

Green Field Trust: Application Process

1. Background

Gretton Solar Farm Limited has promised to provide a fund of about £4,000 per year for the benefit of the community local to the solar farm at Lower Stanley. The fund will be available over the life of the solar farm for 25 years, starting in 2016.

Green Fields Trust is a Charitable Trust which administers the fund and allocates it to organisations, individuals or groups who submit successful applications.

Applications may be submitted at any time. Green Fields Trust will meet at least twice a year to consider recently submitted applications. It is important that the application form is filled in as completely as possible, as applications will be evaluated using only the information on the form.

2. Conditions of funding

a. Eligibility of applicants

- Applicants must demonstrate a need for financial support.
- Organisations must be either non-profit making or charitable and not have significant unrestricted reserves.
- Organisations, individuals or groups may only make one application for a grant in any grant cycle (every six months).
- Applications for core funding will not be considered.
- Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations unless funds are not available from their national bodies or the funds available are inadequate for a specified project.

b. Use or purpose of grant

Green Fields Trust will only award grants where the use or purpose of the grant benefits Alderton, Gretton or Prescott communities. The benefit could include but is not limited (in line with the Trust Deed of the Green Fields Trust) to:

- *Carbon reduction*
- *Energy efficiency*
- *Renewable local energy generation*
- *Biodiversity and wildlife habitat creation*
- *Sustainable, local food production*
- *Local flood protection*
- *Alleviation of fuel poverty*
- *Alleviation of food poverty*
- *Waste reduction and recycling*
- *Local resilience in the form of Transition Movement objectives such as promoting a local economy, food, fuel and transport services.*
- *Community awareness raising and education on all of the above*

3. How to apply

Applications must be made using the application form attached to this policy. All questions on the application form should be fully answered and additional appropriate information, which supports an application, must be provided in order for the request to be considered.

It is important that the application form is filled in as completely as possible, as applications will be evaluated using only the information on the form.

For more information contact any of the trustees listed on the website at www.greenfieldstrust.co.uk or email greenfieldstrust2015@gmail.com

4. Evaluation procedure

A grant request will be considered at the next meeting of the Green Fields Trust following an application deadline. The Trust currently has set two application deadlines each year - 31 March and 30 September, starting 31 March 2018.

Each application will be assessed on its own merits against the conditions of funding and the evaluation criteria listed below. To ensure as fair a distribution as possible of available funds, the group will take into account the balance of the types of other supported projects.

Account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities. No commitment to award grants in future years will be made.

The Green Fields Trust may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. Applicants will receive notice of the outcome of their application within two weeks of the group meeting.

5. Successful applications

After applicants have received notice in writing of their successful application and any additional conditions and requirements, the grant will be paid by cheque.

Projects which receive grants are required to advise their users/members that a grant has been received from Gretton Solar Farm Limited.

6. Evidence of Implementation

Applicants must provide feedback and receipts to demonstrate how the money has been spent. They must demonstrate that the grant has only be used for the purpose for which it was awarded and within the conditions stipulated. Any unspent portion of the grant must be returned to the fund by the end of the financial year following the year in which it was awarded. Detail of the feedback required will be stated in the notification letter.

7. VAT

If you are a school and able to reclaim VAT or a Parish Council and able to reclaim VAT via a VAT 126 Claim we will only fund the VAT Exclusive amount.

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Green Fields Trust – Grant Application Form

<p>Name</p>	<p>Contact name of applicant (and organisation on behalf of which you are applying if relevant)</p>
<p>Contact Details</p>	<p>Address, phone number & email</p>
<p>Date of Application</p>	
<p>Description of Project / Activity</p>	<p>Please attach additional documents describing the Project / Activity.</p>
<p>How does the purpose of the project meet the objectives in 2 b) of the Application Process?</p>	<p>e.g. Carbon reduction, Energy efficiency, Renewable local energy generation, Biodiversity and wildlife habitat creation, Sustainable, local food production, Local flood protection, Alleviation of fuel poverty, Alleviation of food poverty, Waste reduction and recycling, Transition Movement objectives such as, promoting a local economy, food, fuel and transport services, Community awareness raising and education on all of the above</p>
<p>Who Will benefit?</p>	<p>Is your project/activity limited to a particular age group or interest group? Is it inclusive as far as is possible.</p>
<p>Proof of Support</p>	<p>Is the project/activity is supported by local people who will benefit from it - can you demonstrate this?</p>

Timescale	<i>Is this a one off or regular activity? When will it take place? For a project, how long do you expect it to take? Please provide a project plan.</i>
Budget	<i>What is the total cost of your project/activity? How much are you asking for? Please supply cost breakdown and estimates . Please provide 2 written estimates for all individual items within your application that are greater in value than £500. Estimates must be exclusive of VAT if you are able to reclaim input VAT.</i>
Other Funding	<i>Have you any other funding for your project? Have you made any other funding applications? Who else have you applied to or do you intend to apply to?</i>
(if on behalf of organisation) – Please attach latest accounts (I&E Account and Balance Sheet) for that organisation.	<i>Please attach your most recent up-to-date accounts</i>
(if on behalf of organisation) – Please attach copy of constitution or objects.	<i>Please attach a copy of your constitution including details of your aims and purposes</i>
What evidence will you be able to provide of the use of any grant for the intended use, and by when?	<i>We need, under our Trust Deed to ensure that evidence is provided.</i>
How will you publicly acknowledge Gretton Solar Farm as a sponsor of your project?	<i>When Gretton Solar Farm Limited committed to making the Community Benefit Payments it asked that the Lower Stanley solar farm should be discreetly acknowledged.</i>

This form should be completed in full, either electronically using the MS Word Version (available at www.greenfieldstrust.co.uk) or by hand. It can then be delivered by email in Word, PDF or scanned (if hand written) format to greenfieldstrust2015@gmail.com or to the postal address of one of the trustees by the deadline (currently 31 March and 30 September).