



Hazelwood School

The Hazelwood School Community Fund 2017-18

The Hazelwood School Community Fund was set up in 2015 as part of the school's 125 anniversary celebrations. It is our way of saying 'thank you' to the communities of Oxted, Limpsfield and surrounding areas for their support over the school's 125 year history and of looking forward to a new and exciting chapter in all our histories. It was created to offer local community organisations the opportunity to apply for modest grants to support their own programme of events, and in particular, those with an educational bias. Money has been raised through the school's own fund raising events and through the generosity of individual donations.

Applications are invited for the second sharing out of funds. It is hoped that this will continue to be an annual event with the school making an ongoing commitment to support its Community.

Application for a grant towards a specific project, event or activity

Before completing this form, please read the following:

The Hazelwood School Community Fund currently offers grants of up to £750 (maximum) for specific, one-off projects, activities or events. This may be the purchase of some new equipment for a playgroup, a seasonal outing for an adult choir or the cost of a visiting speaker for a local cub scout or girl guide group. The school is able to award up to 10 such grants in its first allocation of Community Fund monies. The activity should happen within six months of the closing date.

The deadline for the current round of applications is Friday 3rd November 2017. Applications received after this date will not be able to be considered. A special Community Fund Committee will meet to consider the applications and award the grants. The Committee is made up of individuals from the school and the local community. Their decision will be final and no further correspondence will be entered into. Organisations who make an unsuccessful application will be given feedback. A successful or unsuccessful bid does not exclude the same organisation making a bid in the future.

Other key points to note:

1. The Community Fund Committee regret to announce that the following organisations will be ineligible to apply, or to be awarded a grant:

- national charities and organisations without a tangible presence in our community
- commercial organisations
- individuals

2. Projects must benefit local residents and have an educational bias (preferred).
3. Both applicant organisations and their proposed projects must be financially viable.
4. The Fund should not be the sole contributor towards the activity in question (i.e. funding should also be forthcoming from the organisation itself and/or other sources).

Please read the following before beginning your application:

- Before applying you must ensure your project meets the criteria.
- Once submitted, your application will be reviewed following the publicised deadline. It is hoped that the Community Fund Committee will be in a position to make its decision by end November with money being available by the middle of December. Please make sure you consider this in the time scales of your project.
- If you fail to provide the required supporting documentation, we cannot process your application. If you cannot attach electronic copies of documents to your application form, you must ensure hard copies are sent to the school address by the application deadline.
- By completing this form and providing your details, you are confirming to us that you have the authority to apply for funds on behalf of the organisation named.
- Applications for funds are welcomed from employees of the school and/or their family members so long as they are doing so on behalf of a qualifying organisation. Such applications will receive the same consideration as those being made by individuals not associated with Hazelwood School.

If you have any other queries about the application process then please contact Nick Tappin, Bursar, Hazelwood School, Wolfs Hill, Oxted RH8 0QU or email: bursar@hazelwoodschool.com

The Hazelwood School Community Fund Application for 2017-18 Grant

Please complete this form and return it by **3rd November 2017** to Nick Tappin at the address above or via email: bursar@hazelwoodschool.com

Your details

Name:

Address and Postcode:

Contact telephone number:

Email Address:

Organisation details

Name of organisation:

Charity number (if applicable):

Applicant's official position within the organisation:

Address where activities are based:

How long has the organisation been running?

What is the age of its members?

How many members will the grant benefit?

Purpose of the application

Please describe the project or event for which you require assistance, and how you think it will benefit the local community. Please be sure to highlight the educational nature and/or benefit of your proposal eg build a greater understanding or learn a new skill.

Estimated total cost of the project/event £

Grant request £

How do you anticipate the balance will be funded (please advise of other anticipated funding sources):

Please provide any other information that you consider relevant:

Signature

Date

Please complete this form and return it by **3rd November 2017** to Nick Tappin at the address above or via email: **bursar@hazelwoodschool.com** We shall be in touch soon after the beginning of November to share news of your application.

Hazelwood School Registered Charity 312081

Registered address: Wolfs Hill, Limpsfield, Oxted, Surrey RH8 0QU