



The Banks Community Fund

The Banks Community Fund Guidance Notes for Applicants (community and environmental projects)

- These Guidance Notes and Application Form are available by post, E-mail or through our website. They are also available in large print format.
- Please complete the Application Form in black ink or type.
- If you attach supportive information, please ensure that the name of your organisation and the project title is clearly marked.
- Please let us know if you need assistance in completing an application form, for example if you have special needs or if English is not your first language.

Do not send in your application if you will not be available to speak to us during the next month. Most applications take up to three months from start to finish. If your application is for less than £1,000 you may receive a decision sooner than this.

Do not contact The Banks Group or any member of its staff to discuss your application.

If you have any queries or questions about this application process, then please contact Christina Rackley or Clare Johnson as per the details given below:

The Banks Community Fund
PO Box 542
Durham
DH1 9EH

Tel. 0191 384 5460
Fax: 0191 383 2969
E-mail: christina@bankscommunityfund.org.uk
clare@bankscommunityfund.org.uk
Website : www.bankscommunityfund.org.uk

Charity No: 1047625 Company No: 3072153 ENTRUST No: 581043



1. Introduction

The Banks Community Fund distributes grants using landfill tax credits from The Banks Group. The main activities of The Banks Group now include mineral extraction, waste management, renewable energy, land regeneration, civil engineering and property development. It also owns and manages one of the most modern transport fleets in the North of England.

Operating throughout Britain it has development offices in the Midlands (Chesterfield), North East (Tow Law), North West (Chorley) and in Scotland (Glasgow). The Banks Group HQ is situated in Thrislington, County Durham.

The Banks Group believes that 'Development with Care' is central to the aims and objectives of its business. The phrase ideally describes how it deals with people inside and outside its company and is the guiding principle of the way it wants to carry out its business at all times. It looks for opportunities to make a real difference and to provide lasting benefits, whether during the lifetime of the project or during long-term aftercare. It is this ethos that led to the establishment of The Banks Community Fund, to support local community and environmental projects in its areas of operation.

2. The Banks Community Fund criteria

Projects will be funded in accordance with ENTRUST objects A to F 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.ltcs.org.uk

This includes projects that:

- Bring land back into use.
- Reduce or prevent pollution.
- Provide information on sustainable waste management.
- Build, improve or maintain public parks or amenities.
- Build, improve or maintain community buildings or amenities.
- Improve quality of life in a local environment.
- Promote or conserve biological diversity through the provision, conservation, restoration or enhancement of a natural habitat or the maintenance or recovery of a species in its natural habitat.

2.1 Area of Benefit

The Banks Community Fund may decide to prioritise applications from a particular category each year. It will also only fund organisations or projects that are within close proximity to a current or proposed Banks Group operation or will be affected by a Banks Group operation. Geographical areas of interest may change without notice.

3. Maximum grant size

Grants will normally be for up to £5,000, although we reserve the right, in exceptional circumstances, to support projects at a higher level.

4. The Banks Community Fund's Values

The Banks Community Fund prides itself on:

- Making our criteria understandable and accessible, supporting applicants to make the best application possible.
- Being transparent about our process and, where possible, engaging local people in making the final decision.
- Making grants that are relevant to local need and have a direct impact on the community.
- Supporting projects that help people to help themselves.
- Ensuring that all applications are treated fairly and undergo a seven-stage assessment process.
- Ensuring that all grants given are measurable and that successful applicants are aware of our expectations.
- Aiming to assess all complete applications within 12 weeks.

5. How long is the funding for?

Our grants are for one year maximum i.e. you cannot apply for more than 12 months' costs. You may however receive one year's funding from us, and then apply for more the following year. Applications from organisations that have not had money before may be given greater priority so do not assume that you will be successful.

6. 10% direct contributions/reimbursements

10% of any Landfill Communities Fund grant is made up from a direct contribution from The Banks Group. We are allowed to ask a third party to reimburse this 10%. If you are successful in being awarded a grant, it is your responsibility to identify this third party (which could be yourself as long as you can prove how you raised the money) and ensure that this money is paid. No grants will be paid until The Banks Group has received this money. The reimbursement can be made by any organisation except:

- Another Environmental Body (as approved by ENTRUST).
- An organisation corporately associated with an Environmental Body, either controlling or controlled by an Environmental Body or capable of significantly influencing the actions of an Environmental Body, **or**
- A contractor of an Environmental Body.

You will need to confirm in a separate letter that you will be able to raise this money or identify a suitable third party willing to provide this reimbursement.

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. 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. You should ensure that your budget is realistic and that costings are as accurate as possible.

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 a letter 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 stamps - most application forms with enclosures weigh enough to cost between 50p and £1.00 (second class post).

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 Banks Community Fund will not fund organisations that are holding more than one year's running costs. If your organisation has high free reserves you should ensure that you explain what these are for and why 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 Banks 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 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 recycled 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.

It is always worth calling us to find out if your organisation is eligible before you complete the application form.

9. Payment

If you do not have a bank account 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.

All grants from The Banks Community Fund will be paid either direct to your organisation, 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 Banks Community Fund worth over £500. Items should be depreciated in line with ENTRUST guidelines, ranging from immediate depreciation to depreciation over five years. 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 Banks 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. Please ensure you 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 Banks Community Fund Grants Committee which will consider your request and make a decision.

14. Grants Committees

The Banks Community Fund Grants Committee will meet quarterly, although decisions for applications up to £1,000 may be made quicker than this.

15. What we will not fund

Never	Not Normally
<p>Projects (or their governing groups) that:</p> <ul style="list-style-type: none"> • 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 landowner's permission • Are not open to the general public • For ENTRUST Objects d & e (community buildings, churches or buildings of historic or architectural interest) are more than 10 miles from a landfill site • Are community-based and not within close proximity of a current or proposed Banks Group operation or be affected by a Banks Group operation. • Cannot reimburse 10% of the project costs to The Banks Group • Have more than 1 years' running costs held as free reserves. <p>We will also not fund:</p> <ul style="list-style-type: none"> • Statutory responsibilities (i.e., projects which should be funded by a statutory body). • Sponsored events. • National or regional charities with no independent office in the area the project is being delivered in. • Improvements to land that is not open to the general public at convenient hours. • Projects promoting political or religious activities. 	<ul style="list-style-type: none"> • Animal welfare. • General contributions to large appeals (but specific items can be funded). • Medical research and equipment. • Grants for more than one year. • Freehold or leasehold land rights. • Minibuses or other vehicles, overseas travel. • Legal or redundancy fees.

<ul style="list-style-type: none"> • Deficit or retrospective funding i.e., grants for activities, which have already taken place before a grant was offered and accepted. • Faith groups promoting religious, non-community based activities (although this does not exclude us funding church restoration). • Part of a project cost that is VAT recoverable. 	
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If your project fits into one of categories in the “Not Normally” section you should contact the office before sending in your application.

16. Grant offers and the right to appeal

- All grant offer or refusal letters will be sent within 5 working days of either Grant Committee meeting or successful registration of the project with ENTRUST, whichever is the latter. Please do not ring the office to find out whether your application has been successful or not.
- Grant offer letters will include any additional conditions imposed by the Committee.
- A Grant Conditions of Acceptance 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 to us in writing. 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 quarterly 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 Deputy 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 original Grants Committee 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.