

# COVID-19- FUNDING SUPPORT FOR THE COMMUNITY.



## APPLICATION GUIDELINES

### Purpose

This fund has been specifically created by The Friends of Fairford and Lechlade Communities (FFLC) to provide urgent financial support to the voluntary sector agencies and individuals requiring assistance during the Covid-19 crisis. This scheme has been funded by very generous donations from The Lakes By Yoo Company and the residents of The Lakes By Yoo development.

### Funding Criteria

The funding can only be used for expenditure in relation to the Covid-19 Crisis.

The aim is to provide short term assistance whilst normal fundraising income and people's personal incomes are disrupted through no fault of their own.

Funding can also be provided where the impact of Covid-19 has had a detrimental impact on an organisation's or someone's normal way of life.

### The fund cannot be used to:

To create an ongoing funding commitment from FFLC.

To support commercial organisations.

### Who can apply?

#### In addition to individuals, the following are examples of organisations that can apply:

Local registered charities and community groups, food banks, lunch clubs, village halls, schools, church groups, local groups set up to help local communities with the impact of Covid-19.

### What is the process for applying for the fund?

- Complete the attached application form and send either by email attachment to [gm@friendsoffairford.co.uk](mailto:gm@friendsoffairford.co.uk) OR by post to Mrs Kelly Smith – General Manager of The Friends of Fairford and Lechlade Communities, Folly View, Southrop, Lechlade, Glos, GL7 3PG. For any queries, please telephone Kelly Smith on 07713 881167.
- The trustees of FFLC will decide if funding should be approved and the applicant will be informed accordingly.
- Payments from the fund will only be made into a bank account held and operated by the applicant or organisation.
- The applicant shall keep all receipts and documentation relating to the funding as these may be requested in the future

### Funding Limitations.

- The minimum amount of funding that can be requested is £100, whilst the maximum is £8,000.
- Funding requests will only be considered for short term expected expenditure.

### Important Notes.

- Applications from individuals must include the following:
  - Proof of identity to verify your name and address (this could be a recent utility bill or a copy of your driving licence etc.).
  - The name and contact details of a Referee that can verify your individual circumstances. This person may be contacted before your application is approved.
  - FOR ORGANISATIONS ONLY, please provide a copy of your most recent financial accounts.

## **Data Privacy**

- By submitting this Application Form, you agree to allow the Friends of Fairford and Lechlade Communities to retain your personal data on its database. We will use this information to help us assess your application and administer any grant we award. We may share your personal information with other local voluntary providers of services in order to coordinate the provision of services. You agree that as part of the terms and conditions of being awarded a grant you may be asked to: (1) provide evidence of how your grant has been spent and (2) complete a monitoring form and/or receive a monitoring visit from the Friends of Fairford and Lechlade Communities. You also agree that the information you have provided is correct. The Friends of Fairford and Lechlade Communities reserves the right to report any claims that they consider fraudulent to the Police and to reclaim any money which has been paid as the result of fraudulent or misleading claims.