

CSLR Trust – Grant Funding

Guide to the Application Process and Terms & Conditions of Funding

Supporting local ideas - Building a lasting legacy

1 Introduction

- 1.1 The CSLR Trust is a brand-new funding initiative supporting local community groups and organisations by Galliford Try. It will comprise of a series of one-off grants aiming to empower projects aligned with Cumberland Council's core values.
- 1.2 In awarding funds, the CSLR Trust aims to ensure that the application process is easy to understand and made clear to all applicants, while at the same time ensuring sufficient information is gathered to promote value for money, fairness and avoidance of fraud or misuse of funds.
- 1.3 When processing your personal, special category personal or criminal/law enforcement data, Galliford Try are required under Articles 13 and 14 of the UK General Data Protection Regulation (UKGDPR) to provide you with the information contained in this Privacy Notice.

2 The CSLR Trust – Criteria for Funding

- 2.1 Grants from this fund are awarded to groups who are involved in community-based projects and initiatives that will benefit the local area. The purpose of the CSLR Trust is to invest in communities to bring about a positive and lasting change for the benefit of the whole community.
- 2.2 Projects and/or initiatives will be assessed on their ability to contribute to the achievement of Cumberland Council's core values of being: Ambitious, Collaborative, Compassionate, Empowering and Innovative, complementing locally identified community priorities.
- 2.3 The following criteria must be met to be eligible for funding under this scheme:
 - a. Investments will be given only to voluntary and non-profit making groups and organisations to support community initiatives that benefit residents in their local area.
 - b. Investments should support the achievement of Cumberland Council's Council Plan. In addition, projects and initiatives should fit with locally identified priorities or plans for example, ward profiles, community plans, neighbourhood plans, parish plans etc.
 - c. Investments will be awarded for one-off capital project costs for example, purchase of equipment, building work, refurbishment costs etc.
 - d. Investment applications will be considered for non-recurring expenditure only, therefore operational running costs, general maintenance costs (energy bills, insurance) will not be funded.
 - e. Applications will only be considered from constituted groups. The CSLR Trust does not accept applications from individuals.
 - f. Match grant funding to the value of 50% of the total project cost, (inclusive of Vat) can be applied for.
 - g. The CSLR Trust will not normally accept more than one application for funding per organisation or group in any one financial year. The CSLR Trust may accept more than one application from the same group for clearly identifiable different projects in the same financial year.
 - h. Projects from churches or other religious groups cannot be funded unless they have a clear wider non-religious community benefit, for example, a church hall that is used by a local community group

- i. Projects from schools should have a wider community benefit for example, a play area also open for public use, etc.
- j. Organisations or groups that operate a policy of exclusivity or have a closed membership and is thereby not open to any member of the public will not be considered for funding.
- k. The CSLR Trust will not fund community events if they are intended to pass on any surplus income to other organisations, for example, concerts with benefits to local charities.
- l. Grant applications will not be considered from political organisations.
- m. Grants will not be awarded retrospectively, i.e. grants will only be awarded for work or resources still to be purchased at the time the application is made.
- n. All items must be purchased on or before 1 December 2025.

3 The Application process

There are two stages in the Application Process

Stage 1

- 3.1 Electronic Application Forms are available on request from carlisesouthernlinkroad@cumberland.gov.uk
- 3.2 Completed applications forms are to be returned on or before Wednesday 30 April 2025 to carlisesouthernlinkroad@cumberland.gov.uk.
- 3.3 Upon receipt of an application for match funding the CSLR Trust will make an initial assessment to check that the application is eligible for funding against the criteria of the scheme. Successful applicants will be invited to provide supporting documentation as indicated in Stage 2.
- 3.4 The CSLR Trust aims to acknowledge receipt of all applications within 10 working days of receiving the application.

Stage 2

- 3.5 Successful applications from Stage 1 will be required to provide the following supporting documentation:
 - A minimum of two Estimates/Quotes from two different independent suppliers, including a vat breakdown if applicable.
 - A detailed breakdown of all costs associated with your application for funding.
 - A copy of a recent Bank Statement for all accounts held in the name of your group.
 - A copy of your most recent Annual Accounts or Audited Accounts.
 - Your Equal Opportunities Policy or Statement (where not explicit in Constitution).
 - Your Constitution or other governing documents.
 - A copy of your last Annual Report and/or AGM minutes.
 - Your Child Protection Policy, where appropriate.
 - Your Safeguarding Vulnerable Adults Policy, where appropriate.
- 3.6 Incomplete applications or applications that do not include all of the above documentation may be rejected.
- 3.7 The CSLR Trust may contact you to ask for more details about your project or possibly arrange to visit your organisation. The CSLR Trust will be pleased to help you with any queries you may have in relation to the supporting information you are required to provide in advance of submitting your completed application.

4 How your application is dealt with

- 4.1 A grant award panel made up of officers from Cumberland Council and Galliford Try will discuss the application. Galliford Try will make a final recommendation for funding.

- 4.2 Once your application has been considered and a decision has been made, the CSLR Trust will inform you by letter and, if you have been successful, Galliford Try will arrange for the funds to be released.

5 Unsuccessful or Ineligible applications

- 5.1 Applicants whose applications are unsuccessful, or ineligible will be notified by letter and receive feedback on the reasons for the failure of the grant application within two weeks of the decision.

6 Payment of funding

- 6.1 Funding approved for payment will be paid directly into a group or organisation bank account via the Bank Automated Credit System (BACS).

7 Promotion of our funding support

- 7.1 The CSLR Trust requires that groups and organisations recognise the CSLR funding support by highlighting this on all promotional materials in relation to the project or initiative e.g. acknowledgement in any press releases issued by the group, posters, flyers, website, social media etc.

8 Terms and conditions of funding for CSLR Trust

- 8.1 You are required to maintain a bank account in the name of the group. All withdrawals from the account should require a minimum of two signatures.
- 8.2 Grants awarded must be spent only on the purpose for which is stated within your application. If for any reason your circumstances change, and you wish to vary the way in which you spend your grant you are required to contact us and request written permission to do so. You cannot transfer the grant to any other third party except as contemplated as part of the project.
- 8.3 You are required to provide access to all necessary documentation (see above).
- 8.4 You must provide project updates if requested and notify us when the project has completed.
- 8.5 You must have in place appropriate insurance to cover the risks of your project.
- 8.6 In the event of your organisation ceasing to operate or failing to undertake or complete the activity for which the grant was awarded and/or by the stipulated deadline, the CSLR Trust reserves the right to withhold payment, reduce its award or seek recovery of part or all of the grant awarded.

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