EAST MIDLANDS AIRPORT

COMMUNITY FUND

BROCHURE

WELCOME

Thank you for enquiring about the East Midlands Airport Community Fund.

The Fund is dedicated to bringing lasting benefit to those areas most affected by the airport's operations. It forms part of the Airport's Community Relations programme that is committed to minimising the impact Airport operations have on the surrounding communities.

Established in April 2002, the Community Fund has since helped over 1,384 initiatives benefit from £1,101,094 in funding*. Money from the Fund has gone to a diverse range of projects from equipment for village halls to the development of a wildlife area.

All applications for a Community Fund grant are assessed by the Community Fund Management Committee. The members include three local councillors, an airport operator and an East Midlands Airport representative. These members bring local knowledge to the Community Fund, ensuring the money is used to the maximum benefit of the community.

Within this pack you will find all the information you need to make a suitable application. This includes a map of the 'area of benefit', guidelines to help you complete your application, some FAQs, real-life examples of projects that have successfully applied to the Fund, as well as the application form.

I hope this brochure will inspire you to make an application to the Community Fund and I look forward to seeing many more successful applications.

COUNCILLOR SHEILA JACKSON
Chair of East Midlands Airport Community Fund

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E: community@eastmidlandsairport.com
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*Correct as of 31st March 2020.

WHAT IS THE COMMUNITY FUND?

The Community Fund is a completely separate fund that is managed independently by the Community Fund Management Committee. It is open to community groups within the 'area of benefit' (see map on page 5).

The money in the Fund comes from a substantial annual donation from East Midlands Airport together with surcharges and fines levied against aircraft that exceed strict noise limits. The surcharges and fines increase the money available to the Fund, together with encouraging the airlines to operate more responsibly and use quieter aircraft. The Community Fund awards grants to support eligible projects that have long lasting community, social or environmental benefits.

FUND OBJECTIVES

The Community Fund objectives are outlined below. In order for a project to receive a grant from the Fund it must meet at least one of the following:

- Provide help to community groups which are supporting vulnerable people during the COVID-19 outbreak
- To bring the community closer together through facilities for sport, recreation and other leisure time activities
- Supporting young people to prepare for the world of work and make work an inspiring choice
- Offer environmental improvement and/or heritage conservation
- Improve awareness of environmental issues through environmental education
- Encourage and/or protect wildlife.

IS MY PROJECT ELIGIBLE FOR A GRANT?

In order to determine whether your project is eligible for a Community Fund grant take a look at the following questions…

1. Is your project within the 'area of benefit'? Please check the postcode of where your project is based (see map on page 5.
2. Does your project meet at least one of the Fund's objectives outlined above?
3. Does your project have a lasting benefit to the community?
4. Does your project benefit all members of the community, or a substantial part of it, regardless of age, race, gender, ability or religion?
5. Is your application for something other than the purchase of land, buildings or building maintenance?
6. Do you represent an established group or charity able to demonstrate financial records? A new group able to offer an outline of proposed business plan and budget and not an individual or organisation working for profit?
7. Is your application for items other than general administration, running costs or wages?

If you answer yes to all these questions, then please read on…

West Bridgford Shopmobility awarded
£1,000 towards scooters

Hilton Cricket Club awarded
£450 towards a roller

Blackfordby War Memorial Fund awarded
£2,000 towards the memorial

GUIDELINES TO COMPLETING A SUCCESSFUL APPLICATION FORM

The following information will help you complete a successful application. To prevent applicants missing a committee meeting and to save unnecessary delays a thorough application is essential.

If, after reading this brochure, you are still unsure whether your project is eligible, you can contact us at community@eastmidlandsairport.com. We will be happy to arrange a call to discuss your application.

ACCESS FOR ALL

- Projects which are of benefit to the local community or a substantial section of it, and not groups of an exclusive nature, will be given preference.
- Applicants should demonstrate that projects will benefit members of the community within the area of benefit regardless of age, race, gender, ability or religion.
- Buildings used for worship may be eligible for funding if they are currently being used for the benefit of the wider community.
- Grants cannot be awarded to individuals, sole traders or 'for profit' organisations.

BUILDINGS AND MAINTENANCE

- Grants will not be awarded for the purchase of land or buildings, or for repair, maintenance work, or fixed lighting. However, specific items of community benefit may be allowed, such as security items or adaptations for disabled use, e.g. handrails.
- A maintenance plan may be required for projects which involve the creation of a physical asset, e.g. a garden requiring ongoing maintenance.

RUNNING COSTS[1]

- Grants cannot be considered for salaries, coaching, teaching fees or courses.
- Grants will not be given for recurrent expenditure or running costs e.g. printing, web design, promotional material.
- Grants cannot be considered for one off events, days out, hire of venues or hire of equipment.
- Grants will not be given for awards, trophies or medals.

STATUTORY RESPONSIBILITIES

- Organisations which have statutory responsibilities such as local authorities, parish councils, schools, hospitals, surgeries or clinics are not generally eligible for a Community Fund grant unless it is for a project which is over and above their core activities and statutory obligations.

[1] Exceptions may be made in cases where groups are providing support to those most affected by Covid-19.

Burton Leander Rowing Club awarded
£750 towards a scull

Elvaston Park Plan Steering Group awarded
£830 towards a sensory garden

CONDITIONS

- Grants will not be made to political parties, commercial organisations and those working for profit.
- Members of the Community Fund Management Committee may wish to visit your project before a decision is taken on your application.
- Members of the Community Fund Management Committee reserve the right to request a visit to any project in receipt of a grant at a mutually agreeable time, for promotional purposes, e.g. photographs.
- Details of successful applications, including photographs, may be used in promotional material by East Midlands Airport.
- Grants will not be awarded for projects which have already been carried out and paid for.
- Funding will not be awarded to cover VAT, delivery or installation costs, unless applicants are not VAT registered, in which case an exception may be made.
- The decision of the Community Fund Management Committee is final.
- The maximum funding is £2,000, however funding for sports kit is limited to £500 and will only be considered where it is demonstrated that kit belongs to the club and not to the individual.

FAQS

Q1. WILL THE COMMUNITY FUND FINANCE MY ENTIRE PROJECT?

The Community Fund can offer full funding or funding towards a specific element or item.

Q2. HOW MUCH MONEY SHOULD WE ASK FOR/ ARE WE ELIGIBLE FOR?

The maximum grant the Community Fund will make is £2,000 for any one project, however this is subject to review in exceptional circumstances.

Q3. WHAT HAPPENS ONCE MY APPLICATION HAS BEEN RECEIVED?

The Administrator will check that your application meets the objectives of the Community Fund and includes the group's financial information, along with quotes/estimates of all requested items.

During this process they may need to:

- contact you to discuss the project
- ask you to provide further information.

They will then send an email/letter quoting an application reference number and the meeting date at which your application will be considered.

Q4. WHAT HAPPENS AFTER THE COMMUNITY FUND MANAGEMENT COMMITTEE HAS MADE THEIR DECISION?

If your application is successful

- You will receive a letter from the Administrator after the meeting. If there are any special conditions to this grant these will be outlined in the letter.
- Payments are made by BACS transfer and are not sent until applicants have provided receipts or invoices for goods or services funded by the Community Fund grant. These should be sent to the Administrator.
- Grants may be made in staged payments.
- Grants must normally be spent within 12 months of being awarded, unless an extension is granted.

If your application is unsuccessful

- The Fund Administrator will inform you of the Committee's decision and explain why the project was unsuccessful.
- Applicants should be aware that successful appliants and the delivery of projects maybe publicised.

Q5. HOW OFTEN DOES THE COMMUNITY FUND MANAGEMENT COMMITTEE MEET?

Meetings take place on a two monthly basis. For the date of the next Committee meeting please contact the Fund Administrator or check online at: **www.eastmidlandsairport.com**

Q6. CAN I APPLY FOR MORE THAN ONE GRANT?

At this time grants will not normally be awarded to the same organisation if they have already had a successful application within a two-year period.

WHO ARE THE COMMUNITY FUND MANAGEMENT COMMITTEE?

The members of the Community Fund Management Committee include three councillors (one each from the three local counties that are covered by the fund). Additional members of the Committee include an airport on-site business representative and a representative from East Midlands Airport.

Whilst the final decision on projects remains with the Community Fund Management Committee, all applications are processed by the Airport.

APPLICATION CHECKLIST

Please read our checklist before submitting your application form which you will find at the back of this document.

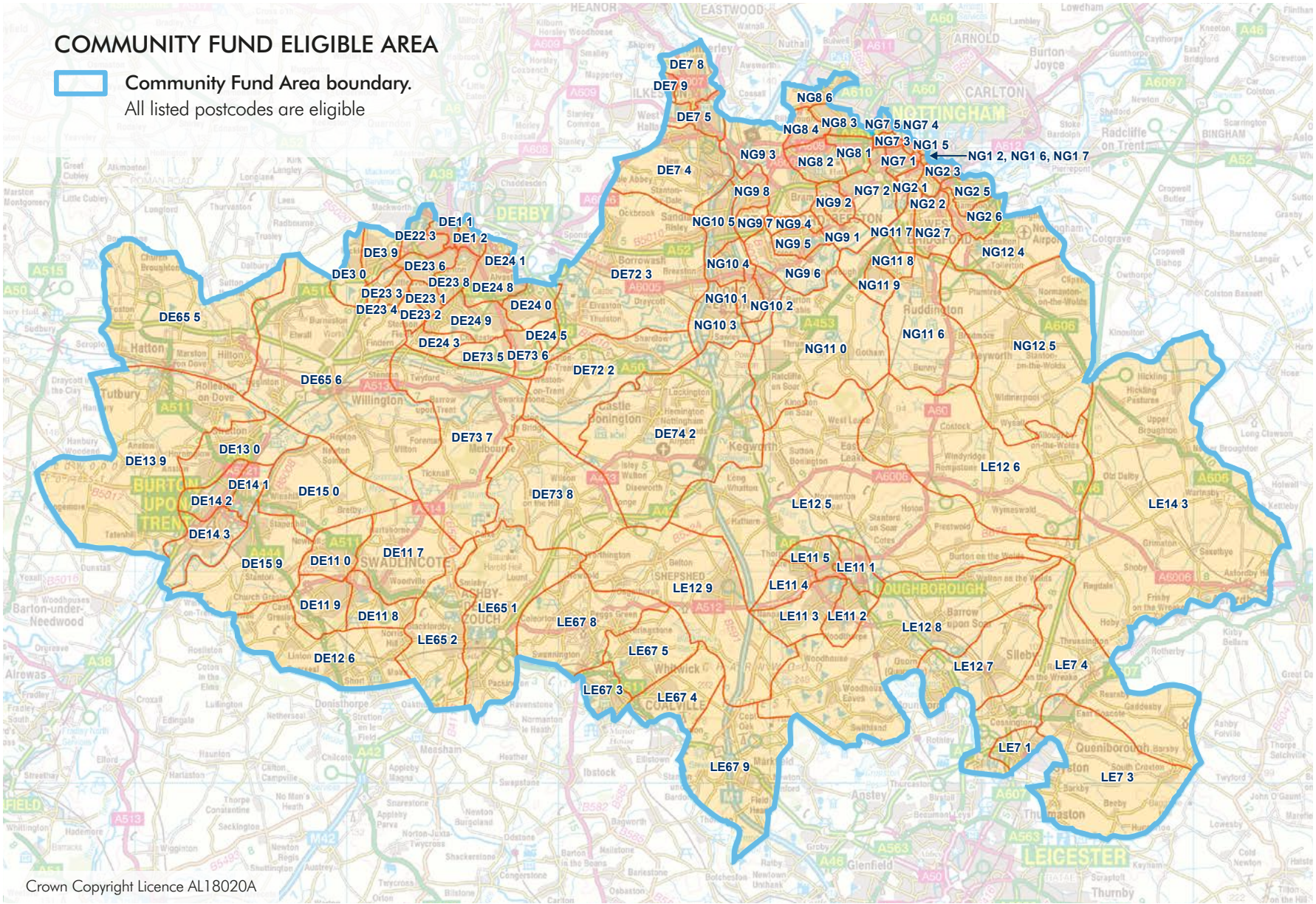
Has your application;

- been completed on the form provided, answering all questions fully in the spaces provided on the form before adding extra pages?
- described the project in a clear and concise way?
- been carefully costed with a full breakdown? (You must supply estimates or quotes including visuals supporting all the items in your application.)
- enclosed all the financial information requested, such as financial accounts or copies of bank statements etc.?
- described exactly where the project is located giving the full address and postcode?
- Any changes made to final purchases not agreed in advance may result in a grant payment being reduced or not made.

Please send your completed application form by email to community@eastmidlandsairport.com

The Ear Foundation awarded
£1,791 towards armchairs

AREA OF BENEFIT



LIST OF ELIGIBLE POSTCODES

LE11 1	LE12 7	LE67 4
LE11 2	LE12 8	LE67 5
LE11 3	LE12 9	LE67 8
LE11 4	LE14 3	LE67 9
LE11 5	LE65 1	LE7 1
LE12 5	LE65 2	LE7 3
LE12 6	LE67 3	LE7 4

DE1 1	DE22 3	DE3 9
DE1 2	DE23 1	DE65 5
DE11 0	DE23 2	DE65 6
DE11 7	DE23 3	DE7 4
DE11 8	DE23 4	DE7 5
DE11 9	DE23 6	DE7 8
DE12 6	DE23 8	DE7 9
DE13 0	DE24 0	DE72 2
DE13 9	DE24 1	DE72 3
DE14 1	DE24 3	DE73 5
DE14 2	DE24 5	DE73 6
DE14 3	DE24 8	DE73 7
DE15 0	DE24 9	DE73 8
DE15 9	DE3 0	DE74 2

NG1 2	NG11 9	NG8 1
NG1 5	NG12 4	NG8 2
NG1 6	NG12 5	NG8 3
NG1 7	NG2 1	NG8 4
NG10 1	NG2 2	NG8 6
NG10 2	NG2 3	NG9 1
NG10 3	NG2 5	NG9 2
NG10 4	NG2 6	NG9 3
NG10 5	NG7 1	NG9 4
NG11 0	NG7 2	NG9 5
NG11 6	NG7 3	NG9 6
NG11 7	NG7 4	NG9 7
NG11 8	NG7 5	NG9 8