**Application form for Woodford Community Fund – fund total £10,000**

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| --- | --- |
| **Your name** |  |
| **Organisation/applicant name** |  |
| **Address of organisation/ applicant** |  |
| **Your role/connection to organisation/ applicant** |  |
| **Email** |  |
| **Daytime tel (mobile & landline)** |  |
| **Total amount requested and how it would be used**  |  |
| **Breakdown of costs, if applicable** |  |
| **If part of a larger project, what is total amount of funding required?****Please include details here of how the rest of the project will be funded, if applicable, and associated timescales** |  |
| **Brief details about your project** |  |
| **How will the project benefit your community?** |  |
| **If you are seeking funding for a building project, including refurbishment or an extension, do you have the necessary permissions and infrastructure in place? Does your project need approval from a third party, eg. local authority. Explain briefly.** |  |
| **If we approve your funding request will your project be in a position to proceed? If not, why not?** |  |
| **Approximately how far is your project from our Woodford Garden Village development: Chester Road, Woodford, Cheshire SK7 1QP.**  |  |
| **How did you find out about the fund? Please state, eg. newspaper article, online source, word of mouth, previous recipient.** |  |

**Guidance on completing your application**

* Please return your completed application form to redrowfund@activepr.co.uk by midnight on Friday, June 23, 2023. Remember to include Woodford Community Fund in the subject of your email.
* We aim to let you know the outcome of your application within a month of the deadline. If there are any delays, we will keep you updated.
* We can’t accept supporting documents, so please make sure all relevant information you wish to share is included in the application form.
* Please note that Redrow will try and help a variety of groups and spread the funds as widely as possible, so we’d encourage applicants to take this into account when applying for funding.
* We will also favour applications that bring a benefit to the wider community close to our Woodford Garden Village, Chester Road, Woodford, Cheshire SK7 1QP.
* Remember to include details of how you would use the funds requested. This could be to purchase equipment, hire facilities or contribute towards running costs.
* If your request is part of a larger/ long running project with a higher budget, please include a breakdown of costs and timescales involved. Redrow may be able to support an element of your project alongside other local causes.
* If your project requires third party approval, planning permission and/or new infrastructure outside your control, this may influence our decision unless you can provide evidence that this is in hand.
* Information from the application form will be collated by Active PR and shared with Redrow Homes for the purposes of processing your application.
* Successful applicants will be required to take part in PR/promotional activity for the community fund.

**Redrow Woodford Community Fund**

**Terms and Conditions**

**Introduction**

1. The purpose of this policy is to set out the principles, criteria and processes that govern the Redrow Woodford Community Fund.
2. The total fund of £10,000 will be shared between as many applicants as is practically possible.
3. Applicants are deemed to have accepted these terms and conditions.
4. Redrow will only consider one application per project per Community Fund application scheme.

**Eligibility**

1. At its own discretion, Redrow and or /Active PR will determine the eligibility of the application.
2. The applicant accepts that Redrow’s decision is final regarding the eligibility of the applicant and the application.

**Who is eligible to apply?**

1. Woodford Community Fund is open to projects, groups, organisations, charities and individuals.
2. All applicants must be over 18 years old who live in the UK.
3. Woodford Community Fund is only available for projects in or around the Woodford area as determined by Redrow.
4. Woodford Community Fund is available for projects who need the funding upon release of the funds and is not available for future projects.

**Who is not eligible to apply?**

1. The fund is not available for the purposes of private gain, political activities, loan repayment, projects which only supports an individual and not the wider community. At its own discretion, Redrow will determine the purposes of the application.
2. Redrow reserves the right to disqualify applicants upon reasonable suspicion of fraudulent activity or the use of any irregular profiles used to participate.
3. Applications received after the relevant closing date will not be eligible and will not be processed or considered.
4. All applications must be made via the Application Form. Applications received by any other method, for example email, post, telephone, in-person or fax, will not be eligible and will not be considered.
5. If an applicant or project does not meet the eligibility criteria, the application will not be processed or considered.

**Application Form (‘the Form’)**

1. By submitting an application, the applicant confirms that they are eligible to do so and eligible to apply for the fund. Redrow or Active PR may require an applicant to provide proof of eligibility.
2. The application process will open on May 15, 2023.
3. Applicants must fill in the Form provided and return to redrowfund@activepr.co.uk.
4. Supporting documents will not be accepted, so please ensure all information is included in the Form.
5. When filling the Form, the applicant must provide accurate and true information about the project, organisation or individual.
6. Once the application has been submitted, amendments to the Form and/or changes to the intended project (including in the future) cannot be made without Redrow’s written consent.
7. Redrow accept no responsibility for difficulties experienced in submitting an application or any unsuccessful applications.
8. Redrow does not accept responsibility for entries that are not received for any reason.
9. Should you wish to withdraw your application at any time, please contact redrowfund@activepr.co.uk

**Outcome of the Application**

1. We aim to let you know the outcome of your application within a month of the deadline. If there are any delays, the fund administrators (Redrow and Active PR) will updates applicants.
2. Applications will be reviewed by a Redrow and Active PR panel who will choose how the community fund is allocated.
3. Redrow’s Active PR Panel’s decision is final and no correspondence or discussion will be entered into.
4. The applicant accepts that they may not be successful.
5. Forms cannot be returned.

**Successful Applications**

1. The funds granted to a successful applicant will be limited to the amount expressed in the outcome of the application.
2. Funding is non-transferable, non-assignable and non-negotiable.
3. Successful applicants will only spend the funds received on the project as detailed in the Form.
4. Funds will be paid as a one-off payment and the funds granted are fixed and Redrow shall not be liable for any further funding if the project exceeds the funds amount.
5. Successful applicants must maintain clear and accurate records of how the funds are spent and share with Redrow as required.
6. Redrow reserve the right to request the funds back (in full or in part) if a successful applicant;
7. does not spend the funds as detailed in the Form; and/or
8. breaches any of these terms and conditions; and/or
9. ceases to be am organisation, project, group (if applicable)
10. has insolvency issues;
11. does something which damages Redrow’s representation or brand.
12. In the event of unforeseen circumstances and circumstances outside of Redrow’s control, Redrow reserves the right to delay the payment to you without liability.
13. Redrow will not be liable for any circumstances beyond its reasonable control that prevent the funding from being fulfilled, or successful applications being chosen, or any payment being taken up or fully enjoyed by a successful applicants.
14. if Redrow has been unable to make payment to a successful applicant, after making reasonable efforts for 28 working days, Redrow reserves the right to award the funds (without notice to the first successful applicant) to an alternative applicant, in which case the first successful applicant shall not be eligible for any share of the funds. Redrow  shall not have any liability to the first successful applicant chosen in such circumstances.

**Promotion/PR**

1. Successful applicants will be required to take part in PR/promotional activity for the community fund or consent to their project being part of Redrow’s publicity for a period of three years from the date of notification of the successful application.
2. Successful applicants will be required to provide information about the project as requested.
3. If applicable, successful applicants grant Redrow exclusive licence to use its logos, trademark and intellectual property in any advertising or promotions of the Community Fund terms or advertising generally.
4. By applying for the fund, all successful applicants grant Redrow permission to share and use any content relating to social media mentions or tags regarding the fund and the successful application including but not limited to the obligations set-out at clause 46.
5. Successful applicants must ensure that any necessary consents, permission and rights from third parties for the PR/Promotional activity is obtained.

**Data (applicable to all applicants)**

1. The fund administrators (Redrow and Active PR) are required to comply with the provisions of the relevant Data Protection laws including the Data Protection Act 2018 and the General Data Protection Regulation UK in relation to the processing of any personal information obtained from you and takes the protection of personal information seriously.
2. Any personal information collected will be used for administrative or operational reasons connected with the fund and your interaction with Redrow, including but not limited to communication with applicants.
3. Applicants providing photographic imagery and videography in relation to their applicant or promotion/PR activities warrant and represent that they own all rights in such photographic imagery and videography and have obtained the necessary consents of the all persons within the imagery, including, without limitation, parental consent to the use of any image of a person under 13 years of age. Further, the applicants providing photographic imagery and videography grant Redrow the rights to use such imagery in connection with the Fund if so required.
4. For more information regarding how Redrow treats data please see Redrow’s Privacy Notice.
5. Should you wish to request deletion of your date, please contact redrowfund@activepr.co.uk

**General (applicable to all applicants)**

1. Redrow reserves the right to terminate, amend or modify the community fund or the rules.
2. Any changes or variations to these terms and condition will be expressed to you by email, using the email address on the Form). If the applicant wishes to make changes, they will need to write to Redrow to seek consent.
3. If any of these terms and conditions are held to be enforceable or invalid by a court, the remaining terms and conditions shall not effected.
4. If a dispute arises, the governing law will be the laws of England and Wales.
5. Redrow shall not be held liable, for any reason whatsoever, if the fund is terminated, cancelled and/or postponed to another date. If this happens, Redrow shall not provide any refunds and we will not be obliged to offer an alternative.
6. Redrow does not accept liability for any costs, expenses, losses, damages, liabilities, injury or disappointment, including, any loss of profit, business, revenue or any other anticipated savings whether special, indirect, direct or consequential suffered by participating in the fund or the use of the funds awarded or any losses suffered through participation in the application process.
7. Nothing in these terms and conditions will limit Redrow’s liability for death or personal injury caused by its negligence or for fraud.