

**WREN Community Benefit Fund 2022 (environmental and sustainability projects)**

*Application Form & Guidance notes*

Please read the guidance notes (at the bottom of this form) carefully to help you fill in all sections. The information you provide will be used to make decisions about who will receive grants

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| 1. Name of group/ organisation   . |
| 1. How many people are involved in your group / organisation? |
| 1. Contact person and contact details - name, position in group / organisation, address, telephone (landline and mobile), email. |
| 1. Aims of your group / organisation as laid out in your constitution - maximum 100 words. |
| 1. Title of project for which you are seeking a grant (up to 10 words) |
| 1. 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. |
| 1. Who will benefit from your project?   Approximately how many people will benefit?  What is the primary age group?  What issues do you seek to address?  . |
| 1. How much are you applying for, and what will funds be spent on? Please give a detailed breakdown of your proposed expenditure*.* (**please see point 6 in the guidance notes)** |
| 1. What was your group / organisation’s income in the last 12 months   Do you hold any reserve funds ? If so, how much and what are these funds reserved for ?  Are you registered for VAT? Yes /no  If yes, do not add VAT to your costings as you will be able to reclaim it from HMRC |
| 1. 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. |
| 1. Please specify the timescale within which you anticipate that the grant will be spent |
| 1. Bank details   Full name in which the bank account is held  Bank name  Sort code  Account number |
| 1. Name and signature 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 written constitution * Has a bank account in its own name * Agrees to publicity surrounding support from the **WREN Community Benefit Fund**  , including but not limited to the WREN website and media. * Understands that any grant given must be spent on the project for which it was awarded, and 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 |
| Please email this form to [communityfunds@wren.uk.com](mailto:communityfunds@wren.uk.com) , or by post to WREN, c/o Alexander and Co., Negys Gorthybow, Schooners Business Park, Bess Park Road, Wadebridge, Cornwall PL27 6HB **by 5 pm Friday 27th May 2022**  **WREN will process the data in your application for the purpose of administering the fund, and will securely store this data to achieve this purpose.** |

**Guidance notes**

1. Scope of the fund – to support environmental & sustainability  projects, or projects that aim to inform and educate on environmental and sustainability issues. This can include projects about energy, water, soil, river and ocean, biodiversity, pollution, transport, climate change, food, recycling, the natural environment, wildlife …. etc
2. **Amount of funds –** the fund has £19000 in 2022 available to support projects. Clean Earth Energy Ltd. have generously provided the money for the fund.
3. **Eligibility criteria for grants**

* Organisations will need to have (at least) one member over 18 and need to have a bank account in the name of the organisation if awarded a grant.
* The fund is for not-for-profit ( i.e. non-commercial) organisations and groups operating in the Padstow and Wadebridge Community Network area. (https://www.cornwall.gov.uk/media/3625834/Wadebridge-Padstow-CNA-A4.pdf)

1. **Criteria used to assess applications**

* Should represent value for money
* Must be capable of being delivered by the applicant organisation
* Can demonstrate that they fit the scope of the fund (see 1 above)

1. **Guidance on costings**

* There is no maximum or minimum size of grants for the funding round. Having said that we will be keen for the funding to be spread out to be available to as many groups as possible.
* Please provide accurate and realistic cost estimates for your project, with quotes to support cost estimates where applicable. **Do not round your costs up if your project really doesn’t cost this!** We want to make sure that your project, if funded, has got the costs it needs to succeed – but we are unlikely to fund projects where the costs appear exaggerated and ask for more than is really needed.

1. **The decision of the panel is final in making awards.**
2. **How to apply**

* Fill in the application form. The electronic Word version is much preferred but hard copy is acceptable if you do not have access to IT facilities**. Please do not send PDF versions .**
* Please provide an email contact if at all possible – this makes communication so much easier.
* Return completed forms to [communityfunds@wren.uk.com](mailto:communityfunds@wren.uk.com), or (if hard copy) by posting to Wren c/o Alexander and Co., Negys Gorthybow, Schooners Business Park, Bess Park Road, Wadebridge, Cornwall PL27 6HB
* **Closing date for completed applications is 5pm Friday 27th May 2022**
* Decisions on applications will be made by the end of June 2022.
* **We will acknowledge all applications – if you have not received a notification 7 working days after submitting your application, please get in touch by phone on 01208 622123**
* Any queries – please email me at [communityfunds@wren.uk.com](mailto:communityfunds@wren.uk.com) or phone 01208 622123. I am here to help.

Tony Faragher, Chair, WREN