



Community Grant Application Form

Use this form to apply for a community grant from Westmill Solar Co-operative Ltd, **over £1,000 up to £5,000** (there is a different form* for grants of £500 to £1000). Please read the accompanying guidance notes* and check your eligibility.

* <http://westmillsolar.coop/westmill-community-funding/>

The guidance notes state approximate word limits for each of the larger sections. If no limit is given, use the size of the box as an indication of the level of detail required.

Deadline: 12 noon, 25th September 2023. Please send your completed form to: info@westmillsolar.coop including “Community Funding” in the subject line. We prefer to receive electronic applications. You can also submit your application by post.

For information or queries please contact Westmill Solar at info@westmillsolar.coop.

Part A: About your organisation

1. (Lead) Organisation name

2. Name of contact person

3. Position in organisation

4. Address for written correspondence

5. Telephone number

6. Website

7. Email address/es

8. What type of organisation?

9. Briefly, what does your organisation do?

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10. If a Westmill Solar Member is recommending your application, give their name and email address.

Part B: About your project or activity

1. Project name

2. Amount being requested

3. If funds sought are towards the cost of a larger project, what is the total cost?

4. Project start date

5. Project end date

6. Give a summary overview of the activity you wish to carry out. Be as specific as you can.

7. If the funds sought are towards the cost of a larger project, how do you anticipate the additional costs will be met?

8. What lasting impact do you hope your project will deliver?

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The following questions (9-12) help us understand how your activity might contribute to one or more of the Co-operative Principles or other values that guide Westmill Solar's community benefit funding strategy. See guidance notes for details. We do not expect every application to cover every Principle, so please leave boxes blank if not relevant.

9. **COMMUNITY.** In which community is it proposed that the activity will take place? Who will benefit from your proposed activity – directly and indirectly?

10. **SUSTAINABILITY.** How will the project contribute towards cutting greenhouse gas emissions? What environmental benefits will you achieve?

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11. EDUCATION, TRAINING AND INFORMATION.

How will individuals and/or organisations benefit from learning generated by this project? How will you share any information you generate?

12. CO-OPERATION.

How will you co-operate with other like-minded organisations to help achieve shared goals? Tell us about any other organisations that will be involved in the delivery of the activity, and their role. What other ways might you be able to work with Westmill Solar, now or in future?

Part C: Additional information for requests over £1,000

1. Project Plan Template

Please use the table below to set out the key tasks associated with your project and the anticipated cost. Larger activities (e.g. community consultation) may be broken down into several smaller activities where possible (e.g. a series of public consultation events or surveys). Capital costs, such as equipment, may be shown as purchase or installation tasks.

Project set up and delivery tasks	Total cost £	How you calculated this and who will carry this out	Grant request £

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Evaluate outcomes, inform Westmill Solar			
Add more lines if needed		total	

2. Project Milestones

Your milestones should relate to the completion of tasks that you have outlined in the previous section – we want to understand what will be the ‘outputs’ of the tasks you have identified.

Project Set Up, Delivery & Evaluation Milestones	Start (month, year)	Complete (month, year)
Final report / feedback to Westmill Solar		

3. What success measures will you be using to evaluate your activity?

4. How will you report your outcomes to Westmill Solar at the end of the project?

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Part D: Completing your application

1. How will you publicly acknowledge this funding?

2. Is there anything else you would like to tell us? (refer to guidance notes)

Yes Please tick to confirm the following about your application

- To the best of my knowledge the information in this application is correct, and the application is submitted with the consent of the organisation's Management Committee / Board of Trustees / equivalent.
- We will inform Westmill Solar Co-operative if our organisation's contact details change. This includes any changes to the organisation's main mailing addresses, contact telephone numbers and/or email addresses and the name and/ or mailing or email address of the main contact.
- We acknowledge that, if our application is successful, we are encouraged to share images and stories with Westmill Solar Co-operative to use in its own communications.
- We will acknowledge Westmill Solar Co-operative in all publicity related to this grant (e.g. press releases).
- Funds will be paid into a UK bank or building society account in the organisation's name, which requires two signatures to operate. Receipts and financial records will be kept of how the grant is spent.

Today's date

Name & signature

What happens next?

You will receive an acknowledgement within 7 days; if not, please follow up using a *different* email address if possible. Westmill Solar will convene a panel to assess the applications received and make recommendations to the Board at its next meeting. You can expect to hear the outcome of your application by end of November (please be patient).