**Christow Community Land Trust Community Grant Applications**

**Notes on eligibility, conditions of funding and the application process**

1. Christow Community Land Trust (‘The Trust’) can award grants to non-political, non-religious, non-profit making groups, organisations, educational establishments or charities based in the parish of Christow and its environs.
2. Such organisations may be local or national but their objective must be to provide services or facilities to benefit people within the parish of Christow and its environs.
3. Such organisations may already exist or they may be in the process of formation.
4. The grants may be used for matched-funding or pump-priming purposes. They may also be given as outright funding or for capital items.
5. Applications are invited in May of each year and may be repeated if grant monies remain unspent.
6. Organisations may apply no more than once a year for funding.
7. Applications for funding will be considered on a first-come, first served basis.
8. If an organisation submits an application after all the monies available for the year have been committed, they may opt to have their application carried over to the following year.
9. The Board of Christow Community Land Trust shall be solely responsible for determining the outcome of applications.
10. There is no process of appeal for unsuccessful applications, but revised applications may normally be resubmitted for reconsideration.
11. The Chair of the CCLT (or other nominated Board member) will inform the organisation of the outcome of their application normally within a week of the relevant meeting.
12. Where unsuccessful the Chair (or nominee) will provide brief feedback on the reason(s) for the decision.
13. Where successful, it will be understood that by accepting the funds awarded, the receiving organisation accepts and agrees to adhere to the CCLT Safeguarding Policy and that it commits to providing a written report to the Board within a year or sooner of the award, setting out the amount actually spent and the extent to which the planned outcomes or impact of the funded activity or purchase have been achieved. Any unspent funds must be normally be returned to the CCLT.
14. The total amount available each year is about £1,000. Please bear in mind when applying that it is unusual for the CCLT to award grants of more than a few hundred pounds to any one organisation.

**Application form**

To apply for a grant, save this document as a Word or rtf file and with a new file name that includes the name or initials of your organisation.

Delete the guidance notes in the right-hand column and insert your own text.

Email your completed application to [coronyedwards@gmail.com](mailto:coronyedwards@gmail.com)

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| **Information required** | **Successful applications are likely to …** |
| 1. Objectives of the organisation | … be from organisations that have objectives that aim to benefit all, or large sections of the Christow community, or which focus on specific under-privileged or under-represented groups with particular needs, and which are not for political, religious or profit-making purposes. |
| 1. Terms of reference, rules or constitution | … show that where these exist, they indicate that the organisation is operated in a legal and ethical manner which is transparent and fair. |
| 1. Safeguarding arrangements | … state that they have read and accept the CCLT’s Safeguarding Policy (available from [www.teignvalley.org/cclt](http://www.teignvalley.org/cclt)) and that they have made suitable safeguarding arrangements for their CCLT funded activity or project. |
| 1. Purpose to which the grant will be put | … offer a convincing case that the purpose to which the grant will be put represents good value for money in terms of the number of people it will benefit and the positive impact it will have. |
| 1. Consideration of wider impact including environmental impact | … show that thought has been given to any possible negative impact the activity or purchases might have on others in the Christow or wider community and how measures will be put in place to avoid or reduce this impact (this may include evidence of consultation with others in the community and/or that any necessary permissions have been sought); show how the proposal has taken into consideration environmental impact and been designed to minimise this, or even better, how it will result in a reduction in environmental impact compared with current practices. |
| 1. The amount requested | … provide a budget breakdown, with justification, for the amount requested. This means explaining not just how much you want but also how you worked out costs. Where cheaper options are available a clear and convincing rationale is given for selecting the more costly option. The CCLT has limited funds and is committed to protecting the environment so re-using, recycling and getting the best possible value for money is important to them. Proposals to purchase second-hand, non-branded (but high quality) items etc will be considered favourably. |
| 1. Whether other funding has been sought or is already in place | … show that they have already successfully raised a proportion of the funds needed or have at least made reasonable efforts to do so. Where organisations already have sufficient funds in their reserve to cover the cost of the proposed activity or purchase, there is a clear case made for why further funds are needed from CCLT. |
| 1. How and when the organisation will report back to the CCLT \* | … have a clear plan and timeline for reporting that the funds have been spent as proposed, that any underspend is being returned to the CCLT or to request that the underspend may be used for another purpose, and in due to course, to report on the extent to which the intended impact has been achieved. |
| 1. Whether the organisation has previously applied to the CCLT and if so, whether the application(s) was/were successful or unsuccessful | … show that if this is a ‘resubmitted’ version of a previously unsuccessful application, any weaknesses in the original application have been addressed. |
| 1. What funding has previously been awarded by CCLT (amount, purpose, date, intended impact) | … show that they have not previously or recently received funding from CCLT or where they have received CCLT funding, this new application is not simply a repeat request for the same purpose. CCLT may grant pump-priming funds for a new activity or organisation but it will not normally fund activities on an ongoing basis.  Also, to show that they have informed the CCLT on the amount actually spent, that they have returned to the CCLT any unspent funds, and that they have provided adequate feedback on the extent to which the planned outcomes or impact of the funded activity or purchase have been achieved. |
| 1. If a new organisation, estimated income and expenditure for the first year of operation and plans for future financial sustainability | … provide a realistic and evidence-based projection for their projected income and expenditure and indicate how they plan to become financially sustainable over time. CCLT may grant pump-priming funds for a new activity or organisation but it will not normally fund activities on an ongoing basis. |
| 1. If an established organisation, the most recent set of accounts | … provide clear and accurate accounts which give sufficient detail for non-members of the organisation to understand income and expenditure items; show that they are a financially sustainable organisation. |

**\* Progress and spending report:** There is no requirement to complete a form when you report back to the Board though you may find it helpful to simply annotate your original, completed application form using a different colour text, and resave it with the word ‘report’ in the filename. Alternatively, you can write a short report in an email, Word or rtf document. A spending breakdown and a few lines saying what you have achieved will usually suffice. Photographs illustrating your completed project or work in progress would be welcomed.