

WINDFALL FUND

SMALL PROJECTS GUIDANCE NOTES FOR APPLICANTS

These guidance notes are designed to accompany the Small Projects application form 2018/19 for the Windfall Fund. Please read these guidance notes carefully before filling in the application form. They will help you decide whether this is the right grant for your proposals. It will also help you gather together all the information you need before filling in the form to avoid leaving out essential details. If you are unsure about any aspect of the Fund please contact the Windfall Fund Co-ordinator at PROSPECTS Foundation for further guidance.

The boxes on the application form expand as you fill them in so don't be put off by the space given. If you are filling in the form by hand then please use additional pages where necessary.

AT A GLANCE

To be eligible to apply for the Windfall Fund you must:

- Be a fully constituted not-for-profit organisation with your own bank account
- Have a project proposal that will deliver at least one of the 6 environmental sustainability outcomes of
 - Biodiversity
 - Waste/Recycling
 - Energy
 - Local Food
 - Sustainable Transport
 - Raising Environmental Awareness
- Carry out the project in Hyndburn
- Demonstrate support from the community
- Demonstrate commitment to future maintenance of the project

Before you submit your application you must:

- Fill in all sections of the application form
- Submit your application by the deadline specified by the PROSPECTS Foundation

- Make sure you submit everything requested along with your application form
- Keep a copy of your application form. You may need to refer to it if we have any queries and you will need it to help with your monitoring information.

The following headings correspond to those of the same name in the application form.

1. Contact Details

- a. This must be the name of your group as set out in your constitution or governing document and should also be the name on any policy/insurance documents relating to your group. If your group is also known by any other names, then please also state these.
- b. This should be the name of the person who is the main point of contact for the application and is the person we will contact if we require any further details. It does not need to be the person who signs the form.
- c. Please include the address for the main contact person. This will be the address where all correspondence relating to this application will be sent. Please make sure all lines of the address are filled in accurately and that the postcode is included.
- d. The main contact person has to be a member of the group. Please state the position the main contact person holds within the group eg. Treasurer, Secretary etc.
- e. A lot of communication will be done over the telephone, including some of the monitoring, so please give the telephone number where the contact person can be called during office hours.
- f. Please also provide an alternative/mobile telephone number on which the main contact person can be contacted at other times or when out of the office.
- g. In many instances we will contact you by email especially if we require a quick response so please identify an email address that the main contact person can access regularly.
- h. Your website is a good extra source of information if we want to check any details about your group or refer other people to the services you offer. Please provide your group's website address if applicable.

2. Group Details

- a. The Windfall Fund is available to any not-for-profit organisation carrying out work in Hyndburn including community groups, voluntary organisations, social enterprises, co-operatives, charities and community interest companies. Please specify what type of organisation you are. If applicable please also state your charity registration number or company registration number.
- b. Your group must have a governing document, either a constitution/ set of rules or a Memorandum and Articles of Association. A copy must be submitted with your application form. Your governing document, as a minimum, must have the name of the organisation, aims/purpose, objects and a dissolution clause. If you do not have a governing document then you are not eligible to apply to the Windfall Fund. If this is the case but you still have a good idea for a project that fits the criteria then you may like to contact either the Windfall Fund Co-ordinator or one of the organisations listed at the back of these Guidance Notes and they should be able to work with your group to help you prepare suitable documents.
- c. Please list how many people you have on your management committee and confirm that you have at least a Chairperson and a Treasurer.
- d. To receive a grant from the Windfall Fund your group must have an account with a bank or building society. It is essential you fill in the bank details accurately as your grant will be paid directly into your bank account by BACS transfer. We will not make payments to individuals.
- e. Please provide your annual income for the last full financial year. This figure should be easily taken from your annual accounts. This gives us an idea about the size of your organisation/group.
- f. Please give the figure for the amount of unrestricted reserves you hold (money which is not committed to any expenditure). The amount in reserves may be considered as part of the application process.
- g. Please let us know if your group has a reserves policy. This is a statement of the level of reserves you hold and an explanation of why they are held and what they might be needed for. A good reserves policy gives confidence to stakeholders/potential funders that the organisation's finances are being properly managed and will also provide an indicator of future funding needs and the overall resilience of the organisation. If you are a registered charity then a statement of your charity's reserves policy must be included within

your annual report. If you are a charity and operating without a reserves policy this fact must be stated in the annual report. If you have a reserves policy then please submit a copy with your application form.

- h. It is your responsibility to meet all the legal and liability requirements necessary to run your group's activities. If you work, or intend to work with children you must have a Safeguarding Children's Policy. A Safeguarding Policy is a short statement of your organisation's commitment to keeping children safe. A safeguarding procedure is a detailed description of the practical things your organisation will do to protect children from harm. Likewise if you work with vulnerable adults you must have a Safeguarding Adults Policy. You should also have as a matter of course a Health and Safety Policy and an Equal Opportunities Policy amongst others. Again, if you need help putting any of these documents together then please contact either the Windfall Fund Co-ordinator or one of the organisations named at the back of these Guidance Notes. Please also identify whether your group has public liability insurance in place. Please identify on the application form which policies/insurance your group has in place.
- i. Please give a brief description of your group's main activities. This is your opportunity to explain the aims of your group, the facilities, services and activities you provide and identify the types of people you work with.
- j. The Windfall Fund is only available for environmental projects and we would like to know if your group has carried out any environmental projects in the past. If you have then please list the most recent ones. It doesn't matter if you haven't it just helps us to build a picture of your group.
- k. We need to know if your group has applied for or received a grant from the Windfall Fund before or if this is your first application. Please indicate if you have applied before and whether or not you were successful. If you were successful please give the date of the award, the amount offered and the PROSPECTS Foundation reference number.

3. Project Details

- a. Please give the name of your proposed project. This is how your project will be referred to in future correspondence.
- b. We are looking for projects that will fit under at least one of the following themes of environmental sustainability:

- **Improving biodiversity and wildlife habitats** - this means protecting and enhancing local wildlife and/or plantlife. Examples of projects that would fulfil this aim include nature trails, woodlands, stream clearance and wildlife gardens.
- **Increasing waste minimisation and recycling** - this is about identifying more ways of reusing and recycling everyday waste and could lead to a cleaner, greener, healthier environment. Examples of projects could include community composting schemes, promoting the use of real nappies and recycling restaurant cooking oil.
- **Promoting energy conservation and the use of renewables** - this means improving home and community energy efficiency which could lead to warmer homes and reduced fuel poverty. Examples of projects could include energy efficiency measures in community venues and community micro-renewable energy generation using for example biomass, heat pumps, wind, photo-voltaics, solar or hydro sources.
- **Encouraging greater use of sustainable transport** - encouraging more use of public transport, cycling and walking and recognising the additional health benefits of increased physical activity. Examples of these projects could include car sharing schemes, work on footpaths and cycleways, railway station adoption and recycling old bikes.
- **Increasing the production of locally grown food** - this is about increasing access to healthier food which is locally grown and organic. Examples could include community allotments, backyard projects, training and recipe workshops.
- **Raising awareness of sustainable development issues** - ideally this should be incorporated into all projects and under all themes but on its own could refer to information leaflets, educational activities, signposting, promotion of activities and celebration events.

Please indicate which theme your project fits under. Remember the project examples do not constitute an exhaustive list, these are just examples of the types of projects that could be eligible for funding.

- c. Please give details about the project for which you require funding (maximum 250 words). This is a very important part of your application form so please use it wisely. You need to tell us the aims and objectives of your project, the main activities you intend to carry out and how it will benefit the environment and the community. Include an explanation of how your project will contribute to environmental sustainability, what is special about your proposed project and why it should be considered favourably for funding. The project should be community-led and you must be able to demonstrate that the activity would not be able to take place

without a grant. Continue on a separate sheet if necessary. Please also include any photos, maps or plans, if applicable, to illustrate your proposals.

Please feel free to discuss your project ideas with the Windfall Fund Co-ordinator at PROSPECTS Foundation prior to filling in the form if there are any details you would like to clarify or if you need help developing an initial idea.

- d. Outcomes are the things you want to achieve by carrying out the project and the changes that will happen as a result of the activities being undertaken (outputs are the actual activities that will take place). Please explain what you hope to achieve and what difference the grant will make.
- e. The ethos of the Windfall Fund is about environmental sustainability. We are looking for applications that, wherever possible, incorporate sustainable practices into the delivery of the project. For example, using recycled materials, sourcing materials locally, planting native species etc. Please indicate how you intend to do this.
- f. The Windfall Fund is only available for projects/activities that are to be carried out within the Hyndburn area. Please give details as to where your project will take place. Please give six figure Ordnance Survey grid references if applicable. This will enable us to map the location of projects and help us to build up an overall picture of what is going on in the Borough.
- g. Please state when you expect the project to start and finish. For projects under £2,000 the activities/project has to take place and the grant has to be spent within twelve months from the date the grant is awarded. The Fund will not support projects that start before an application has been determined and will not fund anything retrospectively.
- h. We need to know the address of where any equipment purchased will be stored, particularly if it is at a private address.
- i. If your project involves working on a particular piece of land it is important to know who owns the land. If your group does not own the land then you must get permission from the landowner before you submit your application form and send evidence of the permission with your application. If the land is leased or managed under an agreement please supply the details of all parties involved. Similarly, if you do not own the building/premises where the project or activity is going to take place then you must supply a letter from the landlord/owner giving permission for your project to take place.
- j. Your project must be supported by your local community and you must identify how you know they want and will benefit from your project. Please provide evidence, which could include surveys,

consultation results, research, letters of support etc. which support your proposals and confirm the need for the project.

- k. Our sixth theme is that of raising environmental awareness. All proposed projects should really incorporate this into their activities. Please explain how you intend to promote environmental awareness to the wider community through your project. Examples could include leaflets, notice boards, events, through your website etc.
- l. What indicators will you use to measure whether you have achieved what you set out to do and what information will you collect to help you assess how successful your project has been.
- m. This is a really important question as the Windfall Fund won't be used for projects that can't be maintained into the future. You need to think about what maintenance will be required and how you intend to fund that work and carry it out.

4. Project Costs

- a. The total cost of the project includes the amount you are requesting from the Windfall Fund. Remember, the grants panel, as part of their decision making progress, will be looking at, amongst other things, value for money. The costings therefore must be realistic and the need for the project and the outcomes must justify the expense.
- b. You may be receiving other grants for the same project, you may be using some of your group's existing resources or you may be raising money to cover some of the costs but this question is specifically about the amount you are requesting from the Windfall Fund. Remember, for a small project the minimum amount you can apply for is £250 and the maximum is £2,000.
- c. Projects with at least some element of match funding, whether it is from another grant source, from the group's own income, reserves or fundraising efforts, are more likely to be successful. Please explain here where the rest of the funding for the project is coming from and whether or not that money is secure. ie. if you have applied to another funder for some match funding have you heard whether or not you have been successful. The value of materials/contributions given as in-kind donations can also count towards match funding and the figure should be included here. However, **do not** include the value of in-kind volunteer time.
- d. All costs related to the successful delivery of your project are potentially eligible for funding. The fund can be used to cover the core costs associated with the activity you are proposing, therefore the relevant proportion of running costs such as rent, lighting, salaries, public liability insurance etc can all be included in your

application. General running costs, however, are not eligible. Capital costs are also eligible eg for the purchase of equipment. Please provide as accurate a list as possible of all the items and services required for your project along with a breakdown of the cost of each item. Please identify the amount requested from the Windfall Fund for each item. Please use the following suggested budget headings - Equipment; Staff time; Travel & subsistence; Training; Volunteer expenses; Publicity/promotion but feel free to include others if appropriate. Written estimates/quotes must be provided for any individual item/service costing more than £250. These can include information/costings downloaded from the internet. Only VAT which is non-recoverable can be included in your costings.

- e. In-kind contributions and volunteer time are both important additions to the value of your project and help us to assess the amount and range of support for your project. In-kind contributions can be described as things you need for your project that you do not have to pay for eg. the free use of a venue for meetings/activities, materials being donated by a local firm or materials that you already own or have been given and would otherwise have to pay for. The value of these goods/items/contributions can be included in the total project costs and used as part of the match funding referred to in 4c above.
- f. Volunteer time is the time volunteers give to the project without being paid for their work ie. the time people are contributing to the project rather than taking part in it. Please identify any in-kind volunteer time that is being offered to the project. To work out the value of volunteer time being contributed we use an hourly rate of £13.90. This value is not eligible to be included in the total project costs and **cannot** be used as match funding.
- g. We need to know if your organisation is registered for VAT and therefore whether the VAT element of the costs can be reclaimed. Only VAT which is non-recoverable can be included in your costings.

5. Declaration

The application form must be completed by a member of the group but they must have the full authorisation of the management committee. If it turns out that a false declaration has been made then PROSPECTS Foundation reserves the right to withdraw any offer of funding/reclaim any funding that has already been made.

If you would like to receive updates about the Windfall Fund, PROSPECTS activities and projects and be added to our mailing list to receive our monthly Events Bulletin/Newsletter then please tick the box. If you don't opt in to receive these updates then the personal data you have provided on the application form will only be used for the purpose for which it was supplied ie. to process your application to the

Windfall Fund and for subsequent follow-up communications relating to your funded project and the Windfall scheme as a whole.

The PROSPECTS Foundation Privacy Statement:

The PROSPECTS Foundation will collect and process the personal data provided in accordance with the General Data Protection Regulation (GDPR).

We will never sell your data or pass it on to anyone else but we will share it with Mailchimp, the company who provide our mailing software. Mailchimp will only use it for the purpose of sending you our emails. You can read more about how they will use your data by clicking on this link: <https://mailchimp.com/legal/privacy/>

We will review this policy at regular intervals, but not more than five years, and check with you if you still want us to contact you and will ask you to update your consent at that time.

You can unsubscribe, ask us to update your details or stop using your information at any time by contacting us at info@prospectsfoundation.org.uk

Giving your consent to receive this information will form the lawful basis of our processing your data. If you have any questions about how we use your data, please email alison.silver@prospectsfoundation.org.uk

6. Checklist

We regret that we won't be able to process incomplete applications. Therefore please ensure you complete all sections of the form and provide all supporting documentation referred to below when submitting your application.

The following additional information must be submitted with your application form.

- a. Constitution/set of rules/governing document
- b. Copy of your most recent annual accounts or statement of income/expenditure **AND** your latest bank statement
- c. Copy of your reserves policy
- d. Maps, plans or photos to enhance your proposal
- e. Evidence of support for the project from the local community. This could be in the form of the results of a survey/consultation, letters of support from local residents etc.
- f. Written estimates for any individual item costing more than £250. Prices downloaded from the internet will be acceptable
- g. Evidence of any match funding you have identified in your application ie where it is coming from and whether it is already secured or when you expect to hear the outcome of a funding bid.
- h. If you do not own the land/premises where the activity is going to take place then a letter of approval is required from the landowner/landlord.

Failure to submit everything requested may mean your application is not considered, it may be deferred or even turned down

7. General Information

Here is some additional general information to assist you in the application process.

Things we won't fund

- Activities that are the legal responsibility of another body
- Activities/expenditure that start before a grant has been confirmed
- Ongoing staff costs
- Projects that have no plan for future maintenance
- Routine repairs and maintenance
- VAT that is recoverable
- Statutory organisations
- Individuals
- Religious or political activities
- Work which is not based in and directly benefitting residents and communities in the Hyndburn Borough
- Repeat applications if a group has not submitted satisfactory monitoring and evaluation information from a previous Windfall Fund Grant

For grants over £2,000 you need to fill in the **Large Projects** application form and for grants of less than £250 you will need to fill in the **Mini Projects** application form, both of which can be downloaded from the PROSPECTS Foundation website - see below for details.

Frequently Asked Questions (FAQs) are available on the website which may address any other issues you have. Otherwise feel free to contact the Windfall Fund Co-ordinator at PROSPECTS Foundation with any other queries.

8. What Happens Next

The amount of funding available is limited so unfortunately not all applications will be successful.

Assessment

When your application is received it will be checked and if any further information is required or anything needs clarifying you will be contacted by the Windfall Fund Co-ordinator at PROSPECTS Foundation. All completed applications received by the closing date will then be assessed by a grants panel using set criteria and the decision will be

made as to which applications will receive funding. The panel will be looking for projects that provide the most significant impact in terms of environmental and community benefit, have been well planned and demonstrate value for money. **The panel decision is final.** All applicants will be notified of the decision within six weeks of the closing date.

Successful applicants will receive an offer of grant along with a Memorandum of Agreement setting out the conditions of the grant. This has to be signed and returned and then the grant money will be paid into the group's bank account. Successful groups also have to agree to certain monitoring requirements which will be set out at the start of the project. At the end of the project proof of payment for all purchases will be required as evidence that the grant has been spent in an appropriate manner. A short final evaluation report including photographs will also be required which should assess the impact of the grant both in terms of the community and the environment.

During the course of the project we understand that things don't always go as planned, that sometimes problems arise that no-one anticipated and that changes have to be made. If this is the case or you are experiencing any difficulties carrying out your project please contact the Windfall Fund Co-ordinator at PROSPECTS Foundation and we will be happy to work with you to sort it out.

Promotion and publicity

PROSPECTS Foundation needs to be able to publicise the Windfall Fund in a variety of ways and being able to use positive examples of work that can be carried out with a small amount of funding can be inspiring and motivational. If you send us any photographs please ensure you have all the permissions necessary in order for us to be able to use them in our publicity and promotional material.

Successful applicants are themselves expected to promote their activities for the purposes of the project and to publicise the Windfall Fund, PROSPECTS Foundation and EnergieKontor. Please refer to the Windfall Fund in any promotional work carried out or publicity material produced and use the relevant logos where applicable. PROSPECTS Foundation, the Windfall Fund and EnergieKontor logos are available from the PROSPECTS Foundation.

9. Further Information

If you require any further information about the fund or would like to chat through your project ideas then please get in touch on the number/email below.

Application forms and guidance notes can be downloaded from the website www.prospectsfoundation.org.uk

If at all possible please return the application form along with the supporting information required by email to:

alison.silver@prospectsfoundation.org.uk

Or by post/hand deliver to:

Alison Silver
Windfall Fund Co-ordinator
PROSPECTS Foundation
PROSPECTS Environment Centre
54 Broadway
Accrington
BB5 1EW

Tel: 01254 230348

If posting, remember to put the correct postage on your envelope. Incorrect postage may mean a delay in receiving your application or it may not arrive at all.

Closing dates for receipt of applications are as follows:

12 noon on Friday 14th December 2018

12 noon on Friday 1st March 2019

12 noon on Friday 5th July 2019

12 noon on Friday 6th September 2019

10. Available Support

For support around setting up as a group, developing a constitution, putting together policies/procedures and insurances or for help filling in the form please contact:

Hyndburn & Ribble Valley CVS
Suite 15, The Chambers
Town Hall Square
Great Harwood
BB6 7DD

Tel: 01254 888614

