

Gatwick Airport Community Trust

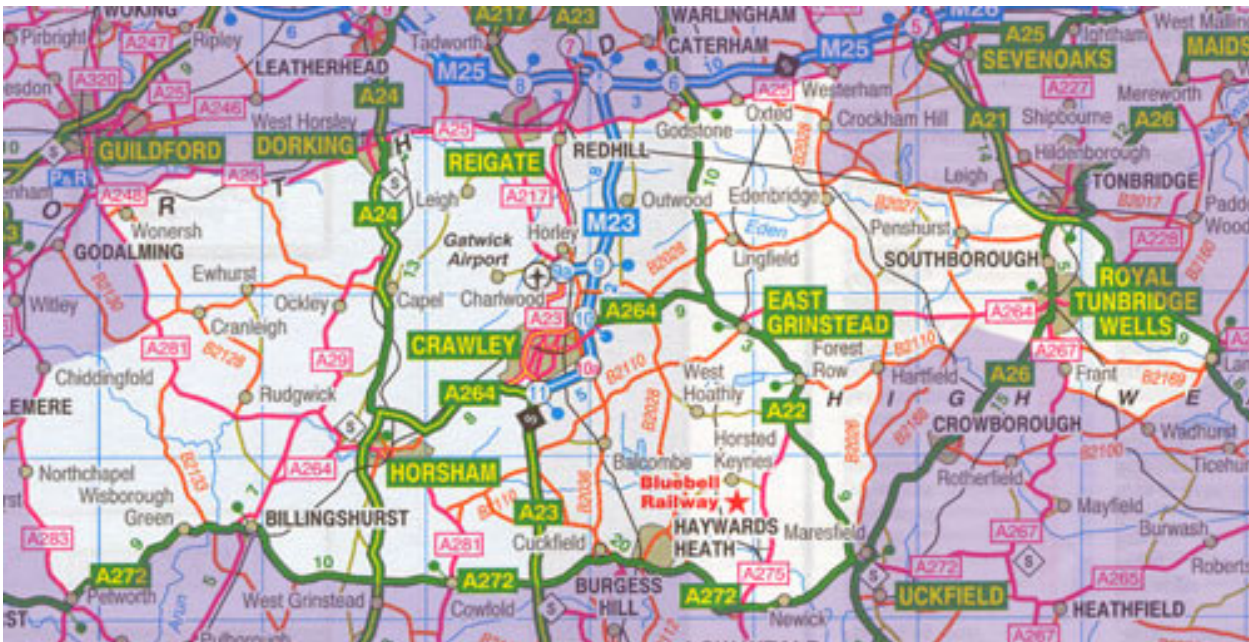
An independent charity
Helping local projects get off the ground



These guidance notes are a summary of the Trust's present approach to awarding grants. They will be subject to periodic review and do not replace or alter the objects of the Trust.

1. Area of Benefit

- The benefit from projects must fall wholly or largely within the Trust's area of benefit as shown on the map. There are more detailed maps on the Trust's website at www.gact.org.uk



- The objects of the Trust also stipulate that particular attention should be given to projects that provide benefits to those people in areas most directly affected by airport operations.

2. How to Apply

Download a Grant Application Form:

- in [MS Word](#) (97kb) or
- in [Acrobat .pdf](#)** (79kb)

Complete the form fully and send it to the address shown on the form by the deadline specified. If an acknowledgement is required, please enclose a stamped self-addressed envelope.

Applicants may subsequently be asked for further supporting detail.

If you have any queries relating to your application, please ring 01892 826088 during office hours.

3. Priority categories for the Trust when assessing a project are set out below:

- Development of young people
- Art projects including amateur drama, music, art
- Sporting facilities
- Environmental improvement and conservation
- Improvements to community facilities such as village halls
- Support for the disabled
- Support for the elderly
- Encouragement of additional volunteering or giving in the area

4. Trustees will NOT consider projects that involve any of the following categories:

- Projects or beneficiaries that are completely or largely outside the area of benefit (and they will give less attention to applications from areas not directly affected by the airport).
- Recurrent expenditure or running costs, ongoing maintenance, deficits
- Salaries or training costs, except start-up costs in relation to an additional amenity or service being established that will be self-sustaining thereafter
- Costs that should be funded from other sources e.g. public bodies
- Applications from organisations that have statutory responsibilities such as local authorities, hospitals, schools, unless it is a project that is over and above their core activities
- The purchase of land or buildings
- Grants will not be made to organisations that are working to make a profit for shareholders, partners or sole owners, nor to individuals.

5. General conditions

- Grants will not normally be made where it is evident that little or no effort has been made or is being made to raise funds elsewhere. Determined efforts to raise money elsewhere or to demonstrate match funding will be helpful.
- Grants made to applicants in earlier years will be taken into account
- Consideration will be given to occasional grants of a larger size where the project is particularly valuable or unusual and likely to benefit a significant number of people
- Grants may be made for a period of two or three years where the need is demonstrated and where the pattern of investment in the project is phased
- Applications should demonstrate that projects will benefit the wider community
- Places of worship are eligible for funding if they benefit the wider community
- A maintenance plan may be required for projects that involve the creation of an asset that requires ongoing maintenance
- Trustees reserve the right to inspect projects during their progress or following completion
- Trustees reserve the right to cancel a grant if it appears that the project is not likely to proceed in the foreseeable future, or to impose a date by which conditions must be met
- Where the applicant seeks permission to spend the grant in a way that is different from that set out in the application, the request will be considered on its merits, and will depend to a great extent on adhering to the spirit of the original project

6. Amount of grant

The minimum grant is £250. The Trust's normal level of grants is from £1000-£5,000.

Occasional larger grants may be considered if the impact is targeted to benefit a significant number of people and is considered to make a valuable and noticeable difference longer term. The circumstances in which such grants are made are likely to be few and far between and applicants are advised to seek advice from the Trust **BEFORE** applying for a larger grant.

7. Administration

- Applications are normally invited once a year between January and March. (For 2010 they are being invited from November 2009 until the beginning of March 2010)
- Applicants will be informed by letter of the outcome of their application by the end of May.
- Where it appears to Trustees that some permission, or licence, or further promises of funding need to be obtained, they reserve the right to make the grant conditional.
- If the full amount of the grant is not used, the balance must be returned to the Trust.
- Applicants should be aware that successful project applications may be publicised
- The Trustees' decision is final.