**What can be funded by the Trust?**

The Trust can fund any project which is in the interests of and will bring direct benefit to Whatley parish, or any part of it (which includes Chantry), or all or some of the inhabitants of the parish. This broad remit allows the trust to fund a wide range of suitable projects.

There is no maximum or minimum level of grant, and the trust can fund the whole cost of a project (subject to its own financial position). However, the larger the amount requested, the more likely it is that the trustees will wish to be satisfied that efforts have been made to secure funding from other sources as well. The signatories to the bank account are mandated to sign cheques up to £100 without authorisation by all trustees. Bids over £100 up to £5000 must be agreed at committee meetings. Bids over £5000 shall be referred for comment using the village email list and/or the parish magazine.

**Application procedure**

Please complete the application form attached to the guidance notes and return it with all supporting documentation to the secretary of the Trust, Olly Goodden at Haha House, Whatley BA11 3LA or ogoodden@yahoo.co.uk. Please give as much detail as possible and send sketches, photographs or plans if you think that these will help the trustees evaluate the proposal. Please supply full information about the costs of the project, and copies of estimates where available.

For large bids, the trustees would expect additional sources of funding to be pursued by applicants. Details of such sources which have been applied to, or which have already made grants for your project, should be noted on the form. If you are not sure which other bodies might provide funding for your scheme, we may be able to direct you to sources of advice: please contact the secretary on 07963 078151 or ogoodden@yahoo.co.uk.

If the outcome of the project will need on-going maintenance, please indicate how this will be achieved.

**Support for applications**

As the aim of the Trust is to fund projects which will benefit the parish or people living in it, the trustees may take into account the level of support for a particular project when deciding whether to make a grant. It may be helpful to include details of support (e.g. letters from parish residents) when submitting an application. The higher the sum asked for, the more important will be evidence of local support. In any case, please give as much information as possible on the application form as to how you think the project will benefit the parish.

**“In principle” applications**

You might wish to have an initial opinion from the trustees as to whether an application might be favourably considered before embarking on time-consuming applications to other bodies and organising estimates. The trustees will be happy to consider “in principle” applications, and will then confirm whether or not a full detailed application is likely to be successful.

**Consideration of applications**

Copies of applications and supporting documents received will be circulated by the secretary to all trustees, and placed on the agenda of the next trustees’ meeting for discussion. In the case of large or complex applications, the trustees may hold a preliminary private meeting to discuss what further information might be required, as permitted by the trust deed.

**Trustees’ meetings**

All applications will be considered and decided at a public meeting of the trustees. These are quarterly evening meetings, held in the parish cabin or the Talbot Arms, Mells. You will be informed of the time and place of the meeting when your application will be considered, and are welcome to attend, as is any other member of the public. You will be invited to speak in support of your proposal if you wish, but you do not need to attend or speak if you would prefer not to.

The trustees will discuss your proposal, and may ask you further questions about it if you are happy to speak at the meeting. They will normally reach a decision and announce this at the meeting, but may not always be able to make a decision immediately - for example, if it becomes clear at the meeting that further information is required. In these circumstances, the trustees will decide how to proceed, and will explain to you at the meeting how you will be notified of their decision in due course. Occasionally, the decision may need to be adjourned for discussion at a further meeting.

**Notification of decision**

Whether a decision is made at the meeting or afterwards, the secretary will write to you to confirm this formally, and if an application is declined, to give reasons. In some cases, the application may be deferred to give you an opportunity to overcome any issues which have been raised.

**Advice on procedure**

If you have any queries about any part of the application procedure, please feel free to contact the secretary beforehand, or at any time during the process. However, applications can only be considered by the trustees after they have been discussed at a public meeting, so the trustees are unable to give informal opinions “off the record” as to the likely success of an application.

**WHATLEY COMMON GOOD TRUST**

**Application for project funding**

**Applicant name:**

**Address:**

**E-mail:**

**Telephone number(s):**

**Date of application:**

**Description of project: *(please continue overleaf if more space required)***

**What will be the benefit of the project to the parish?**

**Total cost of project (or estimate for an “in principle” application):**

**Funding obtained to date and source:**

**Funding requested from WCG Trust:**