



HORSPATH STONE PIT CHARITY

APPLICATIONS FOR
INDIVIDUAL AWARDS

HORSPATH STONE PIT CHARITY

CONTENTS

What is Horspath Stone Pit Charity?.....	3
Who administers the Charity?	3
Where does the awards come from?.....	3
What can the awards be used for?.....	3
How can I apply for an individual award?.....	4
How are decisions on awards made?	4
How do I apply for an award?	4
What are Eligible activities?.....	5
When can I apply?	5
What do I need to include?.....	5
How can I get further Guidance and advice?.....	5
How do I know if this application has been successful?	6

HORSPATH STONE PIT CHARITY

WHAT IS HORSPATH STONE PIT CHARITY?

Horspath Stone Pit Charity is a charitable trust registered with the Charity Commission (registered charity number 281187). The charity owns land given in trust for the benefit of the inhabitants of the parish of Horspath under an inclosure award made in 1858.

WHO ADMINISTERS THE CHARITY?

The Charity is administered by Horspath Parish Council as Trustee with support from volunteer Independent Advisors usually from within Horspath village, as appointed by Trustees and existing Independent Advisors by majority decision.

WHERE DOES THE CHARITY'S INCOME COME FROM?

The original land is leased by Stagecoach PLC as their Oxford Bus Depot with an internal section being sub-leased to Hanson.

The Trust has recently negotiated a new 50 year lease with our tenants on the site, the substantial income from which is available for village residents and organisations via a simple application process. Applications are considered **quarterly**.

The remaining funding is used to invest and support the village and its activities.

WHAT CAN THE AWARDS BE USED FOR?

Awards are available to residents of the parish of Horspath and are available for educational, charitable, artistic, cultural, sporting excellence, musical and environmental projects. The value of an award is normally limited to **£100** per applicant, but the Trustees have ultimate discretion in this. Awards are not means-tested.

Please note that any correspondence or applications from outside Horspath will not be considered.

HORSPATH STONE PIT CHARITY

HOW CAN I APPLY FOR AN INDIVIDUAL AWARD?

More information may be found in this document and there is an application form. This application may be made on behalf of yourself, or another person.

HOW ARE DECISIONS ON AWARDS MADE?

Trustees, and their advisors appraise all awards applications. Each application is firstly screened for its eligibility (as detailed in this document).

All applications are read and then evaluated according to such factors as:

- Evidence of outstanding performance
- Evidence of a connection with Horspath
- Significance for the wider community in Horspath

Approval or rejection of the awards will be agreed by the Trustees and their advisers. All decisions by the Board of Trustees are final and there is no right of appeal.

Your application may be declined if it fails to provide enough evidence to show why it should be funded above any other applications, or we may consider the proposed activity or project to be something which we cannot fund.

HOW DO I APPLY FOR AN AWARD?

Individuals can apply to us for an award as long as you are a resident of Horspath.

Individuals cannot apply for more than one award for the same project or activity. However, the same individual could apply for more than one award as long as they are for different activities. No more than two applications for awards will be accepted from any one person in one calendar year.

HORSPATH STONE PIT CHARITY

WHAT ARE ELIGIBLE ACTIVITIES?

The awards are intended to recognise a special achievement by an individual from the village community. Award applications may be for one of the following activities:

Community Engagement. Supporting an initiative which involves the village community.

Arts Award. Supporting someone who has made significant achievement in the arts.

High Flyer Award. Supporting someone who has made significant academic achievement, or who has had particular challenges to overcome and succeed.

Young Ambassador. Someone who has done something which promotes the village through their exceptional actions.

Sporting Award. Supporting someone who has achieved a significant success in sport and has represented Horspath at local, county, or national level.

Unsung Hero. For example, someone who has done something which supports / promotes the village through their exceptional actions, often which go unnoticed, or unrecognised.

WHEN CAN I APPLY?

You can apply by e-mail using the form below at any time of the year, and we will review all applications received every three months. You will receive a response from us within 10 days of the Board of trustees' meeting where your application is considered. You may be required to provide further information either via email, or in person.

WHAT DO I NEED TO INCLUDE?

The Trustees will expect applicants to be very specific in writing on the form below about what they have achieved, in terms of when and where during the calendar year immediately prior to the date of your application, and it would always help the Trustees to verify this if there is any link provided to a web page which will provide additional information about this context to which they can refer.

HOW CAN I GET FURTHER GUIDANCE AND ADVICE?

If you need any advice or support in making an application, you can contact the Trustees of the Horspath Stone Pit Charity via email to the Secretary to the Trustees: Hayleykogel@btinternet.com.

HORSPATH STONE PIT CHARITY

HOW DO I KNOW IF THIS APPLICATION HAS BEEN SUCCESSFUL?

The applicant, (and their nominee, if applicable), will be notified by the Secretary to the Trustees in the first instance. After that, you will receive a BACS payment to the value of your approved application.

You should be aware that you are expected to provide all supporting information within three months of receiving this. For example, you will be expected to provide copies of invoices and receipts and declaring that you have used this money for the specific purposes it was awarded.

If activities are on-going, a request for an extension of time for providing receipts should be made to the Secretary. Any un-spent money from the grant must be repaid to Horspath Stone Pit Charity within three months. Non-compliance will mean that future grant applications may not be considered.

As the Horspath Stone Pit Charity is regulated by the Charity Commission, we are obliged to demonstrate appropriate financial management of our funds. Furthermore, we are obliged to notify the Charity Commission if we believe that funding has not been used for the intended purpose.