



## Guidance for Claimants

### What is Gwinear Gwithian Sustainable Community Fund?

GGSCF Ltd is a private charitable company limited by guarantee created for the purpose of delivering community benefit, derived from the planning system, to the community comprising the parish of Gwinear Gwithian. GGSCF has also been granted charitable status. This community benefit will be distributed through a fund to which groups from the community can apply.

### Who can apply?

Any not for profit organisation (except those with sole political or religious purposes) based in and for the benefit of people in the eligible geographical areas including:

- Registered charities
- Voluntary Groups
- Community Groups
- Clubs
- Friends Associations

### Sorry, but this fund cannot directly fund:

- Statutory/Public Sector organisations such as health authorities, schools, hospitals, councils such as, town or district, or applications which *replace* a statutory service
- Other grant making organisations or bodies who fundraise or distribute grants on behalf of other organisations
- Regional offices of National bodies if they are not independent i.e. you must have your own accounts and committee
- Individuals or projects that help only one individual

### Grants will not be awarded for:

- Works or equipment already committed, bought or completed (including trips)
- Outside County benefit and outside of the geographical area of benefit
- Unspecified expenditure
- Requests not directly relating to the proposed project

### Preference will be given to first time applicants and projects that:

- Involve young people;
- promote social inclusion;
- demonstrate innovation or best practice;
- lever in contributions from other sources;
- add value or new dimensions to existing sustainability projects; and/or
- have little access to alternative public funding; and/or
- bring organisations or communities together to tackle problems or promote new ideas

## What are the criteria?

Your group/project must be based within the defined geographical areas of benefit or benefit residents of the same. Members of our community, in the Parish of Gwinear-Gwithian get 'primary consideration' for the allocation of funds. Applications from the secondary area (the parishes of Camborne, Crowan, St Erth and Hayle), are only considered if there are surplus funds or a joint bid for funding, with a local organisation, is submitted.

Please note maps of the eligible area are available on the website please review before submitting an application to ensure your organisation is either based or working primarily with beneficiaries within the given area.

- You must spend your grant on improving the sustainability and/or carbon footprint of your organisation or the community.
- Projects including an educational element will be looked upon favourably.
- Your project must be completed within one year of the grant offer unless agreed otherwise.
- You can apply for full cost recovery elements and core costs such as room rental and salaries.
- Any grant monies awarded must be spent and evidenced (by sending GGSCF a completed End of Grant Report with receipts).

## Examples of what can be funded (*this list is not exhaustive*):

- Community halls installing green energy sources
- Supplies from locally sourced suppliers or the purchase of locally sourced goods
- Community and outside spaces to enhance the enjoyment of the environment for the people in the geographical area of benefit
- Pre-schools, After-school clubs and Schools (for non-statutory purposes), especially those seeking to advance the education of participants within the field of sustainability and renewable energy
- New community interest companies supporting emerging technologies or with an interest in renewable energy.

We will focus on projects which have clearly defined outcomes delivering the following types of benefit for our community (*this list is not exhaustive*):

- Reduction in CO<sub>2</sub> emissions
- Increased community awareness of climate change and how changes to our behaviour can reduce it
- Reduction in energy bills
- Relief from Fuel Poverty
- Reduction in reliance on imported energy and increased independence from commercial energy suppliers
- The conservation of our natural environment or work that responsibly enhances access and enjoyment of it
- Stronger partnerships within local communities with lasting social benefits



By having a focus on working with local suppliers GGSCF aims to encourage growth of local enterprise in new technologies and improve the skills base of local trades, for example, local builders and building-service subcontractors working on renewable energy projects for the first time.

Claimants are requested to refer to the **Transition Penwith Directory** which lists local contractors and suppliers working in the locality.

### How much can you apply for?

There is no limit on the amount that can be claimed (other than the pot available for that application period. We would expect most awards to be in the range £250 to £5,000 but higher awards will be made at the Directors' discretion. If you wish to apply for in-principle funding for a project that if for more than one year please specify how many years and the amount required in each year the project is expected to run.

### When can you apply?

Please contact GGSCF for details of meeting dates and application deadlines. If you have internet access please check our Facebook Page or Twitter Feed or through the websites of Parish Councils in the eligible areas for a list of dates, guidance and forms.

### Making an application

You will need to complete an application form available from our administrator (*contact details at the end of this document*). Your application will need to demonstrate:

- How your project fits the criteria
- Signed evidence your organisation is not for profit and has charitable purposes e.g. if you are a company limited by guarantee enclose copies of your Memorandum & Articles of Association, if a community group, your Constitution or Set of Rules
- Two written, signed, suitable references
- An enclosed copy of your latest accounts
- Detailed, clearly costed bids with measurable benefits (e.g. CO<sub>2</sub> or energy saved over the lifetime of the project). For the purchase/installation of equipment please show evidence that, where possible, at least 3 quotes have been obtained and considered.

You will be asked to confirm you have:

- A suitable Health & Safety Policy or Risk Assessment for the project
- A suitable Child Protection/Safeguarding Children & Young People Policy if your project involves working with children, young people or vulnerable adults
- If applicable, that your staff and volunteers have passed DBS checks

### Please enclose two signed suitable References:

These should both be from someone that knows the organisation and the project, but not directly related. If you cannot provide written references with your application please explain why, as without two suitable written references being enclosed, your application may not be accepted.

### What happens next?

Once we have received your application and we confirm it meets the criteria, our team may contact you to discuss the application in more detail. Therefore please ensure the contact provided is available during office hours and has knowledge of your group. Following this initial assessment, your application will be considered by the advisory panel at the next scheduled meeting and then put forward to the board of Directors for final decision. You will receive the result of your application in writing within 10 working days of the Directors' board meeting and, if successful, a letter of agreement for signature and return.

### Publicity

Grantees are requested to co-operate with any reasonable requests by GGSCF (and the companies who provide our funding) for publicity reports relating to the use of the grants. Unless otherwise stated, grantees agree to photographs supplied to GGSCF, or taken by GGSCF, to be used for publicity purposes.

### Change of Grant use

Grants awarded *must* be spent for the approved purpose within the timeframe you specify on your application form, failing which it may be necessary for funds to be returned. If circumstances change and you wish to amend your original project you must write to GGSCF detailing the proposed change, with cost impacts, for the Directors to consider. No work should be undertaken without the prior approval of GGSCF otherwise it may also be necessary for funds to be returned.

### Decisions

Please note there are limited monies available in this fund, **therefore not all eligible applications can be funded**. The decision of the Directors is final.

### Monitoring and evaluation

Grantees must agree to complete an End of Grant Report (*on a standard form to be supplied*) and include receipts of any purchases.

### Need more information?

If you need more information please contact;

Gwinear Gwithian Sustainable Community Fund  
Kerry Horner Flat 3, Moonrakers, Parc Owles, Carbis Bay, St Ives, Cornwall, TR26 2RE  
Email: [info@ggscf.org.uk](mailto:info@ggscf.org.uk)