

Chelwood Community Fund Charitable Incorporated Organisation

Registered Charity Number: 1170268

GRANT APPLICATION GUIDELINES

What is the Chelwood Community Fund?

The Chelwood Community Fund ('the CC Fund') is the mechanism through which Chelwood Community Energy Limited <http://chelwood.org/> (CCEL) distributes its surplus profits for community benefit. CCEL developed and runs a community-owned renewable energy project, offering local people the opportunity to invest in local projects, earn a reasonable return and as members have a say in the running of the organisation. CCEL is a community enterprise, set up for the benefit of the community (a 'Community Benefit Society') and to support local action to reduce the impact of climate change.

The CC Fund is a charity that provide grants to local community projects in Chelwood and the immediately adjoining villages for charitable purposes. The CC Fund as a charity is wholly independent of CCEL. It has its own separate governance and decision-making processes and is run and overseen by its trustees.

The first round of grants from the CC Fund Grants Programme, will be launched in January 2018.

What can you apply for?

To be eligible for funding the project must be for a charitable purposes (according to the law of England and Wales) for the benefit of the public in Chelwood and the immediately adjoining villages. The charity trustees will review each application on its merits and this could include giving grants to improve the environment, improve local facilities and the education of the public in this area.

This could, for example, include capital costs such as equipment or revenue costs such as help towards staffing or payment of external consultant support, where necessary and appropriate. This can also include running costs, such as rent, heating, lighting and insurance.

The project work may also aim to deliver some of the following objectives:

- Address a specific community issue, concern or problem
- Education of people of all ages
- Provide vocational training
- Offer training and/or support for volunteers.
- Provide practical environmental and energy efficiency improvements, where government funding is not already available
- Raise awareness and/or offer practical support for action to reduce carbon emissions or fuel poverty
- Help establish a community enterprise

Please note we cannot fund applications retrospectively or reimburse costs for events or projects that have previously taken place. We would normally expect projects to be completed within 15 months.

Who can apply?

There are no limits to the size of organisation which may apply to this fund and you do not have to be a registered charity, as long as the work your organisation has charitable aims and you have a constitution (set of rules), a management committee, use of a group bank account with at least two signatories and if applicable a child protection policy. Small groups or individuals aged 16 or above can also apply.

There are no limits to the number of applications an organisation or small group or individual can submit in any one year, though they are unlikely to receive more than one award at a time. They can receive grants in consecutive years, and applications will be judged purely on their merits.

To be eligible, you must:

- Be a community, self-help or voluntary group, a community enterprise, a local charity, an individual, or a local branch of a national charity working in Chelwood or the immediately adjoining villages.
- Carry out a project that meets the charitable objects of the CC Fund.

How much can we award?

The CC Fund is currently able to award grants from **£250** to **£5,000**.

What we don't fund

- Grant or loan schemes run by third parties.
- General appeals.
- Commercial companies.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Projects with the purpose of promoting religious beliefs.
- Projects directed solely at animal welfare.
- Projects that take place before an application can be processed.
- Activities that are intended to raise funds for other organisations.

The CC Fund grants cannot be used to meet the capital costs of activities eligible for government grant or subsidy. If proposals to support the capital costs (of, for example, energy efficiency improvements) are made, it is up to the applicant to provide evidence that the project would not be eligible for an existing government grant or subsidy.

Similarly, while the grant programme will not support the core educational activities of schools, independent groups within schools, such as PTAs, can apply for special projects or initiatives that do not form part of the school's core provision. Projects which incorporate a wider community focus, involving parents for example, rather than just focussing on charitable purposes within the school, are encouraged.

When can you apply?

The programme is open for applications from January 2018. The Trustees intend to reach and announce their decision within thirteen weeks of receipt of a completed application. The Trustees may vary the times and timescales relating to the application process in the future at its sole discretion.

How to apply.

Complete the CC Fund application form. As well as the completed application form you will also need to provide the following:

- For an organisation, a constitution/governing document/set of rules that sets out the purpose of your organisation and how it is managed.
- For an individual, full details of name and address and date of birth. We may ask for other information appropriate to the particular application to ensure that the grant will be used for charitable purposes.
- For all applicants, details of any links with CCEL and/or the trustees of the CC Fund.
- For an organisation, the contact details of at least 3 members of your management committee/board of trustees/board of directors.
- Evidence of a bank account in the name of the organisation/individual. The bank account for a group must have at least 2 signatories. Alternatively, if you belong to a small organisation that does not have a bank account another charitable organisation can

look after the funds for you, but you must provide written authorisation from the organisation that will do this.

- A copy of your organisation's recent annual accounts or financial records that show your organisation's balance of funds, income and expenditure. If you do not have financial records that cover a full year then you will need to provide the records you currently have.
- A safeguarding policy if your organisation works directly with children or vulnerable adults.

What will happen next?

Once we have received your application there will be an initial assessment by a reviewing Trustee. They may contact you for further information or to arrange to meet to discuss the application in more detail. They will then make a recommendation to a grants panel comprising Trustees of the CC Fund who will make the final decisions on applications. Please note their decision is final and there is no appeal process.

Grant conditions

Grant offers will be subject to standard grant conditions, details of which can be obtained on request. Successful applicants will also be required to meet the following grant conditions within three months of payment of the grant:

- To provide photos and a statement for use on the website and promotional materials of the CC Fund or of a related body, such as CCEL, in order to publicise the grant awarded and raise the profile of the CC Fund and the support it provides to community projects in Chelwood and immediately adjoining villages.
- When requested, to acknowledge the grant awarded and the funded project by placement of the CC Fund logo on the organisation's website and/or noticeboard in order to publicise the work of the CC Fund.

These additional grant requirements are intended to raise the profile of the valuable community service provided by the CC Fund and are in addition to CC Fund's monitoring and evaluation requirements below.

Monitoring and evaluation

Six months after the grant has been paid or at the end of the project, if this is significantly later, we will send you a grant monitoring report form to you to complete. This form asks for details of how the grant was spent and what was achieved including information about the impact of the project on meeting the charitable objects identified in the application. Where applicable, data will be required. In addition, a Trustee may contact you to arrange a visit to find out more. For projects that last at least 12 months, you will be asked to complete an interim monitoring report form after 6 months, at 12 months (if requested) and at the end of the project.

Data Protection

CC Fund will use the personal data provided on the application form to process your application and to monitor the project. In limited circumstances, we may be required to release information, including personal data and commercial information, on request under the Freedom of Information Act 2000. However, we will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998. If you feel that any other information about your application or project should not be made publicly available, please contact us to discuss this.

CC Fund may also use information about projects that receive grants on their website to promote and celebrate successful activities or in joint publicity where appropriate. Any information that goes into the public domain via CC Fund will be first checked and approved by the organisation concerned.

Need more information?

If you need more information or wish to discuss your application before you apply, please contact:

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