

## **Mercia Park Community Fund**

### **Eligibility and Guidance Notes**

#### **The Aims of the Fund**

The Mercia Park Community Fund will give grants to projects that:

1. **Help strengthen local communities (particularly their quality of life and life chances)** within proximity of the Mercia Park Development at Junction 11 M42.
2. **Improve the natural environment** within proximity of the Mercia Park Development at Junction 11 M42.

Priority will be given to:

- Organisations closest to Mercia Park Development at Junction 11 M42.
- Organisations who can clearly demonstrate they are based and deliver within close proximity of the Mercia Park Development at Junction 11 M42.
- Organisations who can clearly demonstrate that beneficiaries live within close proximity of the Mercia Park Development at Junction 11 M42.
- Smaller charitable organisations that have limited access to larger funds.

*Please note:*

*Applications for traffic management, hard highway and transport infrastructure or equipment are not eligible for this community fund. These can be complex and expensive, and often subject to third party approvals which may be time consuming and not forthcoming.*

#### **Size of Grants**

You can apply for:

- Up to £5,000 for a 12-month project.
- In **exceptional circumstances**, larger grant amounts of up to £10,000 **may be considered**, for a project that the **group can evidence clearly** that they have applied to a variety of other funds and grants for match funding and the project could not be completed without a higher budget. We would highly recommend that you call the grants team to discuss your project before completing an application for a higher amount.

#### **Who can Apply for a Grant?**

Applications are welcome from any of the following, if they are within proximity of the Mercia Park Development:

- Registered charities
- Constituted Community or voluntary groups
- Companies Limited by Guarantee with charitable aims
- Community Interest Companies\*
- Co-operatives\* - registered Community Benefit Societies and registered Industrial and Provident Societies

- Social Enterprises\*
- Friends organisations\* and Parish Councils\* (so long as proposed projects do not overlap with statutory/principle authority responsibilities.)
- Faith based organisations\* (provided that the grant benefits the wider community and is not intended to influence people's religious choices or to promote a particular belief system).

*\*Funding to Community Interest Companies and other non-charities may include conditions to restrict funding to charitable objectives only.*

## **Please note the following are not eligible:**

- Individuals or sole traders
- Statutory organisations like schools, colleges, county, city or district councils.
- National charities (except independent local branches)
- Activities or organisations, which promote a single political or religious cause.
- Organisations who have indicated poor management of any previous grants or who present poor financial health
- Payment of deficit funding or repayment of loans
- Animal welfare, unless the project benefits people (e.g. disabled riding schemes)
- Pure sponsorship purposes or funding purely for costs of fund-raising events
- Capital Builds
- Retrospective funding (projects that will have started before an application can be processed or repayment of money you have already spent)
- Projects constituted and operating outside of the UK, including trips abroad

## **How to Apply**

Complete an online application form via the website. There is a phone number to call if you need any help.

## **Additional Supporting Information to be Attached with your Application**

To be eligible to apply you must be able to provide proof of:

- A written constitution or set of rules summing up your charitable aim/benefit to the community, such as memorandum and articles of association (M&AA).
- The names, email and personal addresses of a minimum of three unrelated management committee members (trustees/ directors etc). Please also highlight your cheque signatories.  
*NB. If your charity is set up with a person of significant control, you will need to clearly explain how decisions are made.*
- A bank account in the name of your organisation, with two unrelated signatories
- A copy of your most recent annual accounts or financial records. If you are a new organisation a forecast of your 12 months income and expenditure from the date you became incorporated.
- A photocopy of a bank statement no more than 3 months old
- A copy of your safeguarding policy

This should include:

- Definitions of abuse and signs of abuse and reporting procedure in case of disclosure.
- The name of the person responsible for child protection.
- All staff, volunteers and Trustees that are working directly with vulnerable adults and/or children have the appropriate DBS checks.
- Risk assessments should be carried to ensure children and young people in their care are safe.
- A Vulnerable Adults Policy includes a description of how abuse is different for adults.

- A copy of your Equal Opportunities policy  
This should include:
  - References Equality Act 2010
  - Policy should cover age, being married or in a civil partnership, being pregnant or having a child, disability, race, religion/belief or lack of, gender, sexual orientation, being or becoming a transsexual person.
  - Equal access to services.
  - Employment.
  - Preventing harassment and ensuring everyone is treated equally.
  - Complaints are dealt with fairly.
- Three quotes for capital items over £300.

***Please note we are unable to process ANY applications that DO NOT attach the required documentation. Groups who hold a current live grant form this fund may not re-apply until their full funding has been spent and end of grant report received.***

*If you have any problems attaching documents to the application form, please send them via email to: [grants@llrcommunityfoundation.org.uk](mailto:grants@llrcommunityfoundation.org.uk)*

## What Happens Next

In order to make decisions as fair as possible, all applications for grants go through the same process:

- Each group or organisation completes the same application form.
- Each application is assessed against the criteria above, and essential documents (bank accounts, safeguarding policy etc) checked.
- Each decision to fund is made by a panel which includes local people from parishes affected by the site.
- Each successful applicant signs a grant agreement agreeing to spend the money as stated in their application.
- Each group is then sent the grant direct to their organisation's bank account to begin their work.
- All successful applicants will need to complete an end of grant monitoring form at the end of their project and supply at least one case study.
- All successful applicants will be expected to participate in any appropriate publicity as requested.

## Additional advice information and guidance

### The Application Form (what the panel will look for)

- Clear evidence of need and the difference your project will make: this could be as simple as the length of time you have already delivered your project, or it could include research or results of consultation you have carried out; support for your work from people in the community; showing us how you work in partnership with other similar groups nearby.
- Strength and relevant experience, whether your proposed work is well planned and realistic
- That your proposed budget is realistic and accurate. Provide a full project breakdown for funding you request and include costs associated with the entire project if you are only applying to us for part of it.
- Sustainability: consider what will happen once the funding has ended.
- Applications for continued funding will be considered: if good impact and need is shown.

## **Monitoring and evaluation**

- Successful organisations will be required to complete one monitoring report at the end of the project and will be required to engage with the Foundation regarding an initial press release to announce the project and how grant funding will be used.
- We will be asking how the grant was spent, the difference the project has made, what was achieved, any key issues and lessons learnt.
- All grant applicants will be expected to supply at least one case study and agree to engage to a relevant degree with IM Properties staff. For example, by providing quotes and images about the project to be shared on social media, alongside internal IM Properties reports.

**Please contact a member of the grants team if you have any queries or need help at any stage of the application process. We are always happy to help in any way we can.**

[grants@lrcommunityfoundation.org.uk](mailto:grants@lrcommunityfoundation.org.uk)