

COMMUNITY FUNDS DISTRIBUTION POLICY

Background

When the Shop was established it was agreed by the members that surplus profits from the business would be invested for the benefit of the community. The intent is expressed in the share prospectus and our Rules:

Share Prospectus Q&A

Who will benefit from this venture?

The Parish of Clapham cum Newby and Keasden and the surrounding locality will benefit directly from owning the village shop. It will be run for the benefit of the community and surplus profits will be available for distribution for social, environmental and charitable purposes within the community - nominated by its members.

Rules

Purpose, Objects and Powers

Clause 9.2.3: The Objects of the Society are, in accordance with its Purpose:.../...to contribute surplus profits to local projects which benefit the community and support our Purpose

This policy sets out how applications can be made to the Management Committee for support for social, environmental and charitable purposes within the community.

Definitions of Terms

The following criteria will be used:

Members

Members of Clapham Community Shop Limited are defined as any individual or organisation holding at least one share. Anyone volunteering at the Shop who does not hold shares is not a member.

Community

Our community means the people living and working within the parish boundary of Clapham cum Newby and Keasden.

Surplus Profits

The Shop surplus or deficit and the formal opinion on the financial sustainability of the Shop are determined each year at the Annual General Meeting based on the advice from the Treasurer. Each year a percentage of the annual surplus funds reported at the AGM may be set aside for distribution for social, environmental and charitable purposes within the community. The percentage shall be up to the equivalent corporation tax rate in effect at the end of the financial year (2021-22 19%).

Beneficiaries

Under the Society's Rules, net profits may not be distributed either directly or indirectly in any way whatsoever among Members. Consequently, in considering who will benefit from any scheme, the Management Committee will ensure any scheme will not benefit Members any more than any other resident in the community.

Social, Environmental and Charitable purposes

The Shop does not wish to specify in advance what it considers to be Social, Environmental and Charitable purposes to enable projects to be developed without the constraint of meeting a set of pre-agreed criteria; giving more scope for innovative ideas.

We wish to identify proposals which will benefit a group of people, the environment or an organisation within the community.

Any applicants seeking funding are asked to provide:

- Details of their project: What does it aim to achieve and what will be the benefits to the village or community
- Evidence, examples, photos or plans to support the application
- An indication of the project timeline and estimated completion date
- Details of any other grants that are being applied for or received
- An undertaking to report back to the Management Committee to demonstrate how the funds have been used and the perceived success of the project

Nomination by Members and Approval

All bids must be supported by at least two Members before they can be formally considered by the Management Committee.

The Secretary will seek support from at least two Members for any bids received.

Bids will be assessed by the Management Committee on a biannual basis taking into account the funding available; the decision of the Management Committee is final.

Applicants may be asked to match the Shop contribution with funds of their own; either in cash or kind depending on the nature of the scheme.

If an application is successful, the funds awarded can only be used for expenditure incurred after the scheme has been approved by the Management Committee. Clapham Community Shop Ltd does not usually support retrospective funding.

At the AGM the Management Committee will present a list of the schemes which have been approved.

Summary

The Scheme outline:

- Our community fund is to support people living in the parish of Clapham cum Newby and Keasden.
- A percentage of the surplus declared at the AGM may be set aside for the community fund, up to the equivalent corporation tax rate in effect at the end of the financial year
- Projects must be supported by at least two Members
- Applicants must show that their project will be of benefit to our local community and must provide supporting information, using a standard application form
- Applicants may be asked to identify an equivalent sum in cash or kind to match the Shop contribution
- Management Committee will review and approve projects on a regular basis taking into account the funds available.
- A report on funded projects will be presented at the AGM

Applications are to be submitted on the attached form along with any relevant supporting evidence.

Requests for small charitable donations, such as raffle prizes (up to £20), may be submitted verbally or by email to the shop manager for approval by the Management Committee.

PLEASE SEE BELOW FOR APPLICATION FORM:-

Approved by CCSL Management Committee: December 2021
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Clapham Community Shop Limited – Application for Community Funding

APPLICANT DETAILS, SUPPORTING MEMBERS DETAILS AND PROJECT OUTLINE FORM

Clapham Community Shop Limited is run for the benefit of the community and surplus funds are available to support social, environmental and charitable purposes within the parish boundary of Clapham cum Newby and Keasden.

Only schemes which are supported by at least two Members will be considered for funding. In some cases, the Management Committee may ask applicants to match the Shop contribution with funds of their own; either in cash or kind depending on the nature of the scheme.

Schemes are considered on a regular basis by the Management Committee and applicants will be notified as soon as possible whether their project is being supported and any conditions attached to the funds.

For guidance, the Shop has limited funds each year, schemes requiring support in excess of £1,000 are unlikely to be successful.

APPLICANT NAME	
Address	
Contact Email Address	
Contact Telephone	
ORGANISATION APPLYING FOR FUNDS	
How much are you applying for: £ Please provide an outline budget or a breakdown as to how the money will be spent.	
Please provide details of any of your own resources in cash or kind that may be used to support the project. This might be match funding using your own time or something else.	
Over what timescale will the project be implemented?	
Please provide details of a bank account to which funds will be sent if the application is successful (this cannot be a private bank account).	

Scheme Name	
Your scheme in detail: tell us about the project; for example:	
<p>What is the purpose of your project?</p> <p>How will it benefit the area or community?</p> <p>How have you consulted with the people the project will benefit and other relevant stakeholders in the community?</p> <p>Please provide any supporting evidence (e.g. letters of support, quotations, surveys etc).</p> <p>Who will undertake to report back to the Management Committee on the progress and success of the project? (Please provide an email address)</p>	
Applicant's Signature	
Date	

Please return this completed form to the Secretary, c/o Clapham Community Shop Ltd, Main Street, Clapham, via Lancaster, LA2 8DP, or email to: cosec.cvs@gmail.com

For use of Secretary only	1	2
SUPPORTING MEMBERS' NAMES		
Addresses		
Contact Email Addresses		
Contact Telephone Numbers		