrs/Mr (please circle)	Contact name:
Organisation address:	Correspondence Address (if different):
Postcode:	Postcode:
Position in organisation	
Daytime telephone number	
Mobile telephone number	
E-mail address (please note all correspondence will be carried out via e-mail if provided)	
Website	www.
How did you hear about this fund?	

### About your organisation

Please describe the main activities of your organisation:

When did your organisation start? (DDMMYY)	
Do you have a set of rules/constitution/governing document?	Yes/No
Do you have a Health and Safety Policy and appropriate insurance?	Yes/No
If you work with children and young people or Safeguarding adults, do you have Child Protection and Safeguarding Adult policies respectively?	Yes/No
Have your staff and volunteers all passed CRB checks?	Yes/No
Do you have a sustainability/environmental policy?	Yes/No
Is your organisation a registered charity (if yes, number)?	Yes/No
How many members are on your Management Committee, identifying any relationships	Men:      Women:      Disabled:      Young People:
<b>Please confirm the geographical area(s) in which you are working (include postcode)?</b>	POSTCODE:

## About your project and the need

Please write a **brief** description of your project for which you are seeking funding and how you identified the **need**. Please include the name of your project in your explanation:

Project timescales (DDMMYY)	Start:	End:
How many volunteers are involved with your project?		

## Beneficiaries

Who will benefit from your project?	
Approximately how many people will benefit?	

## Outcomes/Monitoring

What do you aim to have achieved by the end of the project for which you are seeking funding? Tell us how you will know if your project has been successful?

## Finance

Date of latest management account received? (DDMMYY)		
Total Income on accounts		
Total Expenditure on accounts		
How many cheque signatories are required? (must be at least two)		
If your application is successful payment will be made via cheque or BACS.	Bank/ Building Society Name:  Account Name/Cheque payee:  Account Name BACS:  Sort code: Account number:	
Have you received grant funding in the past 3 years, either from us or another funding organisation?	Yes/No	
If yes, please provide details (including dates, funding organisation, amount awarded and purpose).		
How much money are you applying for ( <i>Maximum for this application is £1,000.00, higher awards can be made at the panel's discretion</i> )	£	
Is this money for new work, or to continue funding existing work?	New	Existing
Please provide a breakdown of TOTAL costs for your project, <b>highlighting</b> what you want the Community Fund money to be specifically spent towards and what you have already raised funds for.		
Type of cost e.g. volunteer expenses – petrol @ 30p per mile x 250 miles	Total cost £ (inc. VAT) (Requesting)	Total cost £ (inc. VAT) (already fund/where from)
Totals		
Total project cost		

<b>Funds are limited, if required are you able to proceed on a lower grant award?</b>	<b>YES/NO</b>
<b>If able to proceed on a lower grant award please specify how will the shortfall be raised?</b>	

**We require one independent written reference in support of your application please provide their contact details below as well as submitting the written reference with this application form.**

<b>Referee 1</b>  Name:  Position:  Address:  Tel number:  Email address:
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### **Checklist**

**This application will ONLY be considered if you enclose the following:**

- **A photocopy of your signed, up to date constitution/set of rules**
- **Copy of your most recent accounts**
- **One original suitably written signed reference. The referee must be independent of your organisation but know its work well and know about the project for which you are requesting funds. Please do not provide a reference from a relative, friend, partner or another member of your group. The reference must include details on the following:**
  - ***How the referee knows your organisation***
  - ***Background information on the organisation***
  - ***An outline of the proposed project funding is being requested***
  - ***The beneficiaries & volunteers involved***

### **Data Protection**

This information will be stored electronically and will remain confidential to Cornwall Community Foundation. It will not be used for any other purpose without your agreement.

### **Section 7 - Declaration**

*It is essential that you understand and agree to sign up to the following statements. If you leave the organisation or can no longer fulfil your responsibilities, or someone else takes over responsibility for the grant on behalf of the organisation, you must inform us immediately.*

Our signatures confirm our acceptance of the conditions below:

- We agree to abide by the terms and conditions of the grant as they are set out in the application form and the accompanying guidance. If any factors change we will inform the Foundation and understand that all or part of the grant may have to be repaid.
- We certify that the information contained in this application is correct and that we are authorised by the organisation to accept these conditions on their behalf.
- If successful we will not use the grant for any other purposes, other than those specified, without first receiving

authorisation from the Community Foundation. We will not use the grant for goods or services already ordered or purchased.

- We understand that the grant may not include everything requested in the application.
- We will not dispose of any capital items purchased with the grant without the permission of the Foundation.
- We agree to participate in monitoring, auditing and evaluation relating to this fund as detailed in the guidance.
- We will keep the receipts for any payments made with this grant and will send copies of the receipts along with an End of Grant Report to the Community Foundation at the end of the project or within a year of the award, whichever is sooner.
- We will account for the grant separately in our organisation's annual accounts. We will send a signed copy of these to the Community Foundation once they are ready.

### Organisation Chair or Secretary

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_

### Committee member

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_

### Next Steps

Please take a copy of this completed form for your own records. We may ask you to refer to your application form during the application process and you will need to refer to it when filling out an end of grant report at the end of your project.

Please return this **original form** with the **copy of your constitution/set of rules, set of up to date accounts** and **one original suitably signed reference** to:

Cornwall Community Foundation  
Suite 1  
Sheers Barton  
Lawhitton  
Launceston  
Cornwall  
PL15 9NJ