



WESTERN SOMERSET FORUM 21 LIMITED FUNDING POLICY AND PROCEDURE

Western Somerset Forum 21 Limited (WSF21 Ltd) is a community group based in Western Somerset whose aim is to promote and support a move to sustainable living across the region. The group from time to time may have access to limited funds which may be available to individuals or groups working on sustainability projects, events or initiatives. If this situation arises an application will be considered by the Board of Directors of WSF21 Ltd and funds may be awarded if available. If member(s) of the Board is (are) applying for funds for projects they are directing then they must express any interest and not be involved in the final decision to award any such funds.

The following criteria must be met to be eligible for funding, although WSF21 Ltd is not obliged to give money to any individual or group even if all the criteria are met:

- 1) Maximum single funding request for unrestricted F21 money = £1,000.
- 2) The application form must be completed in full and further information must be supplied if requested.
- 3) The funds must be spent on a time-limited project, event or initiative and a time-scale and deadlines for completion must be clearly outlined in the application.
- 4) WSF21 Ltd is unable to fund any project, event or initiative which is wholly commercial in nature.
- 5) Any project, event or initiative funded by WSF21 Ltd must be primarily based on communities in Western Somerset (county-wide or regional projects will only be considered if there is a substantial input in Western Somerset).
- 6) Although WSF21 Ltd will realise funds in advance, if the project, event or initiative does not take place any grant must be re-paid to WSF21 Ltd in full.
- 7) A report must be submitted to the WSF21 Ltd Board on completion of the project, event or initiative, highlighting both successes and failures. WSF21 Ltd reserves the right to see the outcome/evidence of project completion.
- 8) If the anticipated completion date of a project is reached without completion, a progress report must be submitted to WSF21 Ltd within two weeks of this date.
- 9) Unsuccessful applicant(s) may reapply. Subsequent applications from those previously successful will also be considered.
- 10) Funding may not be applied for retrospectively.



WESTERN SOMERSET FORUM 21 LIMITED FUNDING APPLICATION FORM

Name of applicant:	
Organisation/community group:	
Do you have a bank account? If so please give details:	
Contact details:	
Address:	
Telephone:	
Email:	
Title of Project/Event/Initiative:	

Details of Project/Event/Initiative with timescale and deadlines clearly stated
(continue on a separate sheet if necessary):

Amount Requested (£):

How would the money be spent?
(continue on separate sheet if necessary)

If Project costs are greater than amount claimed outline the budget breakdown of the whole project - with other funding sources clearly stated:
(continue on separate sheet if necessary)

Start date:

Date from when funds required:

Anticipated completion date of project:

If the Project/Event/Initiative is funded by F21 and consequently does not take place I/we promise to repay any money given in full

Signature:

Print name in full:

Signed on behalf of: (name of group or organisation, if applicable)

Date:

The completed application form should be sent to:

**Bob Rivett
Treasurer, Western Somerset Forum 21 Limited,
Squirrels, Withycombe, Minehead, TA24 6QA**