

CHATHAM MARITIME TRUST

COMMUNITY FUND GRANT POLICY – TERMS & CONDITIONS

1. Chatham Maritime Trust is a registered charity, whose charitable objects are primarily concerned with the wellbeing of the Chatham Maritime Estate, including its landscaping, environment, infrastructure, flood protection and amenities.
2. In addition, the Trust's objects cover the provision (directly or indirectly) of recreation and leisure facilities for the Chatham Maritime Estate and its neighbourhood, the Medway Towns, and others who can conveniently make use of them, and provision for the education and assistance of the young and other members of the Medway Towns community in order to develop their physical, mental and spiritual capacities.
3. To this end the Trust maintains a Community Fund, which it uses to support these additional community objectives. This support can be by direct organisation of activities, or by way of grant to others providing these activities.
4. Applications for grants from the Community Fund are welcome. Applications should be made on the appropriate form and accompanied with budget information supporting the amount of grant requested as well as the most recent set of accounts. Quotations for any trade/labour associated with the application must also be supplied. Supporting evidence and supplementary information to accompany the application is welcome. Applications can be made throughout the year; there are no submission deadlines or specified submission periods. Applications will be considered and a decision made within 30 days of receipt.
5. The number of applications which can be supported is limited to the amount of funds available for distribution.
6. Where grants are given, the Trust asks that the recipient acknowledges the award in promotional material, and where possible provides the Trust with a report and photos that the Trust may use in its newsletter, website or e-publication. Upon completion of the project/activity a final report should be submitted addressing the completion of the project deliverables and achievement of the project goals.
7. The Community Fund has limited resources, and Trustees will be selective about awards. By way of assistance, the following guidance is offered to applicants
 - Applicants from established charities, organisations, companies or groups active in the community are welcome. You must be able to demonstrate sustainability of your organisation covering the period/project for which the funding is provided and until its objectives are expected to be achieved. All applicants must demonstrate a genuine community benefit. Applications from individuals or groups of individuals will not be considered. Grants are for charitable and not-for-profit organisations. Grants for large, national organisations or 'household name charities' are unlikely to receive support.
 - Applicants should be able to demonstrate that their proposal fulfils the objects described in (2) above. Projects must demonstrate clear measurable outcomes.
 - The proposal must be based in or mainly benefit the population of the Medway Towns. Preference will be given to Chatham Maritime Estate -directed activities, then to the immediately adjacent areas, then the Medway Towns generally.
 - Grants will generally be for a minimum of £500 (though smaller grants may be considered). Grants above £5,000 will be considered for larger ambitious projects that maximise effectiveness and outreach.
 - Grants will be one-off for specific purposes. Purchases of equipment etc., contributions to capital projects, or financing of specified one-off events will be

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favourably considered. The Trust will not usually supplement ordinary revenue funding or give recurring or annual grants.

- Unless specifically agreed otherwise, grants will lapse unless taken up within twelve months from date of award. The Trust does not make retrospective grants.
- The decision of the Trustees on any application will be final, and no correspondence will be entered into.
- If the application is successful and the applicant's circumstances change; the applicant must inform Chatham Maritime Trust regarding any changes that relate to the purpose of the grant. Chatham Maritime Trust will consider the change of circumstance but reserves the right to withdraw the award where appropriate.
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Applications should be submitted to: Chatham Maritime Trust, Maritime Wharf, St. Mary's Island, Chatham Maritime, Kent ME4 3ES.