

Community Involvement Programme.

Explanatory Notes & Guidance for Applicants.

Gravelle's Budgens- family owned and run, we play a key role in the communities we serve. We work to be environmentally and socially responsible and a respected local employer.

Our independence gives us the freedom to integrate ourselves with the community, our bonds with these towns are ever growing and we are actively engaged in numerous community initiatives and charity events. Community based retailing in the heart of the community means, whether as a local producer or a beneficiary charity or school or individual your £1 stays local.

The areas of Community Involvement cover the following five sectors:
Charities, Local Groups, Schools, Individuals and Community Places.

Summary Terms and Conditions

- Our support for community projects in our **Community Involvement Programme** is limited to the town and surrounding parishes only.
- A written application process exists for all requests over £5.
- Application forms can only be collected from and must be returned to local store.
- Completed application form must be submitted to us at least 4 weeks prior to your intended event or when item required, that you want support with. We will endeavour to give you an answer within 2 weeks of receipt of your application.
- Applicant will need to show what this grant will help your organisation to achieve? Why is it needed? Who will benefit?
- Applicants need to explain why you are unable to fund the project from your own resources and are seeking our financial support.
- Applicant will be required to provide information for a press release to be distributed by Gravelle's Budgens and state our financial contribution in any publicity material or communications.
- Applicant will be required to provide a photo showing what grant has purchased.
- Gravelle's Budgens allocates its limited funds to a range of organisations, but especially those who have not applied for funding before.
- Applicants will be asked to show how they may be able to support us in return.
- Successful applicants will be required to submit a Monitoring form on the success/outcome of their project. What issues and needs has the activity or project addressed?

- Criteria areas for the above to include but not exclusive to: Environment enhancements, improving health & emotional wellbeing, Educational/other skills, promoting volunteering, promoting sense of community.
- Please note further funding applications will not be considered until Monitoring forms have been returned.
- Data Protection: The information you supply on application and monitoring forms will only be used by Gravelle's Budgens for the purposes of this donation within the terms of the Data Protection Act 1998 and the terms set out above. We shall not supply it to third parties without your prior consent.
- These terms and conditions are applicable as of 31st March 2013 and subject to regular review.

The funding for Community Involvement Programme is carefully targeted across the five sectors **Charities, Local Groups, Schools, Individuals and Community Places** and is budget limited and discretionary.