

Wanborough Community Trust Award Giving Policy

The aim of the Wanborough Community Trust (WCT) is to raise funds that can be distributed to community organisations, activities and projects that benefit the communities within the parishes of Wanborough, Bishopstone, Liddington and Hinton Parva.

WCT is a registered charity number 1181221.

WCT may make awards for charitable purposes that provide for public benefit within the parishes of Wanborough, Bishopstone, Liddington and Hinton Parva; this policy sets out the basis on which such awards will be awarded and monitored.

WCT priorities

The priorities of WCT are to support community projects, for example those that:

- Support community development and/or promote citizenship within the parishes e.g. clubs;
- Support local heritage and culture;
- Enable intergenerational activities;
- Enable conservation and environmental projects within the parishes;
- Ameliorate personal plight in exceptional circumstances

As a registered charity, WCT can only make awards to support activity which is charitable in law. Organisations do not have to be registered charities to apply, but awards will always be restricted for a specific charitable purpose.

In addition to responding to external award requests, the trustees may at their discretion invite or commission applications where doing so would meet the Trust's aims, strategy and priorities.

Eligibility

In order to be able to receive an award from WCT you must:

- Represent a community organisation. Applications to support individuals in need must be made through a community organisation. You must have a governing document (constitution, rules, memorandum and articles of association etc.), a governing body of at least three unrelated individuals, and a bank account in your community organisation's name with at least two unrelated signatories.
- Apply for a specific project with a charitable purpose which meets the objectives of the Trust.
- Apply for a project that provides a public benefit within the parishes of Wanborough, Bishopstone, Liddington and Hinton Parva; i.e. projects should aim to benefit as many people as possible living in these parishes although projects that benefit individuals experiencing exceptional personal plight will also be considered.

Please note if you have previously had an award from WCT we will not consider any new application unless you have sent us all the required reports.

There is no limit to the number of applications that may be made by a community organisation; however, when making funding decisions Trustees will give consideration to achieving a balanced portfolio of awards.

You may apply to WCT for part-funding of a project; however no funds will be released by WCT until all necessary funding is in place for the project to proceed. WCT will require written confirmation from other parties of their contribution to the project. We would expect that all co-funders are contributing a similar share to the project. No preference will be given during the assessment of the application to awards which are fully funded by WCT or to those which are co-funded with other parties, each application will be assessed on its own merits against the assessment criteria.

Exclusions

We are not able to support the following:

- Activities which have already taken place.
- General administrative expenses e.g. salaries.
- Expeditions, exchanges or study tours.
- Medical research.
- Activities which solely support animal welfare.
- Any purposes for which the government has a statutory responsibility to provide.
- Schools.
- Political organisations.
- Organisations supporting military-based activity.
- Projects for the sole purpose of promoting any religious belief.
- Appeals or events for national charities.
- Advertising or sponsorship.
- Privately owned and profit-distributing companies or limited partnerships.

Before you apply for a WCT award:

1. Please ensure that you meet the eligibility criteria and are not applying for any activity or on behalf of any organisation on the list of exclusions.
2. Read through the assessment criteria for applications as these set out how your application will be assessed. Make sure you have the evidence and/or information to enable the committee and Trustees to see how you meet the criteria.
3. Please seek quotations or estimates for work that would be funded through the award. Where possible, more than one quotation or estimate should be sought, to demonstrate that the application will be value for money and a good use of WCT funds.
4. Please prepare a project plan which sets out how long your project will take and the key steps to delivering your project.
5. Identify 1-3 measurable and timebound objectives for your project, so that WCT trustees and the communities of Wanborough, Liddington, Bishopstone and Hinton Parva will be able to know that WCT funds have been used for the purpose intended.
6. Consider the major risks to the successful delivery of your project. What will your contingency plan be should these risks materialise?

How to apply:

Please complete the WCT award application form which can be downloaded from www.wanborough.info. We prefer to receive applications electronically. The application should be completed and returned to WCTawards@gmail.com, preferably in pdf format.

Receipt of your application will be acknowledged.

Please use WCTawards@gmail.com address for any correspondence about your application.

If you are unable to make an application electronically, please contact the Chair of the Awards Committee for a hard copy of the application form. Their contact details can be found on www.wanborough.info or in the Lyden magazine.

Assessment Criteria:

All eligible applications will be assessed against the following criteria:

Relevance: The purpose of the application and the extent to which the application meets the priorities identified for the WCT;

Benefit: Extent to which there will be community benefit arising from the project.

Added value: Extent to which this project would only be possible through WCT funds.

Management: How the WCT funds will be managed to achieve the purpose of the application;

Value for money: The extent to which the benefit arising from the application is justified by its cost.

Assessment of WCT award applications:

WCT Trustees have ultimate responsibility for all award-making decisions. The trustees delegate the assessment of individual applications to the Awards Committee. The Awards Committee is chaired by a Trustee of WCT. Members of the committee will be invited based on achieving a representative cross-section of age, gender and residency from across the four parishes. The current committee membership will be published at www.wanborough.info. Generally, committee members will serve no longer than 2 years on the committee, with the exception of the Chair who is appointed by the Trustees. A possible extension of one year may be permitted in some circumstances to ensure some continuity of membership and consistency of decision making. Any individual wishing to apply to be a member of the Awards Committee should email WCTawards@gmail.com.

WCT Trustees aim for our award-making processes to be transparent. To this end, all eligible external award requests will be considered **ONLY ON THE BASIS OF THE INFORMATION ON THE APPLICATION FORM**. If you do not provide sufficient relevant information your proposal will not be able to be considered.

Applications will go through the process as follows:

- Each application will be allocated to a member of the WCT awards committee for triage. This will comprise:

- check on eligibility and exclusion criteria. Applications that are not eligible or request funds for excluded activities or organisations will be rejected.
- Check that the information supplied will enable the committee to assess the application. Applications that are incomplete will be returned for revision. Applications that clearly fail to meet one or more of the assessment criteria will be rejected.
- Complete and eligible applications will be considered by the WCT awards committee. Because the number of projects which can be supported may be limited by the amount of funds available; the role of the committee is to make a recommendation to the Trustees about the relative priority for funding of the applications, based on the extent to which they meet the assessment criteria. Applications suitable for funding will be recommended to the Trustees.
- Review of the assessment and recommendations by the Trustees. Applications that are supported by the Trustees but for which there is not sufficient funding may be held over for future funding meetings or invited to resubmit their application at a later date.
- WCT reserves the right to reject applications at any stage.
- WCT will provide feedback to applicants on decisions made; however the Trustees' decision is final.
- The Trustees will aim to write to all applicants to inform them of the outcome of their application within a reasonable period from the date of the meeting at which it is considered.
- Applicants may not resubmit an application which has been rejected unless invited to do so.

We aim to hold meetings of the Awards Committee quarterly, depending on the number of applications received.

Conflicts of Interest

A conflict of interest can occur where there is any form of relationship between an applicant and somebody involved in any aspect of reviewing their application. As such it is difficult to provide a definitive and exclusive definition. The following are examples of some of the more common ways in which someone involved with the assessment of an application would have a clear conflict of interest:

- Is a named applicant on the proposal
- Formal affiliation to any organisation involved in the proposal
- An existing business or professional relationship with any individual named on the proposal
- Close relative (including by marriage) of any individual named on the proposal
- Close personal relationship with any individual named on the proposal
- Professional link – for example would benefit as a supplier of goods or services should the proposal be funded.

WCT Trustees and awards subcommittee will endeavour to avoid conflicts of interest; but the final responsibility for identifying and reporting conflicts of interest will rest with the individual. Some cases will be clear cut but others will be less so and will require a judgement call. The clear test will

be 'will a neutral observer have confidence in the impartiality of any decision' and in any case where there is significant doubt the relationship will be treated as a conflict.

A register of other local positions held by WCT Trustees and members of the Awards Committee is available on www.wanborough.info.

Monitoring and publicity

All awards made by WCT will be monitored quarterly by the Awards Committee and/or Trustees. A final report will be required from all applicants.

Awards will be subject to WCT terms and conditions, which are available on www.wanborough.info. Award-specific additional conditions may also be stipulated including additional reporting and/or monitoring.

The Trustees will publish the details of all funded awards. The Trustees may also publicise the awards awarded through conventional and social media. Recipients of WCT awards will be required to participate in such publicity.

The Trustees will monitor the portfolio of awards at least annually and reserves the right to make changes to its priorities to ensure a range of projects and activities are supported that provides benefit to the communities in the parishes of Wanborough, Liddington, Bishopstone and Hinton Parva.

Use of Application Information and Data Protection Privacy Notice

WCT will use information provided on the application form for processing the application, the award of any consequential award, and for the payment, maintenance and review of the award.

This may include:

- Registration of proposals
- Preparation of material for use by WCT committees and trustees
- Statistical analysis in relation to the award of awards
- WCT wishes to operate in a transparent and publicly accountable way. Contents of funded applications will be made available on www.wanborough.info website.
- During or after completion of the award, WCT may contact the Community Organisation concerning progress or evaluation of the project and the use of WCT funds.
- All personal data collected by the WCT during the application for or funding of an award will be handled in accordance with the GDPR principles.

