



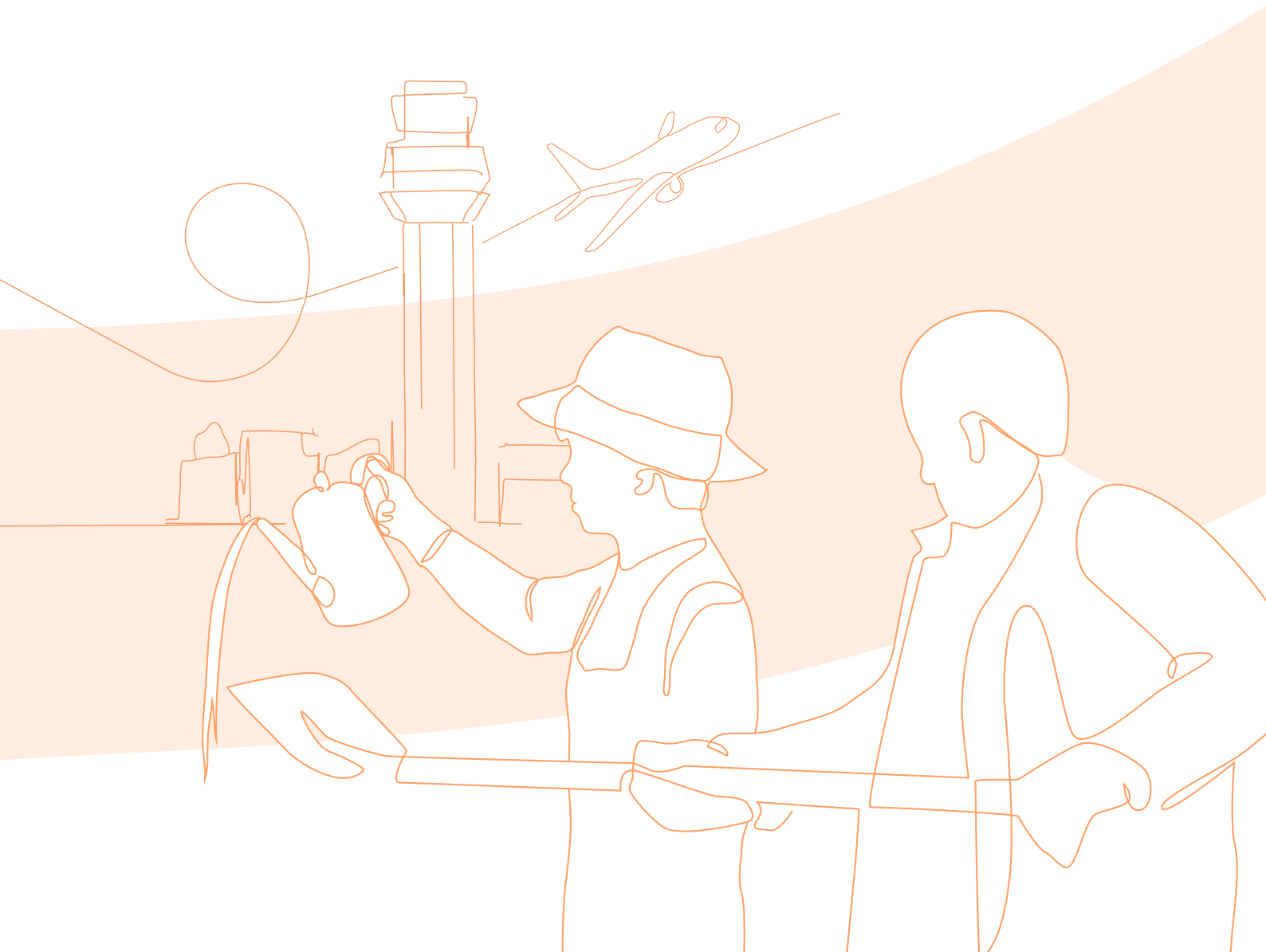
Liverpool John  
Lennon Airport

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Community

# Liverpool Airport Community Fund (LACF)



## Introduction

The Liverpool Airport Community Fund (LACF) has been established to invest in a range of local projects which benefit the local community and the environment.

The Airport's aim is to be engaged in the local community and we have created this fund to further develop and enhance our commitment to both the community and our surrounding environment. It also reflects our aim to develop our airport in a sustainable way, respectful of our neighbours.

## Management of the Community Fund

The Fund has been set up as a community fund dedicated to the purpose of investment in local community projects. A partnership approach has been taken to the management of the fund which involves community representatives in determining how funds are allocated.

Applications for funding will be considered two times a year (spring and autumn) by a Management Committee comprising of:

- Local Councillor representative for the Speke Ward of Liverpool City Council (Chairperson)
- Local Councillor representative from the Hale Village, Halebank and Ditton ward of Halton Borough Council
- Chair of the Management Committee at Speke Training and Education Centre (STEC)
- Finance Director (LJLA)
- HR and Community Director (LJLA)
- Head of PR and Communications (LJLA)
- Head of Environment and Sustainability (LJLA)

The Management Committee will be independently chaired, with the Chairperson having a casting vote on funding decisions. The Management Committee evaluates each application carefully and uses their local knowledge and expertise to ensure that the fund is used to deliver the greatest possible sustainable benefit to the local community.

## Criteria

The Fund will support projects in the following areas:

- Enhancing the local environment
- Educational projects
- Community improvement projects
- Sustainability initiatives (examples may include environmental, social, community or family sustainability initiatives)

## Application guidelines

Projects must meet the criteria listed above. Please contact the Community Fund Administrator for further advice if you are unsure about whether your project is eligible for funding.

## How to apply

Applications should be made using the form below and submitted to the Community Fund administrator by emailing [communityfund@liverpoolairport.com](mailto:communityfund@liverpoolairport.com)

## **Eligibility**

In order to ensure that fund resources are allocated efficiently and for the purpose intended, priority will be given to projects that meet the following guidelines.

Grants will be prioritised for projects that benefit communities within the following areas:

**Eastham**

**Garston**

**Hale**

**Halewood**

**Halebank and Ditton**

**Hunts Cross**

**Runcorn**

**Speke**

Applications for funding for projects outside this area may be considered but only if the project closely meets the funding criteria and after the local communities have been considered.

Grants will not be made to political parties, commercial organisations or those which are working for profit.

Grants will not be awarded to organisations which have statutory responsibilities such as local authorities, hospitals, surgeries, or clinics unless it is for a project which is over and above their core activities and statutory obligations. Grants will be awarded to schools in accordance with the Fund Criteria.

Applications from individuals will be considered on their merits provided the project meets the Fund criteria and these guidelines.

Churches or places of worship may not be eligible for funding if they are exclusive to other users on grounds of religion. Benefit to the wider community and non-worshippers should be clearly demonstrated.

In order to distribute the funds evenly and fairly, priority will be given to projects with a value of less than £3,000. However, projects in excess of this value may be considered if they offer exceptional community benefit. Priority will be given to projects which include detailed costs and funding from other sources.

Applications from membership groups, clubs, societies, and sports clubs will be considered on their merits with regard to membership and financial records. Preference will be given to projects which are of benefit to the local community or a substantial section of it and not groups of an exclusive nature.

Grants will not be awarded to projects which have already been carried out and paid for.

Grants will not normally be awarded for recurrent expenditure, running costs, salaries and expenses, general repair and maintenance, general sponsorship, office costs, office equipment, administration, general medical costs, uniforms, individual's sports kit, out of school clubs or the purchase of land or buildings.

A maintenance plan may be required for projects which involve the creation of physical assets. e.g., a garden requiring ongoing maintenance.

Prospective applicants should contact the Fund Administrator for further advice regarding their eligibility with respect to the above criteria.

## **Governance & Finance**

The fund amount will be ringfenced and separately held in a dedicated bank account. All payments/transfers out of the account will require two authorised signatories e.g., HRD & FD or CEO & HRD.

All details and data relating to any successful beneficiaries of the fund will be held by the airport in line with prevailing GDPR regulations.

## **Miscellaneous**

Applications may be submitted at any time, but applicants are advised to check the deadline for the next Management Committee meeting with the Fund Administrator to ensure that their applications are dealt with promptly. Applications will be assessed initially to see if further information is needed or whether it is necessary to visit the project.

Applications will be acknowledged and submitted to the next Management Committee. Following the Management Committee meeting applicants will be advised by letter of the Committee decision.

Applicants should be aware that successful project applications may be publicised, and the airport has the right to share news on the donations and projects on our social media channels.

Grants should normally be spent within three months of receipt and original invoices/receipts for the works or goods purchased must be provided to the Fund Administrator within this time. The Grants may be repayable if the project is not undertaken with this timescale.

The decision of the Community Fund Management Committee is final. If your application is turned down, you will be provided with as much information as appropriate to explain why. If you have any queries regarding the decision-making process these should be referred to the Community Fund Administrator.

Please note that applications should demonstrate that contractors or products required to undertake proposed projects have been selected through a competitively tendered process (e.g., through provision of competitive quotes or under a local authority term contractor agreement).

If you have any questions about the Liverpool Airport Community Fund, please contact the Fund Administrator at [communityfund@liverpoolairport.com](mailto:communityfund@liverpoolairport.com)

# Liverpool Airport Community Fund Application Form

## Applicant Details

Applicant name:

Name of organisation:

Position in organisation:

Contact email address:

Confirm email address:

Contact address for correspondence:

Post Code:

Phone number:

Are you part of a larger organisation?

Yes      No

If so, please provide details. Priority will be given to local groups rather than national organisations

How much money are you requesting from us? Maximum is £3,000.

# Liverpool Airport Community Fund Application Form

## Your Project:

Please provide the location of your project including the name of the parish and postcode:

Please describe your project and what you would like to do. Supporting information should be provided as a separate attachment and emailed across together with your application form.

Please explain how your project meets the funding criteria set out at the top of this form:

Does your organisation have any statutory responsibilities for the provision and maintenance of facilities or services associated with this project?

Yes      No

If yes, please explain below.

What approvals or permissions do you need for your project and have these been received? If not, when will permission be received?

What is the project timescale?

# Liverpool Airport Community Fund Application Form

## Funding

Please provide a detailed itemised estimate of the cost of your project. Please provide written backup in the form of quotations, estimates etc – which should be emailed across with your application form..

Which other organisations, funds or trusts have you approached or applied to for funding? Please provide details and amounts secured.

Do you have any confirmed funding?

Yes      No

If yes, please provide details. If no, please confirm why the project has not been funded by other organisations.

How do you plan to raise additional funding for the project?

If your application is successful, please provide BACS payment details:

# Liverpool Airport Community Fund Application Form

## Organisation Details

In the case of applications from organisations, please provide the full details of your organisation, including membership details and fees:

Does your group have a constitution or set of rules?

Yes          No

If yes, please email this across with your application form.

If you are a registered charity, please provide charity registration number:

Do you have an annual report or financial statement?

Yes          No

If yes, please email this across with your application form.



# Liverpool Airport Community Fund Application Form

## Publicity

Liverpool Airport may publicise grants that are made. Please confirm that this is acceptable to you:

How will you recognise any contribution from the Liverpool Airport Community Fund?

## The Fund

How did you hear about the Liverpool Airport Community Fund?

Please submit this application form and any supporting documentation to [communityfund@liverpoolairport.com](mailto:communityfund@liverpoolairport.com)