**Land of the Fanns Landscape Partnership Scheme**

**Community Action Fund**

**Frequently Asked Questions**

You are advised to read through the questions below before completing your application. Should you require further clarification, please contact the Commissioning Officers, as per the contact details below. Land of the Fanns Landscape Partnership Scheme must stress that in providing this information, Commissioning Officers can only act in an advisory capacity.

“Applicant” means the group, organisation or body applying for funding or any representative acting on its behalf.

**1. When can I apply for funding?**

Please see **Guidance Notes** document, under Section heading: **Your Application and when to apply**

**2. Why do you need a signed copy of my constitution/governing document?**

To ensure your constitution/governing document is current and has been agreed by your management committee.

**3. Can I apply for funding if my organisation is informal?**

Yes. An informal or not constituted group is a group of people who have a similar interest and want to work together for the local community. Examples of groups could be:

* A group of neighbours
* Playgroup or parent and toddler group
* Women’s Group
* Senior citizens club
* Friends Group
* Wildlife Groups

You must provide a letter/s of endorsement (from a constituted organisation, councillor, Police Community Support Officer or other similar representative on their organisations headed paper) when you submit your application.

**4. Why does my project need to meet one or more of the LotF vision/objectives?**

To ensure all projects support us in meeting our vision and Heritage Lottery Fund objectives.

**5**. **Do I need to obtain public liability Insurance?**

If the project is being undertaken on council land, you will be required to obtain public liability insurance for a minimum indemnity of £5m. We also recommend that your organisation considers obtaining personal accident insurance. When the project is taking place on privately owned land, not in the ownership or control of any council, liability is with the project organisers. In such circumstances, whilst the funding is not dependent upon proof of public liability insurance, the Land of the Fanns Landscape Partnership Scheme recommends that adequate insurance provision is made in order to offer you some protection should something go wrong.

It is your responsibility to arrange to pay for public liability insurance. If your project requires this insurance, a copy of the insurance certificate must be provided at the time of application. The Land of the Fanns Landscape Partnership Scheme will not accept responsibility for the consequences, financial or otherwise, should the group fail to uphold their responsibilities to obtain adequate public liability insurance.

**6. Why do I need to provide 3 quotes for equipment requests?**

This is to ensure you have looked for the best possible price for the equipment you wish to purchase. However, we understand that there may be occasions when organisations find it difficult to obtain 3 quotes for equipment purchases, especially if the item of equipment to be purchased is custom made or bespoke. If this is the case, please make reference to this within your application or for advice, please contact the Commissioning Officers. For example, for non bespoke or specialist equipment, 3 quotes will be needed for purchases of £1,000 or more.

**7. How do I calculate volunteer in kind contributions?**

You can use the following rates as a guide to any in-kind volunteer time:

Rates per day: Unskilled £50, Skilled £150, Professional £350

**8. Why do I need to provide my accounts?**

Seeing your accounts helps us to understand your organisation and its finances. On occasion, we may specifically look at and ask questions about an organisation’s level of reserves.

**9. Who has to sign the application form?**

The application form must be signed by a member of your organisation’s management committee or the person who is responsible for your informal group.

**10. How does the award get paid?**

Awards are paid by BACS method directly into your organisation/groups bank account from Thames Chase Trust. If your organisation is informal and does not have its own group bank account, please contact the Commissioning Officers to discuss your options. Miss spent monies that were awarded by the CAF or other financial irregularities are **not** the responsibility of Land of the Fanns Landscape Partnership Scheme or Thames Chase Trust and there will be a legal requirement to pay back any miss spent money. **Unspent funds must be paid back to Thames Chase Trust immediately on completion of project or within one year of receiving your grant.**

**11. If my application is unsuccessful, is there an appeal process?**

No. There is no appeal process. All applications undergo an initial assessment and only those that meet our criteria fully will then be considered at a delegated decision. A Community Action Fund Board (made up of a variety of Councillors, people with heritage and environmental backgrounds and community groups) will look at each application in detail and come to a decision together on whether LotF will support it.

If your application is unsuccessful, you will be told the reasons why and we will try to provide information for further funding opportunities that may be available.

**12. What happens if my project start or end date gets delayed?**

You must inform us at once should your project date alter and we will endeavour to agree a new date with you. However this may not always be possible so it’s important to inform us of any changes as soon as possible.

**13. What monitoring is required?**

All successful applicants should take photos and keep evidence of the success of the project. If you buy equipment or purchase services you will need to provide copies of receipts. You will also be required to complete an Outcomes and Achievements Report at the end of your project. This report will be sent to you should your application be successful with a date for submission. Failure to return these documents may result in you having to return your funding to us.

**14. What happens if I don’t spend my entire funding award?**

All unspent funds must be disclosed and returned to Thames Chase Trust immediately on completion of your project.

**15. Where do I go for further information and advice?**

You can contact the Commissioning Officers as detailed below to discuss any aspect of yourapplication.

Commissioning Officers: Debbie Brady deborah.brady@thameschase.org.uk

Aisling Woodhead aisling.woodhead@thameschase.org.uk

Tel: 01708 642977 / 642978