



WARRENPOINT PORT COMMUNITY FUND

Community funding

What is community funding?

Community funding is set up to support projects that will help the environment or community. The first things we consider when deciding if we can fund the project are:

- Can it show that the community will benefit?
- Will the project be accessible to the wider community?
- Will it be sustainable (i.e. will the project be able to keep running once the community fund is spent)?
- Does the project fit with any strategic objectives and/or purpose values?

Community fund criteria guidelines

Eligibility

- In general, projects/groups that are based in the local region, that impact the entire community, have a charitable status or that encourage community, environmental or educational attitudes are favoured.
- Preference will be given to applications and projects that benefit all members of the community, regardless of age, race, gender, disability, sexual orientation or religion.
- Organisations requesting community funding must provide details of programme feasibility such as level of interest, expected number of participants and intended outcomes/monitoring.
- Detailed costs including copies of estimates and details of funding from other sources must be provided with every community fund application.
- General funding for medical purposes will not be supported.
- Community Fund money must be spent within 6 months of receipt (where applicable). Failure to do this may result in seeking reimbursement for the money awarded.
- Community Fund money will not be awarded for the purchase of land and buildings.
- Community Fund money will not be made available for salaries.

- Community Fund money will not normally be awarded for general repair and maintenance of buildings although a specific item of community benefit may be allowed, such as security or adaptations for disabled use.
- A maintenance plan may be required for projects which involve the creation of a physical asset e.g. a garden requiring ongoing maintenance.
- Organisations that are successful in obtaining community funding are required to complete an evaluation report on completion of their project. Failure to do this may result in seeking reimbursement for the money awarded.
- The projects supported over a given year should be diverse in nature so that the beneficiaries are as broad as possible.

Process/Short-listing:

1. Application

Applicants have the option to apply for financial support from the Community Fund or ad hoc charitable donation.

Applications should outline:

- The purpose and objectives of the project
- Who will benefit and are there any long-term benefits?
- How much the project will cost and how much is being sought from the Community Fund

If your organisation is **unsuccessful** in obtaining money from the Community Fund you must leave a period of 12 months from the date of your application before applying again. If your organisation is **successful** in obtaining money from the Community Fund you must leave a period of 12 months from the date of your application before applying again.

Applicants will be required to provide receipts or invoices for goods and services purchased with the Community Fund money no later than three months from receipt of the money. Failure to do this may result in seeking reimbursement for the money awarded.

2. Analysis

Applications are reviewed by the Port's Community Fund committee on a quarterly basis, with applications divided among Community Fund committee members, depending on the number received.

Each member must familiarise themselves with the allocated applications and then presents an overview to the rest of the committee for consideration at the quarterly meeting.

The final decision on whether or whether not to award is at the discretion of the Warrenpoint Port Community Fund committee.

3. Acknowledgement

Following agreement, Warrenpoint Port should write to applicants to advise of the funding decision. It should be agreed that payment is to be made, and that if the organisation is favourable to PR opportunities, they will be contacted by Lighthouse Communications accordingly. As with any such initiative, not all applicants will be awarded funds therefore a polite decline letter should be drafted for those not successful.

4. PR

Given the important that stakeholders are made aware of the beneficiaries of the Community Fund, some associated PR is appropriate (with appropriate permission being granted).

Summary

The Warrenpoint Port Community Fund aims to strengthen the relationship with a range of stakeholders and demonstrate the Port's broader contribution to the community.