



CHESTNUT FUND GUIDANCE NOTES APRIL 2023

A-General principles and eligibility criteria

Purpose

1. The purpose of grants provided by TCV Chestnut Fund is to support grassroots groups and initiatives wanting to deliver practical volunteering that improves the natural physical environment and better connections between people and green spaces. If they are an offshoot of another organisation there should be evidence that they are a distinct group and separate from the 'parent body'.

Eligibility criteria

2. To be eligible the group must
 - have no more than £3,000 unrestricted funds available. This excludes funding from grants or other sources tied to specific projects
 - provide proof of a current bank account in the group's name or, exceptionally have written authorisation to for the money to be held by another accountable body that takes responsibility for the legal and financial management of the grant (see below for further exceptions relating to Start-up Grants)
 - provide contact details for at least three people responsible for running the group who are independent of each other
 - be a member of TCV's Community Network.

Other considerations

3. Grants are not available for work for which others are responsible, especially statutory authorities.
4. Grants are non-retrospective and non-transferable unless specifically agreed. The only usual exception would be the award of a Start-up Grant for a recently paid insurance premium.
5. Preference will be given to those applicants that can demonstrate they have sought funding from other sources prior to making an application.
6. Supplementary information should be provided where this will support an application. This could include details of:
 - the legal status and ownership of land to be used
 - local relationships with local authorities, landowners and other
 - in the case of school groups who will be undertaking the work and whether it is contributing to the curriculum or being undertaken separately
7. Successful applicants should be able to provide information about the way in which funds have been used and the impact it has had for TCV to use in promoting and communicating its work.
8. Successful applicants must provide evidence of spending on all approved items (e.g., receipts) within one month of a request being made.
9. The Chestnut Fund Committee's decisions on grant applications is final.

B-Start-up Grants

1. Start-up grants are available for a maximum of £200 to support new groups and initiatives to get going in their first year.
2. Start-up grants can be used for basic administrative expenses and the group's first insurance premium
3. Exceptionally, a Start-up grant can be used for an insurance premium paid prior to submission of a grant application where this has been necessary to establish the group or initiative
4. Administration can include postage, photocopying, stationery, printing, publicity, posters, newsletters, hire of meeting room, telephone, and website hosting costs. Applications must identify specific items and these should be proportionate to the size and realistic needs of the group in the start-up phase.
5. Groups are eligible when first becoming established as an independent group or within their first year of existence.

C-Support Grants

1. Support grants are available for a maximum of £500. These are to support grassroots groups and initiatives wanting to deliver practical volunteering that improves the natural physical environment and better connections between people and green spaces.
2. Support grants may be used to tools and equipment for conservation work and to cover other costs where a convincing case is made it will contribute to the purpose of the Chestnut Fund. Other costs may include the training of lead volunteers or initiatives that connect groups that are part of the Community Network in sharing experiences and learning.
3. Applications must identify specific items and these should be proportionate to the size and realistic needs of the group or initiative.
4. A group may have a Start-up and Support grant in its first year. It is eligible for a further Support grant after two years.
5. Support grants are not available for power tools or branded clothing and uniforms.

D-Making an application

1. Grants will only be provided on submission of an application form. These are available from TCV's [website](#) or can be requested from the Chestnut Fund by emailing chestnut-fund@tcv.org.uk
2. Groups are encouraged to discuss their grant application with the Community Network Coordinator [contact details] or where available with their local TCV office (search [here](#)) so their eligibility can be assessed before they submit their formal application.
3. Once received by the Community Network Coordinator/ Chestnut Fund, the application will be considered. If the application is ineligible the applicant and local office will be notified as soon as possible with their reasons in case there has been some misunderstanding and the application can be resubmitted. The TCV Chestnut Fund Grants Committee will decide such cases within 3 months.

E-Data Privacy

1. The name, address, telephone number, e-mail any other personal details provided for all the contact individuals named in an application to the Chestnut Fund will be held by TCV.

2. The purpose of holding data is a legitimate interest to contact individuals applying to the Chestnut Fund for grants
 - a. To verify the application for a grant,
 - b. To confirm details or supplementary information necessary for the grant decision
 - c. To confirm how a grant should be made, or to chase for receipts that have been requested
 - d. To request follow-up data, in the year following a successful grant, on the outcomes achieved.

3. Personal data is **not** used to contact individuals for any purpose other than the application for a grant or the follow up to the award of a grant

4. The personal data is held
 - a. On printed, scanned or e-mail copies of the application form held by TCV for the purpose of assessing the application or following up within the following year
 - b. One copy of the printed or e-mail attachment versions may be held by, or on the computer of a member of TCV staff, for at least 7 years, but no more than 8 years.
 - Details of the first applicant will be held by a member of TCV staff as part of the operational record of applications, grants and feedback. Names are deleted on records over 7 years old
 - Individuals can request their details are destroyed, provided they give details of alternative contacts for the group that applied for, and/or received a grant