

Droxford Community Hub (DCH) CIC

(Trading as Wilfrid's Café)

COMMUNITY FUND AND FUND-RAISING POLICY

Purpose

This paper sets out a method by which the community fund generated by Droxford Community Hub CIC (DCH) through the work of its volunteers may be distributed to individuals, communities, groups or charities which have a strong local association with the village of Droxford and the immediate surrounding area. It also sets out the method of distribution for other fundraising activities of DCH.

Introduction

The objects of DCH are set out in the Articles of Association submitted to Companies House as follows:

- a) To secure the establishment of a Community Hub and Café in Droxford and to maintain it and manage it as a centre for activities for the benefit of the local community
- b) To promote such activities for the benefit of the inhabitants of Droxford Parish and neighbouring districts without discrimination of age, sex, race, political, religious or other opinion, by associating the statutory authorities, voluntary organisations and inhabitants in a common effort to provide facilities or activities in the interests of social welfare, for recreation or other leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

This paper sets out the key principles and guidelines for the allocation of the community fund and fundraising activities in line with the company's objectives.

Key Principles

- At the end of each accounting year (30th April) DCH will identify the community fund which will be independently verified by the DCH accountants, after paying the allocation of costs and charges for operating the Cafe or other fundraising activities.
- Any funds raised from fund-raising activities on behalf of any nominated charity e.g. Macmillan or fund-raising events on behalf of a nominated, pre-determined organisation e.g. the local school, will be forwarded directly to the charity or organisation concerned
- Applicants will be invited to apply for a grant from the community fund to support an activity or charity, providing its principal beneficiaries are residents of the parish or a facility within the parish or immediate surroundings.

Droxford Community Hub (DCH) CIC

COMMUNITY FUND AND FUND-RAISING POLICY

- DCH will distribute grant application forms as soon as practicable after the community fund is identified and in any case by or soon after the 1st June. DCH will make the forms available on their website, on social media and by distribution to local community organisations likely to benefit from such a grant from trading surplus.
- Applicants will only be asked to complete a simple form, available from the Cafe or downloaded from the website at wilfrids.org. This must be returned by 22nd June by delivery to Wilfrid's Café at the Village Hall (Wednesdays or Sundays 10am-12noon) or via email at wilfridscoffee@gmail.com, stating 'grant application' in the subject line
- Representatives from DCH and two independent assessors will meet after the closing date to consider the applications before awarding any grants. Applicants may be contacted for further clarification before the grant is awarded.

Grants are more likely to be made if:

- c) Applications are for an individual, group or activity that is based in and is principally for the benefit of the residents of the parish, or a facility in the parish or its immediate area. Examples of such organisations might be: the local schools, cubs, guides or scouts, allotment society, sporting or cultural groups or church.
- d) Grants will generally be awarded for the purchase of 'one off' items rather for ongoing support. Where items purchased require maintenance or repair it would be helpful if the application included an indication of how the ongoing costs will be funded.
- A grant is unlikely to be successful if funds can be obtained from elsewhere, e.g. NHS, Social Services etc.
- Representatives from DCH and two independent assessors will meet jointly in late June to review and consider the applications and to award grants. In the event of any particular decision proving difficult, then an independent Arbitrator will be appointed and asked to confirm a decision. There will be no Right of Appeal.
- DCH will effect the transfer of the grants to the successful applicants accompanied by the Grant Application acceptance form.

Timetable

DCH CIC Accounts finalised	30 th May
Grant applications open	1 st June
Application close date	22nd June
DCH application review and assessment	Late June

Droxford Community Hub (DCH) CIC

COMMUNITY FUND AND FUND-RAISING POLICY

Discussion DCH/Independent Assessors and agreement reached	Late June/early July
DCH distribute grants to successful applicants	31 st July

Note - Definition of community fund

The DCH community fund is defined as a variable sum of money created by DCH through its commercial activities which includes trading from Wilfrid's Café plus additional income from other sources including events, after taking into account all costs and charges. Costs and other charges also include any additional sums identified by the DCH Board for known expenses payable within 60 days of the year end. A community fund is not guaranteed.

Review

The effectiveness of this policy and associated arrangements will be reviewed at least biennially under the direct supervision of the DCH Board of Directors.

Signed..... Date

(Board member on behalf of Droxford Community Hub CIC)

Date of next review: June 2028