



## The Donarbon Community Fund Guidance Notes for Applicants

(Community and environmental projects)

The following notes aim to provide some guidance if you are considering making an application for a grant from the Donarbon Community Fund.

**Stage 1:** Read the guidelines to see if your organisation and your project are both eligible. If you are eligible you should only make an approach when you have secured the majority of your funding needs as requests will not be considered if the majority of the funds required still have to be raised.

**Stage 2:** Complete an expression of interest form (available on [www.cambscf.org.uk](http://www.cambscf.org.uk) or by calling 01223 410535) and submit this to Cambridgeshire Community Foundation. Your form will be acknowledged by email.

If your project is supported by the Donarbon Community Fund panel, you will be sent The Donarbon Community Fund Application Form to complete.

**Stage 3:** Your application will be acknowledged within a week and then reviewed at the quarterly panel meetings. The panel meets in early July, October, January and April; therefore expressions of interest should be received by the end of June, September, December or March.

If you have any queries or questions about this application process, then please contact the Cambridgeshire Community Foundation, The Quorum, Barnwell Road, Cambridge, CB5 8RE, Tel: 01223 410535,  
E-mail: [info@cambscf.org.uk](mailto:info@cambscf.org.uk)

PLEASE **do not** contact Donarbon or any member of its staff to discuss your application.

Cambridgeshire Community Foundation manages the Donarbon Community Fund  
Company Registered in England 4998990  
Charity Registration Number 1103314  
Entrust Number: 535634

## **1. Introduction**

The Donarbon Community Fund, managed by the Cambridgeshire Community Foundation manages, receives landfill tax credits from Donarbon Waste Management and uses the money to make grants under set criteria.

## **2. The Donarbon Community Fund criteria**

Projects will be funded in accordance with Entrust's objects D and DA as listed below. ENTRUST is the organisation that regulates the use of landfill tax credit. You can find out more information about the Landfill Communities' Fund by visiting **[www.entrust.org.uk](http://www.entrust.org.uk)**

**OBJECT D** - The provision, maintenance or improvement of a public park or other general public amenity

**OBJECT DA** - The conservation of a specific species or a specific habitat where it naturally occurs

## **3. Area of Benefit**

The Donarbon Community Fund will fund projects in Cambridgeshire that are within 10 miles (as crow flies) of any ACTIVE Landfill site – see the Environment Agency website to find your local landfill sites

[http://maps.environment-agency.gov.uk/wiyby/wiybyController?ep=maptopics&lang=\\_e](http://maps.environment-agency.gov.uk/wiyby/wiybyController?ep=maptopics&lang=_e)

## **4. Maximum grant size**

Grants will be for sums up to £20 000.

## **5. 10% direct contributions/reimbursements**

If you wish to apply for a grant you need to be able to contribute 10% of the value of the grant you are seeking. If you are offered a grant, this 10% sum must be paid to Donarbon and, upon receipt of the 10%, you will be issued with your full 100% grant. So if you were applying for a grant of £7,500, on signing your grant offer letter you would need to send a cheque to Donarbon of £750 and then you would receive your £7,500 grant.

The 10% sum cannot be

- from Landfill tax money
- from a person or organisation that will receive a unique benefit if the project goes ahead

Please call us if you want to talk through how you will raise your 10%.

## **6. What is the Cambridgeshire Community Foundation?**

Cambridgeshire Community Foundation, a grant making charity and registered environmental body based in Cambridgeshire, manages The Donarbon Community Fund. Cambridgeshire Community Foundation is an independent local charity that aims to improve the quality of life for people through channeling funds to local communities. More information about the Cambridgeshire Community Foundation can be found on our web site [www.cambscf.org.uk](http://www.cambscf.org.uk), including details of other funds we hold.

## **7. What information are we looking for?**

When completing your application remember that you need to demonstrate that your project or activity fulfils the following criteria (as well as complying with Landfill Communities' Fund objects). Please try to include as much information about each of these as possible:

**Evidence of need:** How do you know that the project is needed? Have you done any research? Has the project been requested by users of your organisation? Are there any people that are excluded from using your services at present, and if so why?

**Evidence of community use:** How many people currently use your services and how many are likely to use any new services?

**Evidence of community involvement:** How many people are involved with the running of your organisation including people who help out with fund raising or volunteering?

**Value for money:** You should include quotes for any equipment that you are looking to purchase and for any repairs or building works that you are hoping to carry out. It is always advisable to obtain quotes from at least three sources. You should ensure that your budget is realistic and that costings are as accurate as possible.

You should obtain at least three quotes for any work you are to have completed and explain to us why you have chosen this particular contractor.

If the work involved is over £20,000 then you should follow an appropriate tendering process, which involves at least three tenders and that you have evidence of how this has been carried out.

## **8. What do I need to send with my application?**

We will not assess your application until we have received all the necessary signed paperwork. Failure to include all items will delay or invalidate your application. You will be sent an email requesting any missing information, which will include a deadline for its return. If you fail to return the missing information by the requested date (without contacting the office and giving us a valid reason why you cannot do so) we will reject your application. Please ensure you use the correct postage.

**As well as the completed application form, you must send to us:**

- **A copy of your organisation's governing document:** This may be a simple set of rules, a constitution or memorandum and articles of association. Your organisation management committee **MUST** sign the document. You should have a volunteer committee with a Chairperson, Secretary and Treasurer and at least two other committee members. You do not need to be a registered charity,

Your constitution should be open and where possible your organisation should have an equal opportunities policy. It should not include any clause that could benefit an individual or group of individuals. You do not have to be a registered charity to receive a grant from us, but you must be a not-for-profit organisation.

If you are not constituted, it is possible for you to nominate another organisation to receive payment on your behalf. The nominated organisation should be willing to provide confirmation that they are able to ring-fence your grant within their own accounts.

- **A copy of your organisation's most recent accounts:** If you have been running for over one year, you will be expected to supply a full set of accounts showing a breakdown of your annual income, expenditure and carry forward balance.

If you are a new organisation (less than 12 months old), a recent bank statement plus an annual budget/cash flow forecast showing estimated income and expenditure signed by your Treasurer is acceptable. Before sending these documents ensure that they have been signed and authorised by your Treasurer.

Remember The Donarbon Community Fund will not fund organisations that are holding more than one years running costs. If your organisation has high free reserves you should ensure that you explain what these are for and why we you should be given a grant (and you cannot pay for it yourself) when submitting your application.

- **Leases:** If the grant is given to refurbish community buildings (or any other type of property) then you will be expected to agree to a minimum 10 year lease period, which specifies that the building can only be used for community use and is open at regular times to the general public. Failure to do this will render the purpose obsolete and the grant must be paid back in full to The Donarbon Community Fund. You must include evidence of the lease (and gain appropriate permission from the landowner) before you submit your application.

- **Child protection policy:** If your organisation works with children or young people (under 19 years), or the activity you are applying for will involve working with children or young people, you will need to provide a copy of your child protection policy. An adequate child protection policy should include the following: Named person responsible for implementing the policy and preferably a nominated deputy, Safe recruitment procedures, Induction and training for staff and volunteers, appropriate reporting procedures, health and safety and insurance. If you do not have a policy, we can offer you training to develop one. You can be offered a grant but cannot receive it until your management committee has adopted an acceptable child protection policy.

- **Vulnerable persons policy:** If your organisation works with vulnerable people aged 18 years or over you should include a copy of your organisations policy. The definition of a vulnerable adult is a person who is or who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. The range of vulnerable adults can involve people with a physical (including sensory loss), mental health or learning disabilities.

- **Environmental projects:** If your project is for environmental improvements, you must know who will maintain your site after completion of the project and have permission from the landowner. Evidence of the landowners' permission must be included (i.e. a letter). You must also enclose detailed site plans, sketches of the site, a location plan (i.e. A-Z map), which can be prepared by a landscape architect. You also need to send photographs of the proposed site (with your organisation's name on the back). We encourage the use of re-cycled materials and the planting of native species of trees and shrubs in all environmental improvement projects.

If the project requires planning permission, this must be obtained before making this application.

If your project supports biodiversity and habitat conservation, you must complete the additional questions section included with the application form.

- **Business Plans:** If your project will cost over £25,000 in total, you must enclose a business plan. We would expect this to include the following information as a minimum:

- objectives
- targets
- tangible outputs
- marketing/communication plan
- evaluation process
- timescales
- full budget, specification and costings
- plans for monitoring the project, both during and after the period of funding
- any future management plans.

## **9. Payment**

If you do not have a bank account it is possible to for you to nominate another organisation to receive payment on your behalf. The nominated organisation should be willing to provide confirmation that they are able to ring-fence your grant within their own accounts.

All grants from The Donarbon Community Fund will be paid either direct to you, or to a nominated contractor or delivery organisation after the work has been completed. This means that you must be able to finance any work that will need up front payment. You must also show evidence of your spend (i.e. receipts) and be able to demonstrate that the work you are asking for funding for has actually been carried out satisfactorily.

## **10. Asset register**

You will need to keep an asset register of any items of equipment purchased with a grant from The Donarbon Community Fund worth over £500. Items should be depreciated over 3 years (2 for items of electrical equipment such as computers). If you dispose of these items within this period, you must gain permission from us first and, if granted, should return an appropriate amount to The Donarbon Community Fund equivalent to their current value. We may require you to return any items of equipment. If you fail to tell us (or dispose of any items of equipment before gaining permission) you may need to return the original purchase price to us in full. No items of equipment should be disposed of for personal gain.

## **11. Postcode**

You should include the postcode of the area in which your organisation is based and works and if applicable a postcode for the area where the project will take place if this is different to your organisation's address.

## **12. Details of an independent referee**

This should be someone who knows about your organisation, but who is not on the committee. This could be a member of the clergy, a policeman, councillor or a professional local resident who knows your organisation and its activities well.

If your application is for a project working with children or young people or vulnerable adults, the referee should be knowledgeable on child protection issues and be prepared to vouch that the organisation either has a child protection policy in place that is updated regularly or is in the process of developing one.

## **13. Assessment**

A grants assessor will contact you to discuss your project or individual circumstances, so do not send us your application if you will be away for the following month. Let us know if you will be away for a few days and include a daytime contact number. Your assessment should take a maximum of ½ an hour. Please ensure that the person named on the application form knows about the project and can talk knowledgeably about this. We will also look at your accounts, your constitution and any other available literature and reserve the right to ask you to submit further information in support of your application. A short factual report on your project will be produced and circulated to The Donarbon Community Fund Panel that will consider your request and make a decision.

## **14. Grant Panel**

The Donarbon Community Fund panel meet quarterly in early July/Oct/Jan/April.

## 15. What we will not fund

We will not fund Projects (or their governing groups) that:

- Do not fit the Landfill Communities' Fund objects
- Are part of the planning process
- Are run by profit making companies
- Do not have the necessary permission i.e. without planning or landowners permission
- Are not open to the general public
- Are more than 10 miles from a landfill tax site
- Cannot reimburse 10% of the project costs to Donarbon
- Have more than 1 year's running costs held as free reserves.
- Have a deficit or are retrospective funding i.e. grants for activities, which have already taken place before a grant was offered and accepted.
- Is the responsibility of a statutory body (i.e. projects which should be funded by a statutory body).
- Are sponsored events.
- Are National or regional charities with no independent office in the area the project is being delivered in.
- Involve an improvement to land that is not open to the general public at convenient hours.
- Promote political or religious activities.
- Faith groups promoting religious, non-community based activities (although this does not exclude us funding church restoration).
- Part of a project cost that is recoverable VAT.
- Have received a grant from the Donarbon Community Fund less than 2 years ago

## 16. Grant offers and the right to appeal

- All offer or refusal letters will be sent within a week of the panel meeting.
- Offer letters will include any additional conditions imposed by the Panel
- A Grant Condition form will be sent which must be signed and returned to us before payment is made.
- You MUST not commit any money before you have received your offer letter and conditions.
- Should you need to request a change of use for any award made you MUST submit your request in writing to us. Do not commit any expenditure until we have confirmed in writing to you that your request is acceptable. We attempt to be flexible but this may not be possible in all cases.
- Details of all grants made will be published on our website.
- If your application is unsuccessful, you will be told why. You can apply for a different project, but you cannot re-apply for the same project unless your rejection letter says so.
- If you feel you have been treated unfairly (i.e. you perceive that we have failed to take account of relevant information or have based our assessment on inaccurate information), you can appeal in writing to the Chief Executive who will consider your request. You must include evidence to back up your appeal. You cannot appeal just because you do not like our decision – remember we

cannot fund every deserving application. If necessary the application can be referred back to the Grants Panel that declined the application. If following this process the application is still declined then there is no further right to appeal.

### **17. Why are applications rejected?**

The most common reason that applications are rejected/not processed is that the applicant has failed to include all the relevant documentation and/or has failed to forward documentation despite requests to do so. Other reasons include:

- Applications are for projects outside the criteria.
- Failure to demonstrate the organisation's ability to deliver a project.
- Management committee is not sufficiently representative of the community or their users.
- Failure to show sufficient community involvement.
- Failure to show sufficient need for the project.
- No indication of how the project/activity will be funded after the grant has run out.
- Not value for money.
- The organisation applying has too high free reserves.