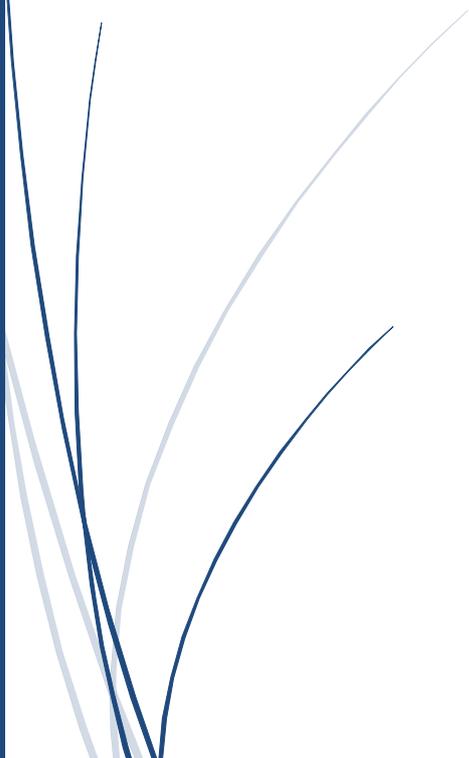




HORSPATH STONE PIT CHARITY

FUNDING APPLICATIONS
FOR HORSPATH VILLAGE
ORGANISATIONS



HORSPATH STONE PIT CHARITY

CONTENTS

What is Horspath Stone Pit Charity?.....	3
Who administers the Charity?.....	3
Where does the funding come from?.....	3
What can the funding be used for?.....	3
How are decisions on funding made?.....	4
How do I Apply for a funding?.....	5
What are Eligible activities?.....	5
When can I apply?.....	5
What do I need to include?.....	6
What else do I need to consider?.....	6
how can I obtain further advice and guidance?.....	6
How do I know if I have been successful, or not?.....	7
If I am successful, what's happens next?.....	7

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 land which was originally used as the Horspath Stone Pit is totally reclaimed and is today 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, so that the substantial rental income from this is available for the general benefit of village residents and organisations via a simple application process. Applications are considered by the Trustees **quarterly**.

WHAT CAN THE FUNDING BE USED FOR?

Funding for community, educational, charitable, artistic, cultural, sporting excellence, musical and environmental projects may be applied for by any resident of Horspath, and by recognised Horspath organisations. The purpose of the charity is to deliver benefits to the community in Horspath, and the Trustees use their discretion in making awards to achieve this.

Please note that any correspondence or applications from individuals or organisations based outside the Parish of Horspath will not be considered.

HORSPATH STONE PIT CHARITY

HOW ARE DECISIONS ON FUNDING MADE?

Each application is firstly screened for eligibility (as detailed in this document), and then Trustees and their advisors evaluate the merits of all funding applications.

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

- Evidence of need
- Evidence of a connection with Horspath
- Who and how many people will benefit
- What are the overarching aims of the project
- What risks are associated with the project
- How the application meets local priorities
- How the group will monitor and evaluate the impact of the funding
- Whether the group received any other subsidy from any other source
- If the group is financially competent
- If the application demonstrates a financial need
- If the funding would represent value for money

Approval or rejection of any funding applications will be agreed by the Trustees and their advisors. All agreed decisions are final and there is no right of appeal.

Unsuccessful applications may have failed because they did not include sufficiently detailed evidence of the need for funding, or the way in which it would be spent, and others because the proposed activity would be outside the scope of support from this charity.

As the Trustees are obliged to ensure the Charity is administered appropriately, it should be noted that the Trustees reserve the right to reject, defer, or agree in full, or in part funding applications.

The maximum value of each application is £4,500.

HOW DO I APPLY FOR A FUNDING?

Groups can apply to us for funding as long as they can demonstrate that they:

- Are an organisation based in Horspath.
- Have clear governance, such as an elected committee
- Have clearly set out aims and objectives.
- Have rules governing the organisation.
- Have a bank account in the name of the group.

Each group awarded a funding from the charity will be expected to accept the terms and conditions set out in this document. Signing the funding application form confirms an applicant's acceptance of our terms and conditions noted in this document.

WHAT ARE ELIGIBLE ACTIVITIES?

Funding from the charity may cover items of expenditure such as:

- The purchase or hire of essential equipment.
- The cost for the provision of essential services.
- The cost of essential consumables.

WHEN CAN I APPLY?

You can apply for a funding from the charity at any time, and the Trustees will review these applications **quarterly**.

Groups cannot apply for more than once in each calendar year for the same project or activity. However, at the Trustees' discretion the same Group could apply more than once, as long as it is for a different project or activity. No more than two funding requests will be considered from any one organisation in one calendar year (January-December).

You will receive a response from us within 10 days following a quarterly Trustees' meeting. You may be required to provide further information to the Trustees either via email, or in person.

HORSPATH STONE PIT CHARITY

WHAT DO I NEED TO INCLUDE?

As a minimum, you will need to:

- (a) Complete the application form contained in this document.
- (b) Provide specific cost quotations for all costs on the following basis:

For funding requests:

Less than £1,000	-	one quotation required
Over £1,000	-	two quotations required

WHAT ELSE DO I NEED TO CONSIDER?

The Horspath Stone Pit Charity is required by the Charity Commission to ensure that its funds are managed appropriately, and you will need to ensure that you are honest and accurate in your application, and are prepared to provide the required information and evidence that the funding has been used appropriately.

You should also understand that there is no guarantee of funding. Therefore, you must not make financial commitments in advance without receiving information from HSC regarding your application.

HOW CAN I OBTAIN FURTHER ADVICE AND GUIDANCE?

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

HOW DO I KNOW IF I HAVE BEEN SUCCESSFUL, OR NOT?

Through the contact details provided, the applicant(s) will be notified by the Secretary to the Trustees if the application has been successful, or not.

IF I AM SUCCESSFUL, WHAT'S HAPPENS NEXT?

If your application has been successful, you will have been notified by the Secretary to Trustees. 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 works 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. 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.