

Wiltshire Wildlife Community Energy

LESS CARBON, MORE WILDLIFE



Community Fund - Guide for groups applying for grants

Introduction

The Board of Wiltshire Wildlife Community Energy (WWCE) has decided to set up a Community Fund Group (CFG) to set up a grant scheme, review applications and make awards, and follow up and report. The CFG includes people nominated by the Board of WWCE, others drawn directly from the members of WWCE and two people nominated by Wiltshire Wildlife Trust (WWT).

Objective and priorities

To encourage and support local communities and voluntary groups to take initiatives in wildlife conservation, mitigation of climate change by promoting the responsible use of finite resources, reduction of carbon emissions and alleviation of fuel poverty. The location of proposed projects, the nature of the applicant (pre-existing volunteer groups being preferred) and the involvement of young people are important factors, as is the benefit resulting to local and wider communities.

The CFG works within the criteria stated when WWCE raised funds from its members. Wildlife conservation, climate change mitigation, carbon reduction (including local food, transport, waste projects etc.), reducing fuel poverty and promoting environmental sustainability are listed in fundraising prospectuses.

Who can apply?

The CFG only makes grants to groups and organisations. Applications for funds that will in practice be used by a single individual may be made by a sponsoring group. Community, self-help or voluntary groups, community enterprises, charities (including local branches of national charities), school and youth groups may apply. There are no limits to the size of group or organisation that may apply to the CFG. It is not necessary for the applicant to be a registered charity, although the applicant's aims and the project for which the grant is applied for must be charitable.

Applicants must have a formal governing document (a constitution or a set of rules), a management committee (however named) being a group of people taking responsibility for the applicant's actions and use of funds and a bank account. Applicants must also have a child and vulnerable adult protection policies generally as required under the Children Acts 2004 and 1989 and registration under the Data Protection Act 1998 where relevant.

The CFB does not make grants to:

Grant or loan schemes run by third parties;

Individuals (unless sponsored by a qualifying group or organisation)

General appeals
Commercial companies
Statutory organisations or the direct replacement of statutory funding
Political groups or activities promoting political objectives
Religious groups promoting religious beliefs
Arts and / or sports projects with no community or charitable element
Medical research, equipment or treatment
Projects that have started before the grant application has been determined
Activities that are intended to raise funds for other organisations

Grants may not be used to meet the capital costs of renewable energy schemes and energy efficiency improvements where the activity is eligible for government grant or subsidy, nor can grants be used to support the core educational activities of schools, colleges etc.

An applicant can submit more than one application. Any and all applications will be judged on the merit of the individual application.

How much can be applied for?

A small grant of up to £500 can be applied for by submitting the Small Grant Application Letter or Form. Otherwise, the minimum amount of grant is £500 and the normal maximum is £5,000, but more might be given to one project in exceptional circumstances.

Acknowledging grants

Beneficiaries must be prepared to assist with publicising the award of a grant and the results of applying the grant to their project. Grants must be acknowledged by beneficiaries on notices etc. Photographs and other material is to be made available for press releases.

Application procedures

Paper application forms can be obtained from: WWCE Community Fund, Wiltshire Wildlife Trust, Elm Tree Court, Long Street, Devizes, Wiltshire, SN10 1NJ

Electronic copies are available by emailing: wwceapplications@wiltshirewildlife.org

Advice and help are available on the email above or by telephone on Tel. 07568 231015 or 01380 736096 (during normal working hours), ask for the WWCE Community Fund Secretary.

How are grant decisions made?

Completed applications will be forwarded to the members of the CFG who will meet several times a year to consider each application and come to a decision. Occasionally they may ask for more information to be obtained from the applicant.

Follow-up, monitoring and evaluation of grant-aided projects

Projects should in general start within 6 months of the date of the grant award and be completed within 18 months of the date of the grant award although occasionally a project depending on seasonal work may be allowed an extended period.

Groups and organisations receiving grants must be prepared to report on their projects when completed. (For larger projects, the CFG may ask for interim reports as well.) Reports will normally be brief written summaries of the work done and the results and benefits obtained. A small number of grant recipients will be asked to make a brief presentation at the WWCE Annual General Meeting.

Publicity

Groups and organisations receiving grants must be prepared to assist with publicising the grant scheme in the future. Ideally, recipients will be available to assist future applicants with the making of their applications and the conduct of their projects.

Data Protection

The personal information you provide on this application form is collected and held by Wiltshire Wildlife Trust (WWT), who administer the Wiltshire Wildlife Community Energy (WWCE) Community Fund, to process this application. WWT is registered with the Information Commissioner and all information is collected in accordance with the Data Protection Act 1998 (DPA), and the General Data Protection Regulations 2018 (GDPA). The personal information you provide to us will be held securely on our systems for the purpose of administering your application and will be passed to the WWCE Community Fund Panel who will use it to review the application and decide whether to agree the grant. WWT will also let WWCE know the names of organisations and project details of applicants to the Fund. WWT and WWCE publish data on organisations and groups receiving grants, but not personal details. WWCE may also use information about projects that receive grants on their website to promote and celebrate successful activities or in joint publicity where appropriate and agreed with you (please see Guide for groups applying for grants).

The majority of this information will be deleted once this process is complete but WWT and WWCE will continue to hold basic information about your application (name, contact details and amount requested/ granted) for record keeping purposes.

Neither organisation will sell your data to anyone else and if you would prefer us not to keep the basic contact information or to change your preferences at any time, just let us know. By making a grant application, you are consenting to us using your data in this way.

Please refer to our Privacy Policy at <https://www.wiltshirewildlife.org/privacy>

Safeguarding

Applicants must have a Safeguarding Policy. By this is meant child and/or vulnerable adult protection policies generally as required under the Children Acts 2004 and 1989 (CA 2004, CA 1989).

Relevant insurance such as liability insurance is also required and basic Health and Safety policy.

As with all other matters, help and guidance on this point are available.

Completed applications and supplementary papers are to be submitted to the Community Fund at the address or email above.