CUMBRIA FLOOD RECOVERY FUND APPEAL 2015

1.0 AIM
The Foundation has established the Cumbria Flood Recovery Fund 2015. This is for charitable purposes in connection with the relief of hardship within the county of Cumbria caused directly or indirectly by storm damage and flooding in December 2015. Priorities for grant making are:

Individuals and families suffering financial hardship and

Community relief and ‘rebuilding’ projects

We are working closely with other agencies involved. The appeal can receive donations for onward payment to neighbouring communities also affected by storm damage and flooding.

2.0 APPEAL TARGET
Cumbria has experienced a flooding incident greater in impact than the 2009 event when the Community Foundation successfully raised and distributed £3m. An initial appeal target of £1m was set. Since the launch of the appeal the Cumbria Flood Recovery Group has officially stated this is the worst ever flooding incident in the county.

The appeal was launched with an initial donation of £50K from the Community Foundation’s own resources at 8pm on 5th December. When the appeal was launched on Saturday evening, the flooding was only just beginning to impact the county. The Government has pledged up to an additional £1m to the Appeal - agreeing to match fund the money raised. We are very encouraged and delighted by this announcement and will make details of the match fund once we have them. Now that we have a proper sense of the true scale of the need the Community Foundation trustees have taken the decision to increase the appeal target to £3m. We know that the 2015 floods have impacted more severely than 2009 and are confident the need is very much out there. This target will be kept under review and may be raised further as the impact of the flooding is better understood.

3.0 IMPACT AND NEED
Cumbria has experienced record rainfall in multiple locations and almost 100 mile per hour winds. The impact has been massive and county-wide with major flooding incidents in Appleby, Carlisle, Cockermouth, Kendal and Keswick as well as many isolated rural communities. Glenridding, Patterdale and the southern end of the Ullswater valley have been badly affected, as has Borrowdale valley. There are over 5,000 properties affected. The county’s infrastructure has been devastated. Two main roads, the A591 and A592, are blocked and require 40 mile detours, many bridges have been swept away and others damaged. The electricity supply to Carlisle has been badly affected and a number of key installations, including the only District General Hospital is running on back-up power generators with all major operations cancelled.
We are aware that there are many smaller pockets of damage in other parts of the county. Houses, business premises and community facilities have all been damaged. Over 6,000 homes have been without power.

The effect of flooding will cause significant financial hardship and emotional distress. Businesses and community groups will be unable to trade. The Foundation will closely monitor the impact of the floods over the coming days. We are a member of the Strategic Cumbria Recovery Group which is coordinating the recovery effort. We are currently convening meetings with the major voluntary groups involved in the recovery effort. We are also working with the major providers of social housing to assess the impact on their tenants.

4.0 THE HALLMARKS OF THE FUND
The management and operation of the Fund will be informed by Charity Commission Publication CC40 Disaster Appeal: Guidance on starting, running and supporting charitable disaster appeals August 2012.

In operating, the Fund bears these hallmarks:
- It provides a specifically Cumbrian focus for donations
- It provides a central ‘clearing house’ for requests for charitable support
- It operates a simple grant application procedure and responds speedily
- It attracts support from national and regional funders
- It is locally managed and accountable.

5.0 FUND RAISING FOR THE FUND
The Fund has been established with an initial £50,000 from the Foundation’s own funds. The appeal is being promoted and supported by regional and national newspaper groups Funds will be sought from:
- Grant making trusts
- Individuals and businesses
- Existing and new European and national funding programmes
- Community fundraising events

The Fund can receive restricted donations, ie funds given for specific purposes and which recognise specific donors.

The Foundation will also make special mention for major donations as required.

Donations from tax payers can be made via Gift Aid, increasing the value of each £1 donated by 25p.

6.0 GRANT AID

Application Process
Application forms for community groups and individuals are available by telephone or e-mail (enquiries@cumbriafoundation.org) from the Foundation office or via the website (www.cumbriafoundation.org). Applications will be considered via email on a rolling basis. Copies of the application forms for groups and individuals are contained in Appendix1. Urgent appeals for assistance can be considered by nominated Trustees who are members of the Grants Committee and a Grants Officer.
Fund Criteria
The criteria are informed and guided by Charity Commission Guidance; Public Benefit: the public benefit requirement September 2013 and guidance given in Charity Commission booklet The Prevention or Relief of Poverty for the Public Benefit (December 2008).

The current criteria for individual and group applicants are contained in Appendix 1.

Decision Making
Requests for financial assistance will be assessed by the Foundation’s trained grants officers.

The Foundation’s main Grants Committee consisting of trustees and community representatives will meet regularly to make grants.

Individual applicants must fall within the guidance provided under charity law. This does not mean that they must be destitute. An applicant who cannot afford the normal things in life, which most people would take for granted, would probably qualify. A sudden reduction in living standards could well lead to this situation. But grants will not be made which would have the effect of reducing state benefits to which an applicant might be entitled.

The Foundation believes that, understandably, many people who are suffering hardship as a result of storm damage and flooding may be reluctant to apply to the Foundation. An application can be made by one person (eg clergy) on behalf of another.

In the event of it appearing to the Grants Committee that the purposes of the Fund have been fulfilled as far as may be, and the Trustees so resolving, any balance then standing in the Fund shall thereupon be held by the Foundation for its general charitable purposes.

7.0 CUMBRIA COMMUNITY FOUNDATION – BACKGROUND

Cumbria Community Foundation is a grant making charity (Registered no 1075120). Established in 1999, it makes grants to voluntary and community groups throughout the county. It currently distributes in excess of £2m a year.

In 2001 the Foundation launched the Cumbria Community Recovery Fund to assist the people and communities affected by Foot and Mouth Disease, raising over £2.1m, the fund supported over 300 groups and more than 1000 families. In 2005 the Foundation used its expertise to launch the Cumbria Flood Recovery Fund 2005 in response to the devastating storms and floods of that year. Sadly flooding in 2009 required a further appeal which raised in excess of £3m.

The Foundation learned many lessons from these two appeals including:

- The importance of a dedicated fund to secure and distribute financial support to community groups and individuals
- The important role voluntary and community organisations play in supporting communities during times of need
- How valuable small grants are in providing both financial and emotional support to individuals experiencing hardship
- How wide ranging and long lasting the emotional impact of such a disaster can be to individuals
- The impact on voluntary and community organisations during times of need (loss of income, opportunities to expand services and respond to need)
8.0 CUMBRIA FLOOD RECOVERY FUND 2009

Following the devastating floods and storms of 2009 Cumbria Community Foundation launched and managed the Cumbria Flood Recovery Fund 2009. This Appeal raised a total of £3 million and provided support to over 938 households supporting over 2,000 individuals and 67 voluntary and community groups.

The Foundation’s experience from this fund suggests that support will be needed in two phases.

**Phase one: immediate support:**
Individual grants for households in priority groups (over 70s and under 5s and people with disabilities) and those without contents insurance (and occasionally buildings insurance).

Group grants to front line services such as Red Cross, Citizens Advice Bureaux, Law Centre, furniture and white goods recycling and activities for children and young people.

**Phase two: supplementary support:**
Individual grants for households whose income has been affected over a long term period and households who have continued to experience increased household expense due to relocation resulting from the flood.

Group grants to organisations who have suffered damage to their property, those providing emotional support and counselling and community celebrations once residents have returned to their properties.

9.0 THE FUTURE

It is still too soon to know how much damage has been caused, nor the extent of its adverse effects. A flexible response is therefore required. The Trustees of the Foundation are determined to do all in their power to meet needs in the fields in which the Fund will be applied. They are ready to increase the appeal target, and to modify the organisation of the appeal and the systems of grant making to satisfy emerging needs.
APPENDIX 1

Cumbria Flood Recovery Funds
Help for individuals and families

Emergency grants for individuals and families
Grants may be made for charitable purposes to relieve hardship in Cumbria caused directly or indirectly by the storm and flooding in December 2015.

Funded donations from individuals and businesses and funds from Cumbria Community Foundation

Who can apply?

- individuals or families whose homes have significant structural damage or flooding
- employees who have lost work or income because of storm or flood

We can provide support for the following (this is not an exhaustive list):

- cleaning up
- emergency repairs
- clothing
- food and drink
- heating and heating equipment
- child care equipment
- basic furniture

Priority will be given to households with:

- people over 70
- children under five
- people with physical or learning disabilities or mental health needs (e.g. receiving Disability Living Allowance, Incapacity Benefit, Attendance Allowance or Personal Independent Payment)
- low incomes

We will not normally fund:

- people who are fully insured (unless they have additional costs not which are not covered)
- vehicles
- businesses (but we can support business owners and employees who are facing hardship)

How much can you apply for?

- Usually up to £500 for hardship initially
- We may also ask you for the name of a referee who is known to you and can vouch for your circumstances.
- Grants are also available for voluntary and community groups.

If you would like to know more about this fund, please contact the Grants Team on 01900 825760 or email grants@cumbriafoundation.org
Cumbria Flood Recovery Funds
Emergency grants for voluntary and community groups

Grants may be made for charitable purposes to relieve hardship in Cumbria caused directly or indirectly by the storm and flooding in December 2015.

**Funded** donations from individuals and businesses and funds from Cumbria Community Foundation

**Who can apply?**
Voluntary and community groups who:
- are providing immediate relief to people who have been affected by the storms and floods
- will be providing longer term community rebuilding projects
- have experienced significant structural and or flood damage

**We can provide support** for the following (*this is not an exhaustive list)*:
- Relief services
- shelter
- food
- clothing
- clean up
- additional support services
- information/advice
- counselling
- care services e.g. day care or respite

**Priority** will be given to voluntary and community groups providing support to one or more of the following groups of people:
- Older adults
- families with young children
- people with physical or learning disabilities
- people with mental health needs
- people on low incomes

and to projects:
- showing evidence of collaboration with other service providers
- maximising the use of volunteers

We will **not** normally fund:
- flooded voluntary and community groups who are fully insured
- businesses
- any non-charitable activity e.g. political
- fundraising events
- substitution for statutory funding

**How much can you apply for?**
- Maximum grants will normally be £5,000 (£10,000 in exceptional circumstances)

If you would like to know more about this fund, please contact the Grants Team on 01900 825760 or email grants@cumbriafoundation.org
APPENDIX 2
Support for Individuals and Families Application Form

PLEASE RETURN THIS FORM VIA EMAIL: grants@cumbriafoundation.org alternatively you can post it to Cumbria Community Foundation, Dovenby Hall, Cockermouth CA13 0PN

Please read the advisory notes before completing the form. If you are unsure about the meaning of any section please contact a Grants Officer on 01900 825760 or email enquiries@cumbriafoundation.org

Name of applicant | Mr/Ms/Mrs/Miss/other

Address for correspondence

Usual address if different

Best daytime contact number | Alternative daytime contact number

Mobile phone

Email

Number of people in household

Of those, how many aged over 70

Of those, how many aged under 5

Is there anyone receiving tick as appropriate

Disability Living Allowance □ Incapacity Benefit □ Attendance Allowance □ Personal Independent Payment □

Type of housing tick as appropriate

Detached □ Semi-detached □ Terraced □ Bungalow □ Ground floor flat □ Upper floor flat □

Owner □ Tenant □

Landlord’s name if applicable

Address

Contact number

Describe the impact of the flood or storm e.g. house flooded, loss of electricity, loss of income, other
**Financial situation**

This confidential information is needed as we are unlikely to be able to fully fund everyone. Please do not be put off applying because of your income.

<table>
<thead>
<tr>
<th>Question</th>
<th>Before Floods</th>
<th>After Floods/Storm</th>
</tr>
</thead>
<tbody>
<tr>
<td>How much do you have in outstanding loans and mortgages? if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How much do you have available in your overdraft? if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you have spoken to your bank, what have they agreed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What savings do you have? if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the total gross income in your household (before deductions)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Which of these benefits does anyone in your household receive?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>We may ask for proof.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income Support ☐ Income based Jobseeker's Allowance ☐ Universal Credit ☐ Pension Credit ☐ Employment Support Allowance ☐ Housing Benefit ☐ Council Tax Benefit ☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you fully insured? tick as appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes ☐ No ☐ If yes, what is your excess?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you applied for any other funding? Yes ☐ No ☐ If yes please name funders, whether applied or secured and amount:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What will the Cumbria Flood Recovery Fund help with?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please give brief details and estimated cost for each heading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Details</td>
<td>£</td>
</tr>
<tr>
<td>Cleaning up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clothing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food and drink</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heating equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cookers and kettles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child care equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beds and bedding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic furniture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other please state</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide your bank account details:

<table>
<thead>
<tr>
<th>Account Name:</th>
<th>Account No:</th>
<th>Sort Code:</th>
</tr>
</thead>
</table>

By submitting this form you agree to allow Cumbria Community Foundation 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.
You also agree that the information you have provided is correct. The Foundation reserves the right to reclaim any money which has been paid as the result of fraudulent or misleading claims.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

PLEASE PROVIDE A COPY OF A DOCUMENT WITH YOUR NAME AND ADDRESS SUCH AS A VALID DRIVING LICENCE, RECENT ELECTRICITY BILL OR BANK STATEMENT
Group Application Form

PLEASE RETURN THIS FORM **BY EMAIL** if possible even if you have to post supporting documents to Cumbria Community Foundation, Dovenby Hall, Dovenby, Cockermouth CA13 0PN telephone 01900 825760 fax 01900 826527 email: enquiries@cumbriafoundation.org However you must post us a copy of the Section 9 declaration.

Please read the advisory notes before completing the form. If you are unsure about the meaning of any section please contact a Grants Officer on 01900 825760. Complete the form as fully and clearly as possible.

**Section 1 - Your organisation**

Name of your organisation _____________________________________________________________

Address ___________________________________________________________________________

Phone ___________________ Email ______________________________________________________

Website ___________________________________________________________________________

Start date of group *month and year* __________

Contact person *Mr/Ms/Mrs/Miss/other* ________________________________________________

Address for correspondence ___________________________________________________________

_________________________________________________________________________________

Postcode ________________

Role ______________________________________________________________________________

Phone daytime _____________ evening _______________ mobile __________________________

Email ______________________________________________________________________________

Is the organisation *a registered charity / company limited by guarantee / unincorporated club or association / community interest company / other (please name) / part of a larger regional or national organisation?* *delete as appropriate*

Registered charity and/or company number if applicable _____________________________________

How many of the following do you have? full time staff/workers ___________

part time staff/workers ___________ management committee __________ members __________

volunteers and helpers ___________ volunteers and helpers (under 25 years) __________

What are the aims and main activities of your organisation?

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
Section 2 - Your project
What is the project you are applying for?  Title (up to eight words)

What is your average income over the last three years, or to date if shorter £________
Have you received grant funding before from us or any other funder?  Yes / No delete one

Are you seeking other funding for this project?  Yes / No delete one

Is this: a new project / to continue existing work  delete one

When do you want to start spending a grant?  ___ / ___ / 20_______
When do you expect to finish spending?  ___ / ___ / 20________

Which area do most of the beneficiaries come from (include postcode if possible)

Section 3 - Project details
What would you like to do with your grant?  Please describe your project or activity

Explain how you know that the people in your community want this project/activity and what evidence have you collected to demonstrate this  Only complete if asking for over £1,000

Please explain how the people or community accessing your services are disadvantaged and tell us about the issues they face  Only complete if asking for over £1,000 or for Comic Relief
Please outline the benefits and outcomes that you expect to achieve as a result of the funding.

Please explain how you will collate, measure and report the benefits you describe in the question above. *Only complete if asking for over £1,000*

How do you see this project/activity progressing after this funding comes to an end or do you see this as a one off project/activity? *Only complete if asking for over £1,000*

**Section 4 - Who will benefit**
Approximately how many beneficiaries will there be? ___________

Who will benefit from your project? *Please mark main group with a ‘1’ and tick as many boxes as apply*

<table>
<thead>
<tr>
<th>Adults</th>
<th>Migrant workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol or drug addiction</td>
<td>Not in education, employment or training</td>
</tr>
<tr>
<td>Black and minority ethnic groups</td>
<td>Older people</td>
</tr>
<tr>
<td>Carers</td>
<td>People in rural areas</td>
</tr>
<tr>
<td>Children and young people</td>
<td>People in urban areas</td>
</tr>
<tr>
<td>Disadvantaged or low income</td>
<td>People with general health issues</td>
</tr>
<tr>
<td>Ex-offenders and prisoners</td>
<td>People with learning difficulties</td>
</tr>
<tr>
<td>Families</td>
<td>People with mental health difficulties</td>
</tr>
<tr>
<td>Homeless people</td>
<td>People with physical disabilities</td>
</tr>
<tr>
<td>Lesbian, gay, bisexual and transgender people</td>
<td>People with weight or obesity issues</td>
</tr>
</tbody>
</table>
Please tick the ethnic origin of users who will benefit from your grant. *Please mark main group with a '1' and tick as many boxes as apply*

<table>
<thead>
<tr>
<th>Asian or Asian British - Bangladeshi</th>
<th>Asian and white</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian or Asian British - Indian</td>
<td>Black African and white</td>
</tr>
<tr>
<td>Asian or Asian British - Pakistani</td>
<td>Black Caribbean and white</td>
</tr>
<tr>
<td>Asian or Asian British - Other</td>
<td>Other dual ethnicity</td>
</tr>
<tr>
<td>Black or Black British - African</td>
<td>White British</td>
</tr>
<tr>
<td>Black or Black British - Caribbean</td>
<td>White Irish</td>
</tr>
<tr>
<td>Black or Black British - Other</td>
<td>White Eastern European</td>
</tr>
<tr>
<td>Chinese</td>
<td>Other white</td>
</tr>
<tr>
<td>Other</td>
<td>Gypsies and travellers</td>
</tr>
</tbody>
</table>

What issues will your project address? *Please mark main group with a '1' and tick as many boxes as apply*

| Arts and culture                     | Poverty and disadvantage |
| Community support and development     | Racial and cultural integration |
| Counselling, advice or mentoring      | Religion |
| Crime                                | Rural issues |
| Disability and access issues         | Social enterprises |
| Education and training               | Social inclusion |
| Employment and labour                | Social services and activities |
| Environment, recycling or renewable energy | Sport and recreation |
| Health and wellbeing                 | Supporting family life |
| Housing                              | Transport issues |
| IT and technology                    | Volunteering |
| Other                                | please describe |

What age groups will benefit? *Please mark main group with a '1' and tick as many boxes as apply*

| Early years 0-4 years                  | Young adults 19-25 years |
| Children 5-12 years                    | Adults 26-65 years |
| Young people 13-18 years               | Seniors 65+ |

**Section 5 - Project budget**
What is the total cost of the project? £_____

How much has been raised so far (if any)? £_____

How much money are you applying for in total? £_____
**Budget breakdown summary (including VAT)** *Please provide a breakdown of costs*

<table>
<thead>
<tr>
<th>Cost heading</th>
<th>Relating to entire project £</th>
<th>Requested amount £</th>
<th>Details (eg 3 staff @ £7/hr for 14 weekly 2hr sessions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff costs</td>
<td></td>
<td></td>
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<tr>
<td>Volunteer costs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Operational/activity costs</td>
<td></td>
<td></td>
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<tr>
<td>Office, overhead, premises costs</td>
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<td></td>
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<tr>
<td>Capital costs <em>over £500 with life of at least a year</em></td>
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<tr>
<td>Publicity costs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other <em>please specify</em></td>
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<td></td>
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</table>

If you are applying for money for more than one year please explain how the amounts are split between the years. *Please check that the fund concerned does multiyear grants*

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Please tell us what income you expect from fees, who else you have applied to or secured funds from for this project and about any other income source

<table>
<thead>
<tr>
<th>Income</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant applied for <em>as question 37</em></td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td></td>
</tr>
<tr>
<td>Other funder <em>name</em> applied/secured</td>
<td></td>
</tr>
<tr>
<td>Other funder <em>name</em> applied/secured</td>
<td></td>
</tr>
<tr>
<td>Other funder <em>name</em> applied/secured</td>
<td></td>
</tr>
<tr>
<td>Other funder <em>name</em> applied/secured</td>
<td></td>
</tr>
<tr>
<td>Other funder <em>name</em> applied/secured</td>
<td></td>
</tr>
<tr>
<td>Other income <em>please state</em></td>
<td></td>
</tr>
</tbody>
</table>

**Total *as question 35***
Section 6 - Bank details
Do you have a bank account in the organisation’s name? Yes / No delete one
If not, give the name of the organisation which will handle the money for you
_____________________________________________________________________
Details of account to be used for a grant:
Bank or building society name ____________________________________________
Bank or building society address __________________________________________
______________________________________________________________________ Postcode ______________
Sort code ___ - ___ - ___  Account number _________________________________
Name of account (eg your group’s name) _________________________________

Section 7 – Independent referee
Please give details of a person in a professional or public position whose status we can check. They must be completely independent of your organisation but know its work well and know about the project for which you are requesting funds. Please do not give the details of a relative, friend, partner, another member of the group or anyone who would benefit from a grant being awarded to your project.

Title Mr/Ms/Mrs/Miss/other __________
Full name __________________________________________________________________
Job title __________________________________________________________________
Organisation or employer _____________________________________________________
Address ____________________________________________________________
______________________________________________________________________ Postcode __________
Telephone numbers: daytime _______________ mobile _______________
Email __________________________________________________________________
How long has your referee known the group? ____________________________ years
Section 8 - Additional documents
Please enclose with your application the following (preferably by email)
*If we have the latest version you do not need to supply it, but quote our four-figure application number when you submitted it*

1. Your **constitution** or rules
   *We do not need this for the following:*
   - Registered charities
   - where you have included your registration number in Part A
   - Faith groups which are exempted from charity registration
   - These uniformed groups:
     - Air, Sea and Army Cadets, Boys’ and Girls’ Brigade, Girlguiding,
     - Scout Association, Woodcraft Folk

2. Your annual **accounts** (and annual report if you have one)
   *unless you have been running for less than a year*

3. A **bank statement** from the last three months for the account you want a grant paying into

4. Your **child protection policy** *if you work with under 18s*

5. Your **vulnerable adults policy** *if relevant*

6. Please also email us any relevant **digital photos**
Section 9 – Declaration

If offered grant aid you must agree to the following conditions:

- If additional information is required, you must claim the grant within two months of the offer. Unclaimed grants will then be withdrawn. Any other arrangement must be agreed in writing with your grants officer.
- The grant will be used for the purpose it was approved for.
- Records will be kept of expenditure for at least seven years and will be supplied to us if requested.
- The project does not discriminate on the grounds of race, sex, religion and as far as is practicable, disability.
- Any proposed material change to the project will be notified to us.
- The Foundation and any grant programme funder is acknowledged on any publicity material.
- Displaying any acknowledgements we provide.
- Providing copies of relevant photos and press publicity which we may use.
- The grant is a donation and we are not liable for the consequences of its use.
- The project complies with all relevant legislation and adopts good practice in ensuring that child protection and safety measures and insurance suitable for the project are in place.
- You will notify us if an allegation relating to child protection or health and safety is to be investigated or has been proved.
- Data protection: We will process information on this form. We will hold the information on computer. We may provide copies of the details to partner organisations. Details of successful applications may be sent to the media.
- State Aid: Please certify whether you have received over €200,000 (about £160,000) of public money in the last three years. Smaller amounts are regarded as too small to significantly affect trade or competition. They fall outside the category of state aid which is banned by the European Community Treaty and can be awarded without notification to or clearance by the European Commission. Member states are required to track state aid (called de minimis aid) and ensure that the amount from all sources in any three year period is no more than €200,000. Please provide details below of all other de minimis aid. A false declaration could give rise to the aid being recovered with interest.
- Any other conditions set by the Grants Committee have been met.

I (print name – must be a committee member or senior officer)

Accept the above conditions on behalf of the above named group in my position as (chair etc)

I wish to apply for grant aid under the De Minimis Regulation (EC) Article 87(1) and confirm that (delete one) either we have been given the following grants from statutory bodies within the last three years (insert details of providers, amounts and dates here or on separate sheet) or no grants from statutory bodies have been received in the last three years.

Signed

Date
Section 10 – Final checklist

Now please spell check this form

<table>
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<th>Included:</th>
<th>This form</th>
<th>Section 9</th>
<th>Constitution</th>
<th>Accounts</th>
<th>Bank statement</th>
<th>Child protection policy</th>
<th>Vulnerable adults policy</th>
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<td>Reason not needed</td>
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</tbody>
</table>

When completed please send all documents to
Cumbria Community Foundation
Dovenby Hall
Cockermouth
Cumbria CA13 0PN

For further information
email enquiries@cumbriafoundation.org or phone 01900 825760

12/8/2015