

Data protection

The information you provide on your grant application form will be collected and held by WWT to administer the application. It will then be passed to the WWCE Community Fund Group who will use it to review the application and decide whether to agree the grant. It may also be used for publicity purposes if appropriate and agreed with you.

The majority of this information will be deleted once this process is complete but WWT and WWCE will continue to hold basic information about your application (name, contact details and amount requested/granted) for record keeping purposes.

Neither organisation will sell your data to anyone else and if you would prefer us not to keep the basic contact information, just let us know. By making a grant application, you are consenting to us using your data in this way.

Note of registration under the Data Protection Act 1998 (DPA 1998) where relevant.

Safeguarding

Applicants must have a Safeguarding Policy. This is child and/or vulnerable adult protection policies generally as required under the Children Acts 2004 and 1989 (CA 2004, CA 1989).As with all other matters, help and guidance on this point is available.

Guide for Groups Applying for Grants Wiltshire Wildlife Community Energy Community Fund



Introduction

Wiltshire Wildlife Community Energy (WWCE) has established a Community Fund. The Fund will be administered by the Wiltshire Wildlife Trust (WWT), and by a Community Fund Group (CFG) which has been charged to set up a grant scheme. The CFG includes

people nominated by the Board of WWCE, others drawn directly from members of WWCE and one person nominated by Wiltshire Wildlife Trust (WWT).

The CFG makes grants using funds paid into WWT. WWT staff administer the process.

Objectives and priorities

To encourage and support local communities and voluntary groups to take initiatives in wildlife conservation, the mitigation of climate change by promoting the responsible use of finite resources, the reduction of carbon emissions and the alleviation of fuel poverty.

The location of proposed projects, the nature of the applicant (pre-existing volunteer groups being preferred) and the involvement of young people are important factors, as is the benefit resulting to local and wider communities.

The CFG works within the criteria stated when WWCE raised funds from its members.

How are grant decisions made?

Completed applications will be forwarded to the members of the CFG who will meet several times a year to consider each

application and come to a decision. Occasionally they may ask for more information to be obtained from the applicant.

Follow-up, monitoring and evaluation of grant-aided projects

Projects should start within 6 months of the date of the grant award and be completed within 18 months of the date although occasionally a project depending on seasonal work may be allowed an extended period.

Groups and organisations receiving grants must be prepared to report on their projects when completed. (For larger projects, the CFG may ask for interim reports as well.) Reports will normally be brief written summaries of the work done and the results and benefits obtained. A small number of grant recipients will be asked to make a brief presentation at the WWCE Annual General Meeting.

Publicity

Groups and organisations receiving grants must be prepared to assist with publicising the grant scheme in the future.

Paper application forms can be obtained from:

Community Fund,
Wiltshire Wildlife Trust,
Elm Tree Court,
Long Street,
Devizes,
Wiltshire,
SN10 1NJ

Email: wwceapplications@wiltshirewildlife.org

Tel. **01380 736078** (during normal working hours), ask for the
Community Fund Officer



Completed applications and supplementary papers are to be submitted to WWT.

Who can apply?

The CFG only makes grants to groups and organisations.

Applications for funds that will in practice be used by a single

individual may be made by a sponsoring group. Community, self-help or voluntary groups, community enterprises, charities (including local branches of national charities), school and youth groups may apply.

There are no limits to the size of group or organisation that may

apply to the CFG. It is not necessary for the applicant to be a

registered charity, although the applicant's aims and the project for which the grant is applied for must be charitable.



Applicants must have a formal governing document (a constitution or a set of rules), a management committee, being a group of people taking responsibility for the applicant's actions and use of funds and a bank account.

Applicants must also have child and vulnerable adult protection policies generally as required under the Children Acts 2004 and 1989 and registration under the Data Protection Act 1998 where relevant.

The CFG does not make grants to-

- Grant or loan schemes run by third parties;
- Individuals (unless sponsored by a qualifying group or organisation)
- General appeals
- Commercial companies
- Statutory organisations or the direct replacement of statutory funding
- Political groups or activities promoting political objectives
- Religious groups promoting religious beliefs
- Arts and/or sports projects with no community or charitable element
- Medical research, equipment or treatment
- Projects that have started before the grant application has been determined
- Activities that are intended to raise funds for other organisations

Grants may not be used to meet the capital costs of renewable energy schemes and energy efficiency improvements where the activity is eligible for government grant or subsidy, nor can grants be used to support the core educational activities of schools, colleges etc.

An applicant can submit more than one application, although the CFG is unlikely to make multiple grants to one applicant at this stage of the grant programme. Any and all applications will be judged on the merits of the individual application.

How much can be applied for?

The minimum amount of grant is £500 and the normal maximum is £5,000 but more might be given to one project in exceptional circumstances.

Acknowledging Grants

Beneficiaries must be prepared to assist with publicising the award of a grant and the results of applying the grant to their project. Grants must be acknowledged by beneficiaries on notices etc. Photographs and other material is to be made available for press releases.



Application Procedures

Application forms are available online and on paper.

Online forms: [insert web link]