

Saltfleetby Parish Council – EnergieKontor Wind Farm Fund TERMS OF REFERENCE

Dated 6th June 2023

1. **Name**

The name of the fund is the Saltfleetby Parish Council EnergieKontor Wind Farm Fund ('Fund')

2. **Parties**

The Parties referred to in this document are:

'Developer' being EnergieKontor UK Ltd, Company Number 03830819.
EnergieKontor's registered office address is 114, St Martin's Lane, Covent Garden, London, United Kingdom, WC2N 4BE.
'Developer' shall include any successors in title or assignees.

Saltfleetby Parish Council ('SPC')

The fund administrator ('administrator') shall consist the Chairman and Vice Chairman of the SPC.

Website Address is <https://saltfleetby.parish.lincolnshire.gov.uk>
E-mail address is clerk@saltfleetbyparishcouncil.gov.uk

3 **Objectives**

The objectives of the fund are to disburse monies received from the Developer to promote Environmental Activities, Educational/Skills Development, Sports/Leisure, Community Facilities, Community Care, Investment, Infrastructure, Maintenance and Village events for the benefit of Saltfleetby. ('Objectives')

4 **Administration**

The SPC has delegated authority to approve or reject Qualifying Projects. The selection and designation of Qualifying Projects and the management and administration of the Funds shall be at the sole discretion of the SPC.

5 **Powers**

In furtherance of the Objectives, the SPC may exercise the following powers:

- 5.1 To allocate monies to projects/activities which meet the requirements of EnergieKontor UK Ltd and Saltfleetby Parish Council Project Funding Agreement – Community Programme Proposal Outline pages 12-13 of the Agreement. However, this funding cannot be used to fund businesses, a pre-existing project or statutory responsibility of the SPC, East Lindsey District Council or Lincolnshire County Council.
- 5.2 To raise monies for the Fund through investment of any surplus.
(See Section 10 not less than 10% per annum)

- 5.3 Subject to any consent required by law, to sell and lease or dispose of property of the Fund.
- 5.4 To engage such consultants and advisors as are considered appropriate from time to time.
- 5.5 To co-operate or commission projects or services with other independent bodies and statutory authorities operating in furtherance of the Objectives or of similar purpose and to exchange information and advice with them.

6 Restrictions on Powers

The Fund may not be used to support:-

- a) The promotion of any political or religious beliefs.
- b) Any activity adverse to wind farm interests
- c) A Business application, or any project that directly or continuously supports a business. This does not preclude Individuals, Community organisations or Charity organisations from using businesses to supply goods and services to individual events if all other criteria are met.

7 Meetings and Reports

The SPC sitting as the Awards Panel shall consider grant applications and award funding based on the agreed criteria and objectives of the Fund. Grant applications may be processed at a routine meeting of the SPC. A representative of the Developer will be invited to attend each meeting. All such meetings shall be minuted.

At least seven days' notice shall be given of the date, time and venue of such a meeting and an agenda provided setting out the business to be conducted. In the event of a tied vote for an award, the Chairman shall have the casting vote. The grant applicant may be present to answer any queries in relation to the application or to make a short statement before the awards panel vote.

- 7.1 The Awards Panel shall have a quorum of not less than 4 members.
- 7.2 The SPC will supply the Developer with the minutes of any meetings and a list of applications submitted together with the details of the decisions following each meeting of the Awards Panel.
- 7.3 The SPC will provide a Fund Report and audited accounts to the Developer annually. These accounts must be independently verified by a qualified accountant.
- 7.4 All Policies of the SPC shall apply to the Awards Panel and the meetings shall be run in line with Standing Orders of the SPC.
- 7.5 The Annual Fund Report will be presented at the Annual Parish Meeting which is open to the public and published on the SPC website.

8 Who May Apply?

- 8.1 Applications will be accepted from any group or organisation provided that the project will directly benefit the community of Saltfleetby.
- 8.2 Individuals may apply for bursaries to assist with furthering their education or learning new skills.

- 8.3 Applications for grants up to £300 should be supplied using the form shown at Annex A
- 8.4 Applications for grants over £301 should be supplied using the form shown at Annex B
- 8.5 Applications for a Bursary should be supplied using the form shown at Annex C
- 8.6 Applications for small groups seeking financial help to pay for the hire of Marshlands should be supplied using the forms and sequence shown at Annex D
- 8.7 Applications from organisations that weaken or duplicate existing established organisations will not be accepted.
- 8.8 Applications for advertising, stationary or administrative products will not be accepted.

9 **Process**

- 9.1 Applications for sums up to £300, bursaries or small groups may be submitted to the SPC at any time and the decision to support or reject the award will be debated at the next SPC meeting. The applicant of the grant may address the panel before the panel debates to approve, modify or reject the application. Decisions will be made based on a show of hands and in the event of a tied vote the chairman shall have the casting vote. The outcome of each vote shall be minuted. The Fund Administrator will notify the applicant of the outcome.
- 9.2 Applications for sums more than £301 may be submitted to the SPC at any time and the decision to support or reject the award will be debated at the next SPC meeting. If several applications are received at the same time the SPC may decide to call a separate meeting of the Awards Panel. The applicant of the grant may address the panel before the panel debates to approve, modify or reject the application.
Decisions will be made based on the flow chart detailed at Annex E. The outcome of the application shall be minuted. The Fund Administrator will notify the applicant of the outcome.
- 9.3 Organisations shall produce enough information to satisfy the Fund Administrator that the organisation is solvent and capable of administering any grant obtained in a competent manner.
- 9.4 A copy of the Public Liability Insurance Certificate shall accompany the application.
A copy of a DBS certificate shall accompany the application if the event caters for children or vulnerable adults.
A copy of a valid health and hygiene certificate shall accompany the application if food or drink will be consumed during the event.
- 9.5 Each application shall be accompanied by two valid quotations or an explanation why less than two quotations are not available.
- 9.6 The Fund Administrator shall collate the applications and forward them to the panel in advance of the meeting to enable an understanding of the application

before passing judgement. The copies of the applications and any supporting evidence shall be destroyed after the meeting. A brief description of each application will be included in the SPC Meeting Agenda.

- 9.7 The Chairman of the SPC will chair the Awards Panel Meeting; in his/her absence the Vice-Chairman will take the chair, or a chairman will be elected for the meeting.
- 9.8 Monitoring of the progress of each project shall be conducted by the Fund Administrator.
- 9.9 Minutes of this meeting and associated decisions will be provided to the next full Parish Council Meeting for record and sent to the Developer. The Fund Administrator will retain all application documents on behalf of the Parish Council.
- 9.10 Applications will be accompanied with a list of each organisations committee indicating responsibilities of individuals and indicating authorised signatories for the bank account(s).
A statement will also accompany the application stating that two signatories are responsible for any financial transactions.

10 Distribution of Funds to Successful Applicants

- 10.1 Funds will normally be paid out upon receipt of a supplier's invoice. Payment may be made at the discretion of the Awards Panel if estimates are available in writing with the grant application.
- 10.2 The Parish Council, mindful of its responsibilities as Trustees of this Fund, will require recipients to sign a declaration that they are fit persons to manage public monies.

11 Investments

As administrators of the Fund the Parish Council is required to invest or otherwise provide for the future sustainability of the Fund. A proportion of the annual income of not less than 10% will be invested in secure assets.

12 References

1 EnergieKontor UK Ltd (1) and Saltfleetby Parish Council (2) Project Funding Agreement. Dated 14 March 2011

Annex A to
Saltfleetby Parish Council – EnergieKontor Wind Farm Fund, Terms of Reference
Issue 3 Dated 6th June 2023



**Saltfleetby Parish Council –
EK Wind Farm Fund**

GROUP APPLICATION FORM FOR GRANTS UP TO £300

Question 1. Contact Details

Name of Group or Organisation	
Main Contact for this Application	
Position Held	
Contact Address	
Daytime Telephone Number	
Evening Telephone Number	
Mobile Telephone Number	
e-mail Address	

Question 2. About your Group/Organisation

Type of Organisation Attach a copy of your set of rules or constitution.	
Affiliations to other bodies	
Registrations Charity numbers VAT number etc where applicable	
Date Formed	
List of Committee Members and their responsibilities. Indicate approved signatories.	

What does your organisation do?

Policies

Confirm if your organisation complies with the following. Copies of relevant policies should be included with the application.

Policy	Yes	No	Comments
Public Liability			
DBS Certificate			
Health and Hygiene Certificate			

Question 3. Project Information

Title and Description of the Project

Include details of the purpose of the proposed project including environmental impact and viability

Title of the Project	
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a) Description of the project

Give a detailed description of the project

b) Details of the grant/funding required for the project

When will the project start?	
When will the project be completed?	
What is the total cost of the project? Please supply quotes/estimates/evidence e.g. prints off websites/quotes from suppliers	
How much are you applying for?	
Please provide details of any match funding if applicable	

c) How does this project benefit the community of Saltfleetby?

Explain here how the project meets the fund objectives – charitable, educational, community, energy efficiency, environmental or general community amenities. Please refer to the EK Project Funding Agreement document dated 14th March 2011 for more details.

d) Project Outcomes

Detail how will you measure if the project has been successful?

e) How will the project continue beyond the grant?

Explain here how you will find on-going running costs for after the money has been spent

Finally, if there is anything else you would like to tell us about your application, please use the box below and/or attach an additional page if required.

Signature and Declaration of main contact for organisation/group.

I confirm that to the best of my knowledge and belief, all the information is true and correct.

I understand that you may ask for additional information at any stage of the application process and that all necessary permission for the project has been obtained.

I undertake to ensure that any grant awarded will be used for the sole purpose of the project stated and that if the project does not proceed as specified, all monies received from this fund will be repaid in full.

At the end of the project, I undertake to provide to the Fund Administrator all receipts and relevant financial reports and to report in full at the Annual Parish Meeting.

I confirm that to the best of my knowledge and belief, all information is true and correct. I undertake to ensure that any grant awarded will be used for the sole purpose of the project stated and that if the project does not proceed as specified, all monies received from this fund will be repaid in full.

As an applicant, I consent to my details being stored securely by the Parish Council to enable the effective management of the EK Wind Farm Community Fund. The data will not be shared outside of the Parish Council.

Yes or No (please delete as appropriate)

General Data Protection Regulations (GDPR 2018)

Name (Block Capitals)		Position in Organisation	
Signed		Date	

IT IS RECOMMENDED THAT YOU KEEP COPIES OF EVERYTHING YOU SEND

Please note the Award Panels decision is final.

Please send the completed application form along with any supporting material to:

Email: clerk@saltfleetbyparishcouncil.gov.uk

Or

Contact the Fund Administrator

The Fund Administrator details will be published on the SPC Website

<https://saltfleetby.parish.lincolnshire.gov.uk>

Annex B to
Saltfleetby Parish Council – EnergieKontor Wind Farm Fund
Terms of Reference Issue 3 Dated 6th June 2023



**Saltfleetby Parish Council –
EK Wind Farm Fund**

GROUP APPLICATION FORM FOR GRANTS OVER £301

Question 1. Contact Details

Name of Group or Organisation	
Main Contact for this Application	
Position Held	
Contact Address	
Daytime Telephone Number	
Evening Telephone Number	
Mobile Telephone Number	
e-mail Address	

Question 2. About your Group/Organisation

Type of Organisation Attach a copy of your set of rules or constitution	
Affiliations to other bodies	
Registrations Charity numbers VAT number etc where applicable	
Date Formed	
List of Committee Members and their responsibilities. Indicate approved signatories.	

What does your organisation do?

Policies

Confirm if your organisation complies with the following. Copies of relevant policies should be included with the application.

Policy	Yes	No	Comments
Public Liability			
DBS Certificate			
Health and Hygiene Certificate			

Question 3. Project Information

Title and Description of the Project

Include details of the purpose of the proposed project including environmental impact and viability

Title of the Project	
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a) Description of the project

Give a detailed description of the project

b) Details of the grant/funding required for the project

When will the project start?	
When will the project be completed?	
What is the total cost of the project? Please supply quotes/estimates/evidence e.g. prints off websites/quotes from suppliers	
How much are you applying for?	

c) How does this project benefit the community of Saltfleetby?

Explain here how the project meets the fund objectives – charitable, educational, community, energy efficiency, environmental or general community amenities. Please refer to the EK Project Funding Agreement document dated 14th March 2011 for more details.

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e) Project Costs. How much do you need and what will you spend it on?

List all costs including items that will be purchased from your own funds and donations .
Add extra lines or attach a separate sheet detailing costs to the form. (Remember that you need two quotations for all items of expenditure over £50)

Item	Amount
Total	

f) Other sources of funding received towards this project.

Please tell us about any money you have raised so far and about any other grants that you may have applied for.

Funding provider	Item	Amount	Date applied/approved

Total of funds already raised/obtained

Total Project Cost

Total Amount of this Application

(Total project costs – funds already raised)

g) Project Outcomes

How will you measure if the project has been successful?

h) How will the project continue beyond the grant?

Explain here how you will find on-going running costs for after the money has been spent

Finally, if there is anything else you would like to tell us about your application please use the box below and/or the reverse of this page.

Signature and Declaration of main contact for organisation/group.

I confirm that to the best of my knowledge and belief, all the information is true and correct.

I understand that you may ask for additional information at any stage of the application process and that all necessary permission for the project has been obtained.

I undertake to ensure that any grant awarded will be used for the sole purpose of the project stated and that if the project does not proceed as specified, all monies received from this fund will be repaid in full.

At the end of the project, I undertake to provide to the Fund Administrator all receipts and relevant financial reports and to report in full at the Annual Parish Meeting.

I confirm that to the best of my knowledge and belief, all information is true and correct. I undertake to ensure that any grant awarded will be used for the sole purpose of the project stated and that if the project does not proceed as specified, all monies received from this fund will be repaid in full.

As an applicant, I consent to my details being stored securely by the Parish Council to enable the effective management of the EK Wind Farm Community Fund. The data will not be shared outside of the Parish Council.

Yes or No (please delete as appropriate)

General Data Protection Regulations (GDPR 2018)

Name (Block Capitals)		Position in Organisation	
Signed		Date	

IT IS RECOMMENDED THAT YOU KEEP COPIES OF EVERYTHING YOU SEND

Please note the Award Panels decision is final.

Please send the completed application form along with any supporting material to:

Email: clerk@saltfleetbyparishcouncil.gov.uk

Or Contact the Fund Administrator

The Fund Administrator details will be published on the SPC Website

<https://saltfleetby.parish.lincolnshire.gov.uk>

Annex C to
Saltfleetby Parish Council – EnergieKontor Wind Farm Fund
Terms of Reference Issue 3 Dated 6th June 2023



**Saltfleetby Parish Council –
EK Wind Farm Fund**

**APPLICATION FORM
Individual Education/Vocational Bursary**

Please note that the term ‘project’ refers to the reason you need the funding/grant e.g. course fees, purchase of equipment to be able to study/purchase of specific items required etc

Question 1. Contact Details

Name	
Current Vocation (student/employed/unemployed/retired)	
Address for Correspondence)	
Daytime Telephone Number	
Evening Telephone Number	
Mobile Telephone Number	
e-mail address	

Question 2. About the ‘project’

a) Please tell us about what you need funding for/how it will benefit you and where it is based

Complete on a separate sheet if necessary. Include details of periods of study (if applicable)

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b) Details of the grant/funding required for the ‘project’

When do you need the bursary/money:	
What is the total cost: Please supply quotes/estimates/evidence e.g. prints off websites/quotes from suppliers/enrolment docs	
How much are you applying for:	
If you are applying for less than the full amount, how will the rest of the money be sourced? (ie self-funded, loan, donation, other bursary/grant):	
Please tell us who else you have applied to and the result of other funding applications:	

Question 3. Please tell us what you hope to achieve as a result of this funding? (Outcome)

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Question 4. Any further information that is relevant to support your application

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Question 5. Bank Details

Name of Bank	
Address of Bank	
Account Name (must be you own account)	
Account Number	
Sort Code	

Signature and Declaration

I confirm that to the best of my knowledge and belief, all the information on this application is true and correct

I understand that you may ask for additional information at any stage of the application process.

I undertake to ensure that any monies awarded will be used for the sole purpose of the 'project' stated and that if the 'project' does not proceed as specified, all monies received from this fund will be repaid in full. At the end of the 'project', I undertake to provide to the Fund Administrator a 'Completion Form' which will be read out at the Annual Parish Meeting.

I confirm that to the best of my knowledge and belief, all information is true and correct. I undertake to ensure that any grant awarded will be used for the sole purpose of the project stated and that if the project does not proceed as specified, all monies received from this fund will be repaid in full.

As an applicant, I consent to my details being stored securely by the Parish Council to enable the effective management of the EK Wind Farm Community Fund. The data will not be shared outside of the Parish Council.

Yes or No (please delete as appropriate)

General Data Protection Regulations (GDPR 2018)

Name (Block Capitals)		Signature	
		Date	

IT IS RECOMMENDED THAT YOU KEEP COPIES OF EVERYTHING YOU SEND

Please note the Award Panels decision is final.

Please send the completed application form along with any supporting material to:

Email: clerk@saltfleetbyparishcouncil.gov.uk

Or Contact the Fund Administrator

The Fund Administrator details will be published on the SPC Website

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Annex D to
Saltfleetby Parish Council – EnergieKontor Wind Farm Fund
Terms of Reference Issue 3 Dated 6th June 2023

Funding of Facility for Small Groups

- 1 The group contacts the Parish Council as the Windfarm financial controllers requesting assistance with securing the community centre to meet. Contact will be made by a new form for windfarm funding.
- 2 If approved the Fund Administrator will contact the Football Club to book the hall for the group.
- 3 The applicant for the group will keep a log of hours that the group uses in the hall. The log will be forwarded to the Parish Council and Football Club every three months.
- 4 The Football Club will invoice the Parish Council/Windfarm Fund
- 5 Payment will be made from the Windfarm Fund by the Parish Council direct to the football club.



Saltfleetby Parish Council - EK Wind Farm Fund

Request for funding of Small Groups to use the Community Centre

- 1) I, *name* would like to request financial assistance with providing the use of the community centre for the *name of group* for *number of hours* per week.
- 2) Brief description of the group.

Please send the completed application form along with any supporting material to:

Email: clerk@saltfleetbyparishcouncil.gov.uk

Or Contact the Fund Administrator

The Fund Administrator details will be published on the SPC Website

<https://saltfleetby.parish.lincolnshire.gov.uk>

Small Group Log of Use of Community Centre

[illegible]

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Annex E to
Saltfleetby Parish Council – EnergieKontor Wind Farm Fund
Terms of Reference Issue 3 Dated 6th June 2023

**Saltfleetby Parish Council
Gayton Wind Farm Fund
Determination of Grant**

Part 1 to be completed by the Fund Administrator and presented at the Awards Panel Meeting

Question	Yes	No
Are all the questions answered adequately?	Go to next question	Reject Application
Is the supporting information provided clear?	Go to next question	Reject Application
Does the organisation appear to be solvent?	Go to next question	Reject the Application
Is the organisation clearly a non-profit making community group or social enterprise	Go to next question	Reject the Application
Has the organisation declared that at least two signatories are required for financial transactions?	Go to next question	Reject the Application
Has the organisation identified the committee members and their responsibilities?	Go to next question	Reject the Application
Does the organisation have a bank account requiring at least two signatories?	Go to next question	Reject the Application
Has all the required project funding been identified?	Go to next question	Reject the Application
Does the funding calculation ‘add up’	Forward to Award Panel	Reject the Application

The Fund Administrator will advise the Applicant if a grant has been refused at this point. The application may be amended and re-submitted is appropriate.

Part 2 to be completed by the Awards Panel at the Awards Panel Meeting

Question	Yes	No
Will the grant be utilised on a project that lies within 5 km of the wind farm?	Proceed to next question	Reject the application
Is the project the statutory responsibility of the SPC, ELDC or Lincolnshire County Council?	Reject the application	Proceed to next question
Will the grant directly benefit the community of Saltfleetby?	Proceed to next question	Reject the application
Does the project promote religious or political beliefs?	Reject the application	Proceed to next question
Is this project a pre-existing project?	Reject the application	Proceed to next question
Will the project have any adverse effects to the Wind Farm interests?	Reject the application	Proceed to next question
Is the application submitted by an organisation that may weaken or duplicate any existing established organisation?	Reject the application	Proceed to next question
Does the application fall within any of the approved purposes detailed in Schedule One of the Project Funding Agreement?	Proceed to next question	Panel to discuss and decide if application may continue.
Does the application directly support a business?	Reject the Application	Proceed to next question
Are all the required policies in place	Proceed to next question.	Panel to discuss and decide if application may continue.
Have two or more quotations for the project been obtained?	Proceed to next question	Panel to discuss and decide if application may continue.
Has the individual or organisation applying for the grant demonstrated adequate financial control?	Proceed to next question	Reject the application
Does the project give value for money?	Proceed to next question	Panel to discuss if the application may continue
Does the project meet the fund outcomes?	Proceed to next question	Panel to discuss if the application may continue
Will the project require further funding during its lifetime?	Panel to discuss if the application may continue.	Proceed to next question.
Are there any other details to decide if the application may be granted.	Panel to decide if grant should be awarded.	Award grant