

Bournemouth Airport

Community Fund

Application Pack



At the heart of the community



What is the Bournemouth Airport Community Fund?

The Bournemouth Airport Community Fund is a completely separate fund that is managed independently by the Community Fund Management Committee. It is open to community, social, recreational and environmental groups operating within the Borough of Christchurch. The money in the fund comes from a substantial annual donation from Bournemouth Airport which was agreed following negotiations with Christchurch Borough Council as a result of the redevelopment of the new terminal building.

Fund objectives

The Community Fund objectives are outlined below. In order for a project to receive a grant from the fund it must meet at least one of the following criteria:

- To bring the community closer together through facilities for sport, recreation and other leisure time activities
- Offer environmental improvement and/or heritage conservation
- Improve awareness of environmental issues through environmental education
- Encourage and/or protect wildlife.

Who are the Community Fund Management Committee?

There are four members of the Bournemouth Airport Community Fund Management Committee. Three of the members are representatives of Christchurch Borough Council and one member represents Bournemouth Airport.

Is my project eligible for a grant?

In order to determine whether your project is eligible for a Community Fund grant, take a look at the following questions:

1. Does your project meet at least one of the Fund's objectives outlined opposite?
2. Is your project within the Borough of Christchurch? In order to be eligible the vast majority of a project's work must provide benefit for the Borough of Christchurch community. (The applicant does not have to be based in Christchurch, but the project must provide benefit within the Borough).
3. Does your project have a lasting benefit to the community?
4. Does your project benefit all members of the community, or a substantial part of it, regardless of age, race, gender, ability or religion?
5. Is your application for something other than the purchase of land or buildings, or building maintenance?
6. Do you represent a not-for-profit organisation, or do you represent a project, group or organisation that has significant volunteer involvement? (Please note: groups or organisations working for profit, commercial organisations, individuals and political parties are not eligible for a grant).
7. Do you represent an established group or charity able to demonstrate financial records, or a new group able to offer an outline of proposed accounts?
8. Is your application for items other than general administration, running costs or wages?

If you answer yes to all these questions, then please read on...



Guidelines to completing a successful application form

The following headings will help you complete a successful application. A thorough application will save unnecessary delays and may prevent your application missing a Committee meeting.

If, after reading this literature, you are still unsure whether your project is eligible, you can contact the Community Fund Administrator who will be happy to discuss your application. Contact details can be found at the end of this literature.

Access for all?

- Places of worship and schools may be eligible for funding if they benefit the wider community, not just the worshippers and pupils.
- Projects which are of benefit to the local community or a substantial section of it and not groups of an exclusive nature will be given preference.
- Applicants should demonstrate that projects will benefit all members of the community regardless of age, race, gender, ability or religion.
- Grants cannot be awarded to individuals.

Buildings and maintenance

- Grants will not normally be awarded for the purchase of land or buildings, or for repair and maintenance work. However, specific items of community benefit may be allowed, such as adaptations for disabled use or improved security providing it will benefit the wider community.
- A maintenance plan may be required for projects which involve the creation of a physical asset, e.g. a garden requiring ongoing maintenance.

Running costs

- Grants cannot be considered for salaries, but one-off costs may be eligible (for example, office equipment).
- Grants will not be given for recurrent expenditure or running costs.

Already completed projects

- Grants cannot be considered for projects which have already been carried out and paid for.

Statutory responsibilities

- Organisations which have statutory responsibilities such as local authorities, schools, hospitals, surgeries or clinics are not currently eligible for a Community Fund Grant unless it is for a project or equipment which is over and above their core activities and statutory obligations.

One-off events

- Grants will not normally be considered for one-off events such as school or village fetes.

Application checklist

Please complete the application form which you will find on the Bournemouth Airport and Christchurch Borough Council websites.

Make sure your application has:

- Been completed on the form provided, answering all questions fully in the spaces provided on the form before adding extra pages
- Described the project in a clear and concise way
- Been carefully costed with a full breakdown (you should supply estimates or quotes supporting all the items in your application).
- Enclosed all the financial information requested, such as financial accounts or copies of bank statements, etc.
- Described exactly where the project is located, giving its full address – remember, projects must be within the Borough of Christchurch.



Community Fund
Administrator
01202 364106

FAQs

Q1. Will the Bournemouth Airport Community Fund finance my entire project?

There is no maximum or minimum amount, but grants should be for no more than 50% of a project. Applicants should demonstrate that they have the other funding in place to meet the remainder of the costs.

Q2. What happens once my application has been received?

The Administrator will check that your application meets the objectives of the Community Fund. During this process they may need to:

- Contact you to discuss the project or ask you to provide further information.
- Visit your project before a decision is taken on your application.

They will then send a letter quoting an application reference number and the meeting date at which your application will be considered.

Q3. What happens after the Community Fund Management Committee has made their decision?

If your application is successful

- You will receive a letter from the Administrator after the meeting. If there are any special conditions to this grant these will be outlined in the letter.
- Cheques are not usually sent until applicants have provided receipts or invoices for goods or services funded by the Community Fund grant. These should be sent to the Administrator.
- Grants may be made in staged payments and must normally be spent within six months of being awarded.
- Members of the Community Fund Management Committee reserve the right to visit any project in receipt of a grant at a mutually agreeable time.
- Applicants may be used in promotional material for Bournemouth Airport and/or Christchurch Borough Council.

If your application is unsuccessful

- The Community Fund Administrator will inform you of the Committee's decision and explain why the project was unsuccessful.

Q4. How often does the Community Fund Management Committee meet?

Meetings take place twice a year – in May and November. Visit the Bournemouth Airport or Christchurch Borough Council websites to check the date of the next meeting. You should return your completed application form to the Administrator no later than the end of April or October for consideration by the Committee the following month.

Q5. Can I apply for more than one grant?

Applications will not be eligible if their previous grant was awarded within the last two years.

Contact details

Whilst the final decision of all projects remains with the Bournemouth Airport Community Fund Management Committee, all applications are processed by the Fund Administrator. If you have any queries or would like to send in your application form, please address it to:

Community Fund Administrator

Bournemouth Airport
Christchurch
Dorset BH23 6SE

Email: community@bournemouthairport.com

Tel: 01202 364106

Fax: 01202 364118

Websites:

www.bournemouthairport.com

www.dorsetforyou.com

