

# Doncaster Sheffield Airport

## Community Investment Fund Guidance

Document updated 30 July 2019

### What is the Community Investment Fund?

The Community Investment Fund is provided by Doncaster Sheffield Airport.

The Fund assists charitable, community, social or environmentally focussed projects or initiatives that are sustainable and that fall within the following criteria:

1. Heritage Conservation.
2. Environment improvement, improving awareness of environmental issues, environmental education and training, encouraging and protecting wildlife.
3. Bringing the Community closer together through facilities for youth sport, recreation and other leisure time activities.
4. Improving health and wellbeing through the promotion of healthy lifestyles and employment opportunities.

The Fund will support projects in communities which generally reflect those areas which are represented on the Airport's Consultative Committee. Applications from those areas close to the Airport and those under departure or arrival routes will be particularly welcome and may receive priority in the award of funding.

***Unfortunately the requests for support are likely to exceed the amount within the fund and therefore not all applications, however worthwhile, can be funded and some requests will be unsuccessful.***

The maximum amount of grant available is £1000 per project application, but most awards are likely to be less.

The Community Investment Fund **will not pay** for:

- **Activities promoting religious or political beliefs.**
- **Holidays, parties, trips or prizes.**
- **Goods or services that have been bought or ordered prior to the grant decision.**
- **General repair or maintenance of buildings with the possible exception of security or disability adaptations.**
- **Requests for sports kits, uniforms or equipment such as goal posts, nets, etc.**
- **The Fund will not make grants to individuals.**

Groups applying for funding should:-

- **reflect and involve local communities.**
- **demonstrate a need for the services and develop areas of unmet need.**
- **show that the project will be effectively managed.**
- **keep records to show how the money has been spent for audit purposes.**

The Fund is administered by Doncaster Sheffield Airport Ltd and any grant awarded will be made by the Airport Company. The fund is operated by the Environment and Community Officer who will decide on how funds will be allocated. The applications will then be reported on and reviewed by the Airport Consultative Committee.

**Please read through the information below and check that your application meets the criteria.**

## **Who can apply?**

- Voluntary, community or self-help groups that are managing or developing services.

## **What can the fund be used for?**

Examples include:

- Full and part funding for specific items;
- Other equipment to broaden group activities;
- To contribute to capital fundraising;
- One-off contribution to operating cost.

## **What makes a good application?**

- Think carefully about the aims of your project to ensure that they are realistic.
- Consider how you will manage the funds. Remember you will be accountable for the money you receive and the award will be monitored and may be audited at a later date.
- Plan ahead – you need to be aware that the application to the Fund **may** take several weeks to process.
- When completing the application form please be as clear and precise as possible.
- Submit an itemised breakdown of costs where possible (ensuring that this includes VAT where appropriate).
- Where applicable include at least **2 quotes** for each item requested.
- Include supporting evidence where you feel it would strengthen your application.

## What happens when we receive your application?

- You will receive an Airport acknowledgement letter or email which will have your unique Reference Number on it.
- You may be contacted by the Environment and Community Officer to arrange a visit to discuss your application in more detail.
- Your application will be submitted for decision on a quarterly basis by the Airport with the advice of the Panel.
- When a decision has been made you will be notified in writing or via email. The decision is final and there is no right of appeal for this funding should you be unsuccessful.
- If a grant is awarded you will be required to provide proof of expenditure for a future monitoring visit to be completed by the Airport. Without evidence of spend the Airport will recover the funding paid.

### **Please return your completed application form to:**

Environment and Community Officer  
Doncaster Sheffield Airport  
Heyford House  
First Avenue  
Doncaster  
DN9 3RH

[environment@flydsa.co.uk](mailto:environment@flydsa.co.uk)

# Doncaster Sheffield Airport Community Investment Fund Application

**Please use this application form for grant requests up to £1000.**

**1. What is your group called? Please give the name as it appears on the Bank Account. Please provide account number and sort code.**

<b>Group Name:</b>		<b>Bank Account Name:</b>	
		<b>A/C Number:</b>	
		<b>Sort Code:</b>	

**2. Please give us details of the:-**

**Chair**

<b>Title:</b>		<b>First name:</b>		<b>Surname:</b>	
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**Address: Give their home address.**

<b>E-mail Address:</b>	<b>Post Code:</b>
	<b>Tel Number:</b>

**Treasurer**

<b>Title:</b>		<b>First name:</b>		<b>Surname:</b>	
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**Address: Give their home address.**

<b>E-mail Address:</b>	<b>Post Code:</b>
	<b>Tel Number:</b>

**Secretary**

<b>Title:</b>		<b>First name:</b>		<b>Surname:</b>	
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**Address: Give their home address.**

<b>E-mail Address:</b>	<b>Post Code:</b>
	<b>Tel Number:</b>

**3. Does any member of the management committee have any relationship with serving members of the Airport? Yes/No. If yes, please give details below:**

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**4. Full address of where your activities will be based:**

	<b>Post Code:</b>

**5. When was the group set up? :**

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**6. How many members are currently in the group? :**

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**7. How many members are over 18 years of age? :**

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**8. If your members pay a subscription what is it? :**

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**9. What are the aims of your group?**

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**10. Who can take advantage of your activities and how many people are expected to benefit from the project / activity?**

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**11. What do you want the money for and why do you think it is needed?  
Additional Information can be attached to application form to support the application.**

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## Declaration:

This document will be used for monitoring and audit purposes in line with Doncaster Sheffield Airport Community Investment Fund Guidance

I declare that;

- a) The information given on this form is correct to the best of my knowledge
- b) The organisation/group is a non-profit making body
- c) Any grant made by the Airport to the organisation in response to this application will be used for those activities of the organisation for which the grant is given and in accordance with the objectives of the organisation
- d) The organisation/group will keep proper accounts of its income and expenditure and will make these available for inspection and audit by the Airport at any reasonable time
- e) Should the grant be awarded, the amount will be itemised in the organisation's annual accounts
- f) No member of the organisation's management committee has any relationship with serving members and/or officers of the Airport

I also understand that;

- a) Payment or refusal of a grant lies entirely within the Airport's discretion
- b) The grant must be used within six months of receiving funding
- c) It is the Airport's policy not to make further repeat grants to organisations/groups for any one particular project or activity during the same financial year as the original grant. The award of the grant by the Airport on this application will not necessarily commit to a further grant in the future

**I confirm that the group named on this application has authorised me to sign on its behalf and that all of the information I have provided is true.**

<b>Name:</b>	<b>Position in-group:</b>
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<b>Signed:</b>	<b>Date:</b>
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