

# HPFA

HUMBER PLAYING FIELDS ASSOCIATION

## WREN Acorn Grants

**GRANTS FROM £250- £2000  
2012/2013 for**

**PLAYING FIELDS and PARKS  
VILLAGE AND COMMUNITY HALLS  
LANDSCAPING  
PLAYGROUNDS  
SPORTS FACILITIES  
PAVILION IMPROVEMENTS**

For projects within ten miles of a WRG landfill site in the Humber area.

For further details and an application form please contact:  
HPFA County Secretary

Mobile: 07756 293835

HUMBER PLAYING FIELDS ASSOCIATION  
Registered Charity 505466

C/o HWRCC, 14 Market Place, East Yorkshire, DN14 7BJ  
[Martin.bell@hwrc.org.uk](mailto:Martin.bell@hwrc.org.uk)

# HPFA WREN AWARDS

## APPLICATION FORM

### 1. APPLICANT DETAILS

|                                |  |
|--------------------------------|--|
| Name of applicant organisation |  |
| Registered Charity number      |  |
| Contact name                   |  |
| Contact address                |  |
|                                |  |
|                                |  |
| Post code                      |  |
| Telephone                      |  |
| Email address                  |  |

### 2. DECLARATION

I have read the guidance notes and terms and conditions connected with this application and it has been recorded in the organisations minute book that I am authorised by the Management Committee to sign this document. The Trustees of the applicant organisation are aware that any grant aid awarded must only be used for the purposes specified and agreed with the Humber Playing Fields Association and that false information used to obtain grant aid may lead to a personal liability.

|                                  |  |
|----------------------------------|--|
| Signed                           |  |
| Date                             |  |
| Position within the organisation |  |

### 3. PROJECT DETAILS

Details required to establish geographical eligibility for the award scheme.

|   |  |
|---|--|
| Project title   |  |
| Project location  |  |
| Post code or Ordnance survey grid reference of project location |  |

### 4. ELIGIBILITY

Please give detail of the following basic documents and confirm that copies have been enclosed with this application form.

|   | YES | NO | ENCLOSED |
|---|-----|----|----------|
| Governing document (e.g.: Trust Deed, Constitution, Scheme or other legal document) |     |    |          |
| Proof of ownership of property or copy of lease.                                    |     |    |          |
| Evidence of local consultation.   |     |    |          |
| Copy of most recent bank statement.   |     |    |          |

|                                |  |  |  |
|--------------------------------|--|--|--|
| Copy of last audited accounts. |  |  |  |
|--------------------------------|--|--|--|

**5. GRANT REQUESTED**

|                                  |  |
|----------------------------------|--|
| Total cost of project.           |  |
| Local funding raised to date.    |  |
| Grants obtained.                 |  |
| Other grants requested.          |  |
| <b>HPFA/WREN AWARD REQUESTED</b> |  |

**6. DESCRIPTION OF THE PROJECT**

Please describe the basic elements of your project.

**7. WHAT WILL YOU BUY WITH THE HPFA/WREN AWARD IF YOUR APPLICATION IS SUCCESSFUL?**

**8. HOW DO YOU KNOW THE PROJECT IS NEEDED?**

Please tell us why you need a grant and how local people have been involved in your decisions.

**9. TIMESCALES.**

Please indicate the probable project duration with particular reference to the following.

| Item                            | Date |
|---------------------------------|------|
| Planning permission if required |      |
| Suppliers quotes obtained.      |      |
| Fundraising completion.         |      |

|  |  |
|--|--|
| Final<br>installation/purchase/completion. |  |
|--|--|

10. **HOW WILL YOU MAINTAIN THE PROJECT AFTER COMPLETION?**

If your completed project needs regular maintenance please tell us how this will be provided and how you will pay for it.

|  |
|--|
|  |
|--|

Please send this completed form with its required enclosures and to:

HPFA  
14 Market Place  
Howden  
East Yorkshire,  
DN14 7BJ  
Or e mail it to [martin.bell@hwrcc.org.uk](mailto:martin.bell@hwrcc.org.uk)

Following receipt of your application by HPFA you will be telephoned or emailed to confirm its receipt. If it is not complete it will be returned to you for completion.

# HPFA WREN AWARDS

## GUIDANCE NOTES TERMS AND CONDITIONS

There are 3 pages of guidance notes, please ensure that you read all of them carefully. A failure to do so may lead to your application being delayed or rejected.

HPFA WREN AWARDS are available because of the Gift Aid awarded to the Humber Playing Fields Association by WREN from proceeds derived through the Landfill Tax Credit Scheme.

### GRANTS

Grants may be used for the development and improvement of:

- Playing Field Facilities.
- Open Recreational Spaces
- Village and Community Halls
- Energy Efficiency Measures.
- Multi Use Games Areas
- Play facilities
- Pavilion improvements

The **maximum grant** is £2,000 and the minimum £250. A 10% contribution is required. The grants may be used part fund larger projects.

Grants must be spent within six months of the award.

Grants must only be used for the agreed purposes and will be paid by HPFA directly to the supplier on receipt of an invoice.

### EXCLUSIONS

- Environmental bodies enrolled with ENTRUST, the Landfill Tax Regulator.
- Sports clubs unless they offer at least 2 sports - but please talk to us.
- Restricted access facilities (e.g.: Tennis Clubs and Bowls Clubs where membership is required so there is no open community access)
- Projects more than 10 miles from a WRG landfill site.
- Car parks and some other specific exclusions, please check with us
- Projects receiving funding from another WREN grant scheme.

### ELIGIBILITY

Applicants can be voluntary organisations, charities or local authorities but you **must** note the following:

- Your organisation **must** have a legal interest in the property through ownership or lease, or in some circumstances occupational license.
- Your project **must** be for the public benefit and operate an open access policy.
- Your project **must** be located in any of the following local authority areas: Hull, East Riding of Yorkshire, North East Lincolnshire or North Lincolnshire. Your project **must** be within 10 MILES of one of the following WASTE RECYCLING GROUP landfill sites. If you are in any doubt please ask us.

|                                  |                         |
|----------------------------------|-------------------------|
| Gainsborough:                    | Grid reference SK818878 |
| Gallymoor, near Market Weighton: | Grid reference SE839396 |
| Hatfield near M18/M180 junction: | Grid reference SE657101 |
| Immingham:                       | Grid reference TA200148 |
| Louth:                           | Grid reference TF328864 |
| Winterton near Scunthorpe:       | Grid reference SE911201 |

### **DISABILITY DISCRIMINATION ACT 1995.**

The HPFA WREN AWARDS are not available solely to meet the cost of complying with disability legislation but applicants are expected to consider these obligations as part of their project and may be included as part of the application.

### **MATCH FUNDING**

There are no restrictions where match funding may be obtained.

### **MONITORING**

Successful applicants are required to submit a letter confirming the completion of the project. HPFA will monitor projects at its discretion and in accordance with the Landfill Tax Regulations.

### **PUBLICITY**

Successful applicants will be required to provide copies of any publicity of the grant.

### **GENERAL INFORMATION**

The deadline for applications is 3 weeks before the HPFA's Trustees quarterly meetings in January, April, July and October.

Your application will be assessed for accuracy and if necessary, a short telephone interview will follow to allow a Grants Officer to ask for any additional information and allow you to explain fully your organisations project and need for our grant.

The Grant Officer will report to the Grant Panel with a recommendation.

The Grant Panel will decide whether the application is worthy of a grant.

Successful applications will be ranked in order of merit

Note: It is possible that some good applications will not receive a grant if the fund is exhausted. Under these circumstances HPFA will be pleased to provide a list of alternative Funders and help with applications.

You will be informed about the Grant Panel's decision and given feedback on your application.

Decisions of the panel are final and are not subject to appeal.

Unsuccessful applicants may apply for the same project a second time, subject to funds still being available, after which no further applications will be considered.

Enquiries about the HPFA WREN AWARDS may be made by  
telephone to:

HPFA County Secretary  
Mobile: 07756 293835  
Martin.bell@hwrcc.org.uk

Closing date: 3 Weeks before quarterly meetings in January,  
April, July and October. Contact Secretary for details.XX XX  
Return forms by e mail or to HPFA, c/o HWRCC, 14 Market  
Place, Howden, East Yorkshire, DN14 7BJXXXX