



## **Ferry Farm Community Grant Fund**

### **Grant Panel Constitution and Notes to Applicants**

#### **Constitution**

**Selsey Community Forum** administers this Grant Fund on behalf of the Ferry Farm Community Solar Project.

The composition of the Grant Panel will be agreed by the **Selsey Community Forum**. Nominations can be made and will be considered.

The administration of the Grant Fund will be undertaken by members of the **Selsey Community Forum**, independent of the Grant Panel.

The Grant Panel will normally consist of six or seven members representing Selsey and Sidlesham. Director representatives from the Ferry Farm Community Solar can be invited to join the Panel. When available, an independent member from the CDC/WSCC Communities Team will be welcome.

Panel members will normally serve for a minimum of two years and a maximum of four years. To aid consistency of Panel membership, and knowledge of and application of the funding scheme, an overlap of Panel members would be preferred.

The Chair will be elected annually by the Grant Panel, but can remain in the role if re-elected.

Panel members, where appropriate, must declare a conflict of interest in regard to a particular application. They can take no part in that decision making and the notes of the meeting will record this. In the event of a conflict of interest for the Chair concerning a particular application, another Panel member will assume the Chair and a decision made by the remaining members on a majority basis.

The notes of the meeting shall note the voting record of Panel members.

Outcomes of Panel meetings should clearly indicate the reasons for decisions where criterion has not been met. These will be represented by the letters CM,LI,PI,PB,FS,PA as shown on pages 2 and 3. Where a grant has been awarded, the category of criteria of funding will be shown.

The decisions will be made available in the public domain 14 days after the Panel meeting and posted on the **Selsey Community Forum** website.

## Notes to Applicants

- Your application must accord with the Eligibility Criteria.
- Your application must have a clear focus in relation to one of the following: Environmental Education, Biodiversity, Energy or Climate Change Readiness (see Eligibility Criteria for more detail). All applications must tick one or more category boxes at the top of the application form and show how your project fits that criteria within the different sections of the application.
- Please make your application as clear and concise as possible.
- Please do not use acronyms; titles should be written in full to aid understanding.
- Answer all the questions on the application form.
- Normally we expect you to find at least 10% of your budget from other sources. This can include your own organisation.
- Question 16 indicates you can include 'match funding'. Match funding is the funding you have received for 'this project' from other sources, to include, for example other funding bodies, crowd funding, or your own organisation and can include volunteer time.
- A strong application will refer to a specific project rather than just general funding for your organisation.
- Do not send in any additional material unless you are asked to do so.
- Decisions of the Grant Panel meeting will be made available in the public domain 14 days after the Panel meeting.
- You will receive an email letter indicating the result of your application within a week after the meeting of the Grant Panel. The reasons for decisions will be clearly expressed with the letter system detailed below.

### **Criteria not met: CM**

Unclear application, with the ideas, aims and objectives not clearly expressed.  
Poorly written application, with incorrect information, statistics and detail.  
The quality of the experience of the people taking part in the project is insubstantial.  
Insufficient detail of how the project fits the criteria in relation to one of the following:  
Environmental Education, Biodiversity, Energy or Climate Change Readiness.

### **Location inadmissible: LI**

The project does not benefit the communities of Selsey and Sidelsham explicitly enough.

### **The project is impractical and constitutes a major risk: PI**

Insufficient management experience and track record for successful delivery of the project.  
There are unrealistic expectations.  
The scale and ambition of the project is not realistic in terms of time scale and funding.  
The project is badly conceived.  
There are inaccurate cost estimations.  
There is little evidence of a secure project methodology.

**Public Benefit/Engagement: PB**

Insufficient evidence of public engagement in relation to the cost of the project.  
The project is too focused on a small group of people.  
Lack of understanding shown regarding how your contributors will engage with the project.  
Marketing and Communication strategy in relation to the target group is weak.

**Other Funding sources: FS**

No or little evidence of application to other funding bodies.  
Cash reserves seem adequate to deliver the project.  
No evidence of fund raising activity.  
Budget does not seem appropriate for the activity.

**Preferred Application: PA**

In relation to the number of applications received and the quality of those applications in relation to the criteria, other applications were preferred.

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