

3LX Community Fund Grant Aid Policy & Application Form

1. Background

Homeland Solar Farm has promised to provide a fund of about £13,000 per year for the benefit of the community of Three Legged Cross. The fund will be available over the life of the solar farm for 25 years, starting in 2014.

3LX Community Fund is a community group which administers the fund and allocates it to organisations, individuals or groups who submit successful applications. The fund is intended to be spent each year; in exceptional circumstances it may be saved for 2 years where a successful applicant needs a larger sum.

Applications may be submitted at any time. The 3LX Community Fund group will meet at least twice a year to consider recently submitted applications. It is important that the application form is filled in as completely as possible, as applications will be evaluated using only the information on the form.

2. Conditions of funding

Eligibility of applicants

- a. Applicants must demonstrate a clear need for financial support.
- b. Organisations must be either non-profit making or charitable.
- c. Organisations, individuals or groups may only make one application for a grant in any financial year.
- d. Applications from education, health or social service establishments will be considered only where the organisation can demonstrate that it is working in partnership with other groups or where there are benefits to the wider community within Three Legged Cross. Applications for core funding will not be considered.
- e. Applications will **not** be considered from:
 - i. Political parties
 - ii. Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion or gender.
 - iii. Private organisations operating as a business to make a profit or surplus
 - iv. "Upward funders" i.e. local groups where fundraising is sent to a central HQ for redistribution.
 - v. Organisations with significant unrestricted reserves.
 - vi. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations unless funds are not available from their national bodies or the funds available are inadequate for a specified project.

Use or purpose of grant

3LX Community Fund will only award grants where the use or purpose of the grant benefits Three Legged Cross and its community. The benefit could include but is not limited to:

- a. Providing a service
- b. Providing activities
- c. Enhancing the quality of life
- d. Improving the environment
- e. Promoting Three Legged Cross in a positive way
- f. Applications will **not** be considered:
 - i. For projects that benefit single individuals
 - ii. No grants will be made retrospectively
 - iii. For prize money
 - iv. For campaigns to influence public opinion

3. How to apply

Applications must be made using the application form attached to this policy. All questions on the application form should be fully answered and additional appropriate information, which supports an application, must be provided in order for the request to be considered. It is important that the application form is filled in as completely as possible, as applications will be evaluated using only the information on the form.

For more information phone Jill on 01202 829689 or Jane on 01202 822236

4. Evaluation procedure

A grant request will be considered at the next meeting of the 3LX Community Fund group provided it is received in writing at least three weeks before the date of the meeting. Each application will be assessed on its own merits against the conditions of funding and the evaluation criteria listed below. To ensure as fair a distribution as possible of available funds, the group will take into account the balance of the types of other supported project. Account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities. No commitment to award grants in future years will be made.

The 3LX Community Fund group may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. Applicants will receive notice of the outcome of their application within three weeks of the group meeting.

Evaluation criteria

Applications will be assessed against the following criteria:

Priority will be given to projects that make use of existing amenities e.g. supporting a youth club that uses the village hall

- a. Priority will be given to projects where the objective is to improve the health, fitness and wellbeing of the community.

- b. Priority will be given to projects that improve existing amenities rather than building new.
- c. Priority will be given to projects that bring the community together e.g. annual gatherings or regular interest groups
- d. Priority will be given to projects that are environmentally sustainable e.g. conserving energy within community buildings, providing education about environmental issues or improving local biodiversity.

5. Your privacy

By submitting your application you are agreeing to any personal data you provide being used as described below.

Your application will be shared by the members of the 3LX Community Fund group, in order to evaluate it. Your application form, but not any attachments, will be copied to each member of the group.

Any attachments to your form will be available for inspection at our group meeting and will be destroyed within a month of that meeting

If your application is unsuccessful, we will delete all copies of your form within a month of the group meeting at which it is evaluated.

If your application is successful, we will retain your form for not more than a year after your project or event is complete and all payments have been made. We will share your data with Verwood Town Council, who hold the fund money, in order for them to make payments to you on our behalf.

If your application is successful, we reserve the right to publicise a description of your project or event and the amount of grant paid, in order to advertise our fund. At our annual meeting we will report on grants made during the year.

We will not share or duplicate any personal data other than as described above.

6. Successful applications

After applicants have received notice in writing of their successful application and any additional conditions and requirements, the grant will be paid by cheque.

Projects receiving grants are required to advise their users/members that a grant has been received from Homeland Solar Farm

Applicants must provide feedback and/or receipts to demonstrate how the money has been spent. They must demonstrate that the grant has only be used for the purpose for which it was awarded, and any unspent portion of the grant must be returned to the fund by the end of the financial year following the year in which it was awarded. Detail of the feedback required will be included in the notification letter.

3LX Community Fund Grant Aid Application Form

Please read the Grant Aid Policy before filling in the form. Your application will not be successful unless it meets the conditions of funding and has a better chance of success if it meets the evaluation criteria. Send the completed form to the 3LX Community Fund group Secretary Jill (01202 829689)

Name	<i>Contact name of applicant or group. If you are applying on behalf of an established organisation, please give a contact name and complete part B</i>
Contact details	<i>Address, phone number & email</i>
Date of application	
Description of project/activity	
How does this benefit Three Legged Cross and its community?	<i>Please give as much detail as possible, including number of people who will benefit and what proportion will be residents of Three Legged Cross</i>
Who will benefit?	<i>Is your project/activity limited to a particular age group or interest group? Is it inclusive for differing abilities</i>

Proof of support	<i>Please provide information to show that this project/activity is supported by local people who will benefit from it</i>
Timescale	<i>Is this a one off or regular activity? When will it take place? For a project, how long do you expect it to take? Please provide a project plan if possible</i>
Equality	<i>Does your project/activity comply with current anti-discrimination legislation?</i>
Budget	<i>What is the total cost of your project/activity? Please supply cost breakdown and estimates. Written estimates are required for items over £200</i>
Other funding	<i>Have you any other funding for your project? Have you made any other funding applications? Who else have you applied to?</i>
Amount requested	

Part B – Organisations must complete this part

Applicants position in the organisation	
Accounts and balance sheet	<i>Please attach your most recent audited accounts, up-to-date accounts (these may be unaudited) and a copy of your bank statement(s)</i>
Constitution	<i>Please attach a copy of your constitution including details of your aims and purposes</i>

Additional information

*You can use this box
for any additional
information or
attach more sheets*