**Middle Treworder Community Fund October 2023 : application form and guidance notes.**

**guidance notes**

1. **Fund purposes**

The Committee will allocate funds to charitable projects and purposes with a focus on

* grass roots community and voluntary groups

**priority will be given to**

* local children’s groups / young people’s schemes / local youth projects/ local schools
* households in fuel poverty or at risk of fuel poverty, support projects and services for households in or at risk of fuel poverty
* low carbon initiatives
* climate change mitigation or adaptation

1. **Eligibility criteria for grants**

* Not for profit (i.e. non-commercial) organisations and groups. .
* Projects need to be for the benefit of people living in at least one of the 4 eligible parishes of **Wadebridge, St Kew, St Mabyn and Egloshayle**
* Organisations will need to have a bank account in their name if awarded a grant.
* Organisations will need to have (at least) one member over 18

1. **Criteria used to assess applications**

* Should represent value for money
* Should provide services or opportunities for disadvantaged people **and / or** enhance the social, cultural or community life of the area
* Must be capable of being delivered by the applicant organisation

1. **Guidance on costings**

There is approximately £15k available for projects.

There is no maximum or minimum size of grants. Having said that the Committee are keen for the funding to be spread out so as to be available to as many groups as possible.

You are encouraged to apply giving realistic estimates of costs for your project. **Don’t round your costs up if your project really doesn’t cost this !** However, do please provide accurate and realistic costings that will enable your project to be delivered well.

The Committee will be keen to see value for money demonstrated in the applications. We want to make sure that your project, if funded, has got the costs it needs to succeed. But, in order to make the very best use of the Fund, we are unlikely to fund projects where the costs appear exaggerated and ask for more than is really needed.

If you are applying for more than £3000, please attach your most recent set of accounts.

1. If you have previously applied for the fund you may apply again in 2023 regardless of whether or not you were successful.
2. The decision of the committee is final in making awards
3. **How to apply**

* Fill in the application form - an electronic version in Word **(not PDF)** is preferred. Hard copy is acceptable if you do not have access to IT facilities.
* Please give an email contact – this makes communication much easier if we need to ask you for more information.

Return the completed application form (without the Guidance section) to [communityfunds@wren.uk.com](mailto:communityfunds@wren.uk.com), or (if hard copy) to WREN, c/o Alexander and Co., Negys Gorthybow, Schooners Business Park, Bess Park Road, Wadebridge, Cornwall PL27 6HB

* The closing date for complete applications is 5 pm, Friday 10th November 2023 .
* We plan to make decisions on applications by mid-December
* **We will acknowledge all applications – if you have not received a acknowledgement 7 days after submitting your application, please get in touch by phone (07858 489254)**
* Any queries – please email me at [communityfunds@wren.uk.com](mailto:communityfunds@wren.uk.com) and I will do my best to help

Tony Faragher , Chair, WREN

**Middle Treworder Community Fund 2023 : application form**

**Please fill in all sections of this form – the information you provide will be used to make decisions about who will receive grants. Without full information we will be unable to process your application.**

|  |
| --- |
| Name of group/ organisation . |
| How many people are involved in your group / organisation ? |
| Contact person  name,  email,  address  telephone (landline and mobile numbers please), |
| What is your position in your group / organisation |
| Aims of your group / organisation as laid out in your constitution - maximum 100 words |
| Title of project for which you are seeking a grant(up to 10 words) |
| Description of project for which you are seeking a grant (up to 300 words) Please let us know what you are trying to achieve, what needs your project will meet, and how you will deliver the project. |
| Who will benefit from your project – what sort of people and approximately how many?  . |
| How much are you applying for? What will it be spent on? Please give a detailed breakdown of your proposed expenditure*.*  ***(please refer to point 4 in the guidance notes If you are applying for more than £3000, please attach your most recent set of accounts.)*** |
| Have you applied to other funders for the same project ? yes / no  If ‘yes’ was your application successful ? yes / no / awaiting a decision  If you are awaiting a decision, when do you expect to hear from the other funders ? |
| What was your group / organisation’s total income in the last 12 months ?  Do you hold any reserve funds ? If so, how much and what are these funds reserved for ? |
| Is your organisation registered for VAT ? Yes / no **If ‘yes’ do not add VAT onto the cost of your project.** |
| Is your project dependent on other funding ? Are any permissions or consents needed before the project can go ahead ? .If yes please give full details. |
| Please specify the timescale within which you anticipate that the grant will be spent |
| Have previously applied to the Treworder Fund.? If yes when was this ? If you were successful how much were you awarded ? |
| Name in which bank account held  Bank name  Sort code  account number |
| Name of contact person.  I confirm that I can submit this application on behalf of my group / organisation.  **I confirm that my group / organisation**   * has the capacity to complete this project should we be successful. * Has at least one person over 18 years old. * Has a bank account in its own name * Agrees that the fact of applying for support from the Middle Treworder Community Fund may be made public, for example on the WREN website and in the media. * Understands that any grant given must be spent within a timescale agreed at the time of making the award. * Will provide receipts to support expenditure from the grant if asked to do so. * Will provide a short report on the progress and completion of the project * Consents that the information given on this form may be used by WREN and the decision-making panels for the purpose of administering the Middle Treworder Community Fund. * If the amount applied for is more than £3,000 has attached the most recent set of accounts. |
| Please email this form in Word to [communityfunds@wren.uk.com](mailto:communityfunds@wren.uk.com) , or if hard copy post to WREN, c/o Alexander and Co., Negys Gorthybow, Schooners Business Park, Bess Park Road, Wadebridge, Cornwall PL27 6HB, by 5 pm , Friday 10th November 2023 |