



# South Hook LNG Community Fund Application Information

## Background

The **South Hook LNG Community Fund** was set up in 2015, in partnership with Pembrokeshire Association of Voluntary Services (PAVS), with the aim of supporting Pembrokeshire communities through financial assistance. In addition to the Fund, South Hook LNG also offers volunteering support to community projects and initiatives throughout Pembrokeshire, encouraging staff participation in the development of local communities.

## The South Hook LNG Community Fund aims to support -

- projects or initiatives that support communities in Pembrokeshire
- projects or initiatives that support the areas of; **Safety, Environment, Education and Wellbeing**
- projects or initiatives that have a long-term sustainable benefit for the community
- projects or initiatives that demonstrate an element of match funding (pooled resources, shared use of premises, reuse/recycle where appropriate)
- projects or initiatives that encourage community volunteering

Applications for the Community Fund are reviewed by a Panel of South Hook LNG employees, supported by PAVS, on a quarterly basis. Applicants are able to apply for two levels of funding:

- Tier 1: (Maximum funding of £500) Smaller, less formalised organisations may find this an appropriate source of funding for support of community events, and one-off purchases of equipment, for example. This is a simpler application process, proportionate to the level of funding available through this Tier.
- Tier 2: (Maximum funding of £5000) Organisations applying for this level of funding must be verified voluntary groups, community groups, town/ community councils, or social enterprises. The application process requires more detailed information and evidence, proportionate to the level of funding available through this Tier.

In addition to the above, Schools and places of Worship are able to apply to this Fund (please see further details on page 3).

Applications for both capital and revenue costs will be considered. No direct sponsorship or support is offered to individuals through this Fund.

Applicants will need to show that any costs included relate to the direct delivery of a specific project or activity. Costs associated with the day-to-day running of your Organisation are not eligible through this Fund. These include staffing costs, property rental and utility costs, as well as general office equipment.



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## Beneficiaries

The Fund asks for information about the project beneficiaries. Please realistically estimate the number of people who will benefit from the funding. What is this figure based on? Who will benefit from the project? What positive change will happen as a result of the project? Explain what will be different for the beneficiaries at the end of the project, how will this project have made things better and what will have been achieved. A focus will be placed on the difference that the project will make rather than the numbers of beneficiaries.

## Applicant Guidance

Applicants and projects applying to the South Hook LNG Community Fund must:

- be located or operating within the county boundary of Pembrokeshire
- be working for the benefit of the community or a section of it
- have a bank account set up in the organisation's name, with more than one signatory

*(if you are unsure whether you meet any of these criteria then please contact PAVS to discuss)*

In addition to the above criteria, to be eligible for Tier 2 funding, Applicants must:

- be an organisation/ a community, voluntary group, or social enterprise which is self-governing, non-profit distributing and for public benefit
  - with a governing document (a Constitution, or a Memorandum and Articles of Association or a Trust Deed) – which is signed and dated
  - A voluntary group is a collection of individuals who work together to undertake certain activities for the benefit of the community – whatever or whoever that community might be.
  - Social enterprises are profit-making businesses set up to tackle a social or environmental need. Applicants to this fund who are social enterprises must provide evidence of how the organisation is run / managed within the community including local involvement.

*(If you don't have a governing document then PAVS can provide support with the process of setting up a group and developing a governing document where appropriate).*

- be run by a voluntary management committee of 3 or more unrelated individuals
  - All voluntary organisations and community groups must have an unpaid management committee, consisting of at least 3 people – usually a Chair, Secretary and a Treasurer. You may have more than three. The Management Committee has overall responsibility for the group/organisation. Management Committees may also be known as Executive Committees, Board of Directors or Board of Trustees. The Management Committee should be a representative of the community which it serves. PAVS can provide further support on roles and responsibilities of trustees.



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- Demonstrate an element of 'match funding' in the Application

## **Town and Community Councils**

Applications from Town or Community Councils must demonstrate that support will benefit members of the wider community.

## **Schools**

Projects from schools must be extra-curricular with an external focus outside the normal school activities and show wider community involvement. The applications should be made through the PTA or Friends Associations.

## **Churches, Chapels and places of Worship**

To be eligible for support under the scheme Churches, Chapels and places of Worship will have to demonstrate that the project will benefit members of the wider community. Projects that are only, or primarily of benefit to the congregation will not be eligible for support through this fund. .

## **Ownership/ leasehold/ permissions on building/ land**

Applicants for land/ property projects should either be the owners or hold a lease with a minimum of 5 years remaining. Where this is not in place, organisations will need to provide adequate evidence from the landowner that the facilities will have wider community benefit for the next 5 years. Planning permission for projects should be in place.

## **Application Process**

### **Procurement and Purchases**

For any individual items over the value of £500, Applicants will be expected to have two quotes and include copies with their Application. All alterations / adaptations to buildings need two quotes. It is best practice for committees to research costings to get good value. Please mark clearly which quote you have selected.

### **Application Form**

Organisations must apply using the official Application Form, which is available by e-mail from PAVS – [development@pavs.org.uk](mailto:development@pavs.org.uk). If you would like a paper copy then call on (01437) 769 422 to request an Application pack. Forms completed electronically must be printed off and sent in along with original signatures and relevant supporting documents. An Organisation can only submit one Application at a time.

Please ensure that you complete the relevant form for the amount of funding that you are applying for; Tier 1 for funding requests up to £500 and Tier 2 for funding requests up to £5,000.

Assume the Community Fund Panel knows nothing about your Organisation and what you do.

### **Assessment**

Applications will be assessed on a quarterly basis. Deadlines will be advertised on the South Hook LNG and PAVS websites and in the PAVS quarterly newsletter – 'Pembrokeshire Voice'. Applications will be assessed against a set of criteria by a Panel made up of South Hook LNG



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representatives, with the support of PAVS. Prior to the Panel Meeting you may be contacted for further information. Applicants will be notified in writing of the Panel's decision. Unsuccessful Applicants will be eligible to re-apply to future Panels.

## Monitoring and Evaluation

Successful applicants to Tier 2 will be expected to complete an End of Funding Report form 12 months after the funding is awarded. For this purpose, a record and receipts of all expenditure made using the funds should be kept. Successful applicants will also be expected to complete a short report on the impact the funding has made on the community. A number of successful applicants will be visited by a PAVS officer and South Hook LNG representatives. Successful groups will be required to acknowledge the source of the funding in any publicity.

There is no formal end of funding report form for Tier 1, however applicants will be asked to respond to a few questions to demonstrate the difference made by this funding.

## Items ineligible through the South Hook LNG Community Fund

- Core Costs
- Office equipment
- Financial assistance or sponsorship for individuals
- Running costs (e.g. gas, electricity, rental, transport, expenses)

## Further support

If you have any queries about which funding Tier is most appropriate for your group, or to seek guidance about a potential application to the South Hook LNG Community Fund then please contact the Third Sector Support Team at PAVS on (01437) 769 422 or e-mail [development@pavs.org.uk](mailto:development@pavs.org.uk).