



Angus Brewer Community Fund

Local Community Fund

[Guidance Notes and Application Form](#)

Approved by the Angus Brewer Community Fund Group



Guidance notes for applications to the Angus Brewer Community Fund.

Introduction

The Solar Farm and its extension are located at Millfield Farm Caddington. The solar farm will have a life span of around 25 years after which the site will be returned to its original condition.

The Section 106 Agreements accompanying the planning permissions for the solar farms oblige the owner to make an annual contribution to the Community Fund based on installed capacity.

The Angus Brewer Community Fund Group has been established and is made up of representatives of the following:-

Central Bedfordshire Council	(1)
Caddington Parish Council	(1)
The Owner (Co-operative)	(1)
Two Co-opted members	(2)

The Community Fund group is supported by officers of Central Bedfordshire Council.

In accordance with the Section 106 Agreement, the Community Fund Group has agreed a constitution and grant criteria to decide what local community projects will receive financial assistance and to what extent such assistance shall be given.

The following guidance is intended to inform groups interested in applying for financial assistance from the Community Fund Group. An application form can be found at the end of this guidance.

Eligibility and Criteria

Applications for financial assistance can be made by any group or organisation providing that the project they wish to spend the money on is located within the Parish of Caddington but this may include the Parish of Slip End at the absolute discretion of the Angus Brewer Community Benefit Fund Panel.

The projects put forward for funding must demonstrate they are contributing to

- **Energy efficiency and or the production of renewable energy.**

And / or

- **Sustainability and /or other community benefits.**

Members of the Community Fund group are:

Caddington Parish Council

Mr Mark Russell

Central Bedfordshire Council

Councillor Kevin Collins

Owner

Mr Andy Brewer

Co-opted Members

Ms Vicky Malone

Mr Tony Hansen

Timescale and submitting an application

The Community Fund Group will meet approximately quarterly each year. April, July, October, January. Ideally, applications need to be submitted by the last day of the preceding month to be considered at the next scheduled meeting.

If you need help to complete your application form you can contact Sarah Hughes at Central Bedfordshire Council on 0300 300 6166

Completed application forms can be submitted by email to:
applications@angusbrewerfund.org.uk

or by post to:
Angus Brewer Community Fund, Unit 4, Cotswold Business Park, Millfield Lane,
Caddington, Bedfordshire, LU1 4AJ

Following submission of an application, applicants will be notified of the date of the next meeting. Completed application forms will be circulated to all Fund group members.

Applicants will have the option of attending the meeting to give a short presentation to the Community Fund Group on their project. They will then be asked to leave prior to the decision. The Fund Group's decision will be communicated to the applicant by letter, usually within seven days of the meeting. For successful applications, the letter will set out the Group's terms for releasing the contribution. For unsuccessful applications, the letter will set out the reasons for refusal. There is no right of appeal against the Group's decision.

Scale of Projects

To accord with the terms of the Section 106 agreement the annual contribution will be paid to Central Bedfordshire Council on the anniversary of the first payment.

Assessment Criteria

Applications will be assessed by members of Community Fund Group using the following criteria:

- The need for the project
- Activity – the project must contribute to either of the following
 - **Energy efficiency and or the production of renewable energy.**

- **Sustainability and other community benefits**

- How will the local community benefit
- Has the nominee been funded before
- Deliverability - what level of certainty is there that the project will go ahead if the group commit to provide financial assistance
- What assurances are there that the project will be managed and/or maintained
- Geographical location (may be taken into account)

Each representative on the group will have one vote when deciding on the outcome of applications. The Chairman will have the casting vote.

Successful applications

The successful applicant will receive an 'offer letter' confirming the grant awarded, together with any conditions attached to the payment. The applicant will be expected to provide timescales by when it expects to spend any contribution agreed. The grant will only be released on receipt of an invoice and paid to the project lead (this is subject to evidence of invoices received relating to the project delivery etc.) Successful applicants will also be expected to publicly recognise the source of the contribution received and provide an end of project report to the Fund Group on how the project has performed.

If you have any queries, contact...

Sarah Hughes Community Engagement Manager

0300 300 6166 sarah.hughes@centralbedfordshire.gov.uk

Write to: Partnerships and Community Engagement Team, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ

Application Form

(Please use additional sheets as necessary)

Angus Brewer Community Fund Group		
Project Proposal Form		
1.	Applicant: <i>Please include details of role / objectives</i>	
2.	Name of organisation Contact Address: Post Code Telephone Email	
3.	Name of Project	
4.	Where is your project located? and who will be the main beneficiaries <i>See guidance notes</i>	
5	Which meeting do you wish your application to be considered at: <i>See guidance notes</i>	Scheduled: April July October January <i>Do you wish to give a short presentation to the group: Yes / No</i>
6	Fund Criteria. Please indicate from the list below which criteria the project is supporting. <i>Energy efficiency and or the production of renewable energy.</i> <i>Sustainability and other community benefits</i>	

7.	<p>Description of Project:</p> <p><i>Please give a full description of the project, including who will carry it out, project location, main beneficiaries, explain how it will benefit the local community and the expected outcomes (local impact) as a result of the project</i></p>	
8.	<p>Total Cost of Project:</p> <p><i>Please provide a total of what the project will cost, with breakdown on how it will be spent and how much you are seeking from the Community Fund and details of any other funding</i></p>	£
9.	<p>Financial Situation:</p> <p><i>Please provide a summary of your organisation's accounts</i></p>	
10.	<p>Risks / dependencies to the project:</p> <p><i>Please set out any external risks that might affect the success of the project.</i></p>	
11.	<p>Project timeline:</p> <p><i>Please set out a timeline for starting completing the project, including any key dates</i></p>	
12.	<p>Future of the project :</p> <p><i>If applicable please provide details of how the project will be continued after Community Funding has ended.</i></p>	

Send you completed application form to:

Angus Brewer Community Fund
Unit 4 Cotswold Business Park
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Bedfordshire
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