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**

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**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](mailto: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>

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**Saltfleetby Parish Council -**

**EK Wind Farm Fund**

**Small Group Log of Use of Community Centre**

Log of hours used for the period from *date* to *date*

|  |  |  |  |
| --- | --- | --- | --- |
| *Name of Group* | | | |
| Date | Number of Hours | Name | Signature |
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On completion, one copy of this form to be forwarded to the Fund Administrator and one copy to be sent to the Football Club.