STANCOMBE QUARRY COMMUNITY FUND REQUEST FORM

COMMUNITY FUND CRITERIA

The Stancombe Quarry Community Fund will seek to support projects within the parishes of ***Flax Bourton, Backwell and Barrow Gurney*** local to the quarry that improve the amenity and environment of the residents within the parishes.

Projects that have clear benefits in terms of ***education, recreation, nature conservation and sustainability*** and which aim to deliver lasting or longer-term legacy will be supported subject to the availability of funds.

Contributions to the Community Fund would be related to the level of sales of limestone from the Quarry and the distribution of monies would be carried out on a democratic basis by a Management Committee comprising of members of the local parishes and the Quarry Operator (currently Lafarge Tarmac Limited) who would have the casting vote.

COMMUNITY FUND GUIDELINES

General

- Requests will only be made for projects in the parishes of Flax Bourton, Backwell and Barrow Gurney.
- Requests are to be made either electronically or by hard copy sent to the **Community Fund Administrator** at stancombequarryfund@gmail.com / 6 St Bartholomew's Cottages, Cranmore, Shepton Mallet, BA4 4FG
- Application forms must be fully completed, legible, and accompanied by all supporting documents specified in the form. Requests should be concise and focused. Applications that do not meet these standards may be rejected by the Administrator before being referred to the committee.
- Requests must be for clear and deliverable community benefits within the area of the three parishes and cannot be for the benefit of individuals or exclusive groups.
- Requests can be made for a financial contribution or a contribution in materials from Stancombe Quarry. The supply of materials is to be at a commercial rate.
- Funding can be made in relation to a part or the whole of any project.
- Funding requests are limited to a maximum of £5,000 (including the commercial value of any materials). Where the request is to fund part of a larger project, proof of either the availability of the balance of the funds needed or evidence of match-funding will be required. Funding requests of £3,500 or less will be given priority.
- Any funding is to be spent within a maximum of 6 months of the donation taking place.
- Funding must be used for the project that it was requested for.
- Repeat applications / repeat applicants will be a considering factor in the award of any funding.
- Positive weighting may be given to applications which have **match funding** secured and in place.
- Successful applicants will be required to provide evidence to the Community Fund Administrator within 6 months of the award to show that the grant was spent in accordance with the completed application form.
- Any unspent monies are to be returned.

Organisations Eligible to Apply

- Applications will only be accepted from constituted voluntary and community groups, registered charities, not for profit groups / social enterprises and the Parish Councils (where project is additional to normal statutory responsibility). A copy of the organisations latest accounts should be included with the application.

Ineligible Organisations & Projects (not an exhaustive list)

- Grants will not be made to political parties, promotion of religious faith activities (although applications from religious organisations for projects benefiting wider community will be considered) commercial organisations, those working for profit or private sector organisations / individuals.
- Grants will not normally be made for a statutory activity.
- Grants will not normally be made where the project has already begun / is being delivered through other sources of funding / is a duplication of other projects being delivered locally / has more appropriate sources of funding / may adversely affect sustainability of existing provision.
- Grants will not normally be awarded for items including but not limited to recurrent expenditure, normal operating costs, salaries and expenses, core staff, feasibility studies, insurance, purchase of land, party political activities or fundraising and funding of recoverable VAT.

Required Information

All applications must provide the following information:

- Quotations substantiating the amount requested.
- Funding requests must be supported by a detailed breakdown of how the monies are to be used.
- Independently verified / audited accounts (most recent available)
- Copy of the adopted constitution or other governing document for the organisation
- Details of the main bank account plus confirmation it has at least two signatories
- VAT registration number (where applicable)
- Proof of either the availability of the balance of the funds needed or evidence of match-funding (for part-funded applications)
- Evidence of land ownership for capital projects, or written proof of landlord's consent
- Proof of planning consent (where required). In the case of permitted development rights, the evidence will be through a Certificate of Lawfulness issued by the relevant planning authority.
- Proof of compliance with any statutory requirements inherent in the project e.g. safety certificates, risk assessments, other permits or operating licences etc.
- Evidence of community support and/or consultation.

Management Committee

- The Community Fund Management Committee will normally meet in March and September each year to decide which requests to support. Any requests to be considered by the Management committee must be received before 31st January for consideration at the March meeting and before 31st July for the September meeting.
- The Management Committee's decision will be confirmed within seven days of the meeting. If a funding request is turned down or only partially supported the reasons for the decision will be provided. The Committee's decision is final.
- The Quarry Operator reserves the right to publicise the grant of any funding.
- A member of the Fund Management Committee is likely to inspect the completed project as part of the reporting procedures of the Community Fund.

PLEASE ENSURE YOU PROVIDE ALL SUPPORTING DOCUMENTATION REQUIRED AS LISTED ON THE LAST PAGE OF THIS APPLICATION. FAILURE TO DO SO COULD RESULT IN YOUR APPLICATION BEING REJECTED BEFORE REFERRAL TO THE COMMITTEE

NAME AND ADDRESS OF GROUP/ ORGANISATION MAKING THE REQUEST

Contact Name

Capacity

Organisation details and full address:

Charity Registration Number (if appropriate):

E-mail address

Contact Number:

Details of the main bank account with at least two signatories:

Name of Bank Account:	Account No:	Sort Code:

How many signatories are required to approve a payment:

1	2	3	4	Other:

PROJECT DETAILS

1. Description and location of project including full postal address:

2. Community benefits of project and how it meets the Community Fund Criteria:

3. Level of funding requested from Stancombe Quarry Community Fund:
(Monetary award or value of quarry products, e.g. crushed stone, asphalt, concrete)

4. Timescales for project and when monies would be spent or materials required:

5. Breakdown of costs of the project (supported by supplier quotations):

6. Details of other sources of funding for the project including approved and rejected funding request:

7. What legal or planning approvals or permissions are required to undertake the project? Please provide written evidence that approvals are in place.

8. Executive Summary of proposals in 100 words maximum
NOTE: THE EXECUTIVE SUMMARY WILL BE READ OUT AT THE MANAGEMENT COMMITTEE MEETING

Please ensure you have included the following documentation with your application. Failure to do so will result in delays in processing your application or may result in your application not being put forward for consideration.

DOCUMENTS TO INCLUDE	**Tick a box for each line:**	
	Included	**Not Applicable**
Quotations substantiating the amount requested.		
Funding requests must be supported by a detailed breakdown of how the monies are to be used.		
Independently verified / audited accounts (most recent available).		
Copy of the adopted constitution or other governing document for the organisation.		
Details of the main bank account plus confirmation it has at least two signatories.		
VAT registration number (where applicable).		
Proof of either the availability of the balance of the funds needed or evidence of match-funding (for part-funded applications).		
Evidence of land ownership for capital projects, or written proof of landlord's consent.		
Proof of planning consent (where required). In the case of permitted development rights, the evidence will be through a Certificate of Lawfulness issued by the relevant planning authority.		
Proof of compliance with any statutory requirements inherent in the project e.g. safety certificates, risk assessments, other permits or operating licences etc.		
Evidence of community support and/or consultation.		

I certify that all information contained in this application is accurate and that I am authorised to submit it on behalf of the organisation. I acknowledge that the Council may request evidence to support the statements made.

Applicant name:	
Applicant signature:	
Dated:	

Any questions about completing the Application Form should be directed to the Administrator at stancombequarryfund@gmail.com / 6 St Bartholomew's Cottages, Cranmore, Shepton Mallet
Or call 07971 516916

ADDDITIONAL INFORMATION