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| Logo  Description automatically generated | Knabs Ridge Wind Farm Community Fund  **Guidance Notes** | **Logo  Description automatically generated with medium confidence** |

**Overview**

Set up by RWE Renewables UK Limited, the Knabs Ridge Wind Farm Community Fund is designed to help voluntary organisations, community groups and small charities and other types of not for profit organization that support charitable, educational, community, environmental, energy efficiency or general community amenity projects in the local area.

The fund will provide grants that support charitable activities that:

* Enhance quality of life for local residents
* Contribute to vibrant, healthy, successful and sustainable communities
* Promote community spirit and encourage community activity

**Grants**

Priority will be given to projects that can demonstrate that they will make a lasting benefit to people’s lives; this includes groups responding to the pandemic.

As the panel does not want to create an over-reliance on the fund and would want to encourage groups to continue to seek funding elsewhere, those applicants that apply every year will be considered, however the panel may choose at their discretion, not to fund in a particular year.

As a minimum, applicants must provide at least 10% of the total project cost. This could be financially through their own fundraising efforts or ‘in kind’ through the support of volunteers getting involved and giving their time to the specific project for which the group are applying. Volunteer time should be calculated at the living wage foundation rate of £9.90. **Please ensure where ‘in kind’ costs are included in the budget this is clearly noted and described.**

Groups should be aware that the panel will look favourably on applicants that are offering a contribution to the project costs. Although the **minimum** match funding requirement has been set at 10%, the panel recognises that some groups will be more able than others to provide a financial contribution or make a significant contribution of volunteer time and each application will be judged on its own merits.

**Day Trips**: Applications for funding towards trips must show **clearly evidenced need**. For example, need might include socially isolated people, particularly people who are older or disabled, for whom the trip represents a significant social interaction. Funding for trips will only be awarded if it can be shown that the trip could not have happened without support from Knabs Ridge. Groups applying for day trips should contribute **at least 20%** of transport costs themselves.

Grants are available of up to £2,500 for up to 90% of project costs and are available to:

* Voluntary organisations, community groups, small charities and other types of not-for-profit organisation (provided that the purpose is wholly charitable) with priority given to those based in and/or serving the communities within the parishes of:
  + Birstwith
  + Felliscliffe
  + Fewston/Washburn
  + Hampsthwaite
  + Haverah Park with Beckwithshaw
  + Menwith with Darley
  + Norwood

Grant applications will be considered at a panel meeting. Opening and closing dates for grant applications will be advertised on the Two Ridings Community Foundation website at [www.tworidingscf.org.uk](http://www.tworidingscf.org.uk)

In exceptional circumstances the panel may consider increasing a grant award however this will be entirely at their discretion and applicants should only apply for the maximum award of £2500. Discretionary awards may be made where the panel considers it to be of significant and lasting community benefit or in situations where it is considered reasonable and equitable to do so to ensure a fair distribution of benefit across the area.

**Eligibility**

The Foundation welcomes applications from charitable and voluntary groups with very few exceptions. The information below applies to all applicants.

**Groups must:-**

* Be a voluntary organisation, community group, small charity or other type of not for profit organisation with charitable aims
* Have a constitution or governing document
* Have been in existence for at least 6 months

**If your organisation does not have a constitution or if you have not been in existence long enough to be able to provide income and expenditure details for a full year, please get in touch and we will provide further advice and support.**

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| **Who can apply?** | **Who cannot apply/ what work will not be supported?** |
| * Registered charities * Smaller groups and parish councils, that may not be registered as a charity   + Provided that the purpose of the grant is wholly charitable and in the case of a parish council that the project is outside of its usual remit.   **Priority will be given to work which:**   * Addresses needs identified by local people * Fulfils needs not already being met * Supports community involvement * Demonstrates a commitment to equal opportunities through activity * Projects where the grant covers the majority of the project costs | * Private Businesses * Organisations based outside the area of benefit * General appeals or sponsorship * National organisations and their affiliates * Work which has already started or taken place * Work normally funded from statutory sources * Work undertaken by or on behalf of statutory bodies * Work undertaken by/ on behalf of schools, colleges or universities as part of their statutory curricular activities * Work for the advancement of religion * Work where the main beneficiaries are animals * Work which does not directly benefit people living in the area of benefit. * Overseas holidays or trips |
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**Equal Opportunities**

The Foundation is committed to equal opportunities for all and expects groups and organisations applying for grants to show that they are aware of equal opportunities and can demonstrate commitment to them. (A copy of the Foundation's equal opportunities policy is available on request.)

**The Process**

1. **Applying** 
   1. Ensure you are eligible and that the fund is currently accepting applications.
   2. Complete the online application form. A link to this is found on the Knabs Ridge Wind Farm Community Fund page of the Two Ridings Community Foundation website.
   3. Supporting documents, if not attached to the online application form, should be emailed to [grants@tworidingscf.org.uk](mailto:grants@tworidingscf.org.uk). If this is not possible, paper copies can be sent to Two Ridings Community Foundation, Pavilion 2000, Amy Johnson Way, York YO30 4XT.
   4. We ask you to accept the Terms and Conditions of holding a grant at this stage, so that should you be successful we can make payment more quickly.

**If the supporting documentation is not received within 4 weeks of the date of submission of the online application, or by the advertised closing date where applicable, the application will be withdrawn**

**Applications will only be processed when all documentation has been received**

1. **Assessment and Award**
   1. All eligible applications will be assessed. An assessor may contact you to obtain further information or to arrange an evaluation. This may be over the telephone or in person.
   2. All Applications are considered by a panel and its recommendations are ratified by the Board of Trustees. The final decision cannot be changed and no discussion will be entered into although we will try to provide constructive feedback if we can. In certain circumstances applicants will be awarded a pledge. This is the promise of a grant if/ when certain conditions are met.
   3. Following the panel meeting, we will contact you by email to let you know the outcome.
2. **Monitoring and Completion**
   * 1. When your project is complete, you must fill in an End of Grant Monitoring Form. This is available as an online form very similar to the online application form and should your application for funding be successful the link to your end of grant report will be sent to you when your grant payment is made. You will not be eligible to apply for further grants from this scheme until we have received this form as it finalises your grant.
3. We aim to undertake monitoring visits on a proportion of funded applications, and we will contact you to arrange a visit if this is required.
4. Successful applicants **must** ensure that the Foundation and RWE is included in any publicity and our logos will be provided for this purpose.

The easiest way to apply for funding is using the online process and we are very happy to provide assistance and support with this. However, if you are unable to apply in this way a paper version of the application form is available on request by telephoning the office on 01904 929500 or (during Covid restrictions) Katherine Odom on 07745 794659.