

Telephone: 0161 489 5281  
Web: [www.manchesterairport.co.uk/communitytrustfund](http://www.manchesterairport.co.uk/communitytrustfund)  
E-mail: [trust.fund@manairport.co.uk](mailto:trust.fund@manairport.co.uk)  
Date November 2017  
 @MAComRels



PART OF M.A.G

Mr Jack Steel  
Clerk to Pickmere Parish Council  
1 Merehaven Close  
Pickmere  
Knutsford  
Cheshire  
WA16 0LP

## Manchester Airport Community Trust Fund

Dear Mr Steel

The Trustees have asked that I write to remind you about the Manchester Airport Community Trust Fund (CTF).

The CTF supports community groups to buy items of long standing value for community and environmental projects. Grants can be for up to £3000 and the Area of Benefit includes Pickmere Parish Council.

I have enclosed a copy of the 'Criteria and application information'. Much more information is available on our web page: [www.manchesterairport.co.uk/communitytrustfund](http://www.manchesterairport.co.uk/communitytrustfund). Applications should also be made through this site.

If you would like to discuss and application please e-mail or call the Community Trust Fund Administrator Tina Large at [trust.fund@manairport.co.uk](mailto:trust.fund@manairport.co.uk) or on 0161 489 5281.

Yours sincerely

A handwritten signature in black ink, appearing to read "W. Sinfield".

Wendy Sinfield  
Community Relations Manager

Olympic House  
Manchester  
M90 1QX  
United Kingdom



**To be successful a group MUST:**

- Carry out positive work in the community and be of charitable nature and be 'Not for Profit' status.
- Be Community, Social or Environmentally focused
- Based within the area of benefit (see map on centre pages)

**The Project should offer / be:**

- Improve, enhance, protect and conserve the natural and built environment; or offer heritage conservation; or promote or advance social welfare; or provide better appreciation of the natural and urban environment; or create a safe habitat for flora and fauna.
- Be based within the preset Area of Benefit for funding
- Demonstrate lasting benefit to the community.
- Benefit all members of the community regardless of race, gender or religion.
- Be from an established group or charity able to demonstrate clear banking or financial records, and not an individual or commercial organisation working for profit.

**Excluded groups:**

1. Groups other than community, self-help and voluntary groups – to apply for funding a group must be either: a community, self-help or voluntary group; a charity; or a local branch of a national charity. Groups which use their surplus for the benefit of a business or individuals are excluded from the fund.
2. Statutory Bodies – Government funded organisations such as schools and local councils fall outside the funding criteria of the Community Fund. Please note – Whilst schools are not eligible to apply, if the project is open to the wider community and not part of the curriculum (link for a successful school) then they may apply but must be able to demonstrate the benefit.
3. We do not fund Companies Ltd by Guarantee unless they are a registered charity.
4. Groups that have received funding within the last 3 years. Any group that has received funding must wait 3 years before re-applying.

**Excluded projects:**

1. Non-charitable purposes – A group does not have to be a charity to apply, however, the project funded must have a charitable purpose, i.e. benefit the wider community.
2. Overseas activities – The Community Trust Fund cannot support projects for the benefit of communities overseas.
3. Sponsorship / Cash Donations- Funding that's specifically for sponsorship or request for general cash donations are excluded from the fund.
4. Religious worship – The Community Trust Fund welcomes applications from religious or faith groups for projects that are designed to benefit the wider community. However, projects that are deemed to promote a particular religion are excluded from the scheme. For example, an application to refurbish a building that is owned by a particular religious group, but is open to members of the community outside that group, would be considered. An application for prayer mats or refurbishment of pews would not be supported.
5. Core activities of statutory services – Statutory services seeking funding for core activities such as a school library or essential hospital equipment are excluded from applying.
6. Improvements to property not owned by the applicant, or leased to the applicant for a period of less than 15 years, are excluded from the fund. If eligible, you need to get written permission from the owner of the property before applying to the Community Trust Fund.
7. Party political activity – The Community Trust Fund cannot support fundraising, campaigning or any other activity associated with any political party.
8. Individual sponsorship – The Community Trust Fund cannot fund individuals, regardless of the charitable purpose e.g. appeals to provide assistance for a single child with an illness.

Applications for grants are processed by the Administrator and are assessed by a board of seven Trustees who have been appointed by the Manchester Airport Consultative Committee to represent the Local Authorities of Stockport, Trafford, Manchester, Cheshire East, Cheshire West & Tameside and a member of the Airport Company Board. The Fund's Trustees meet quarterly to consider grants in January, April, July and October. Applications should be received no later than the first Friday of the month preceding the meeting.

**If you would like to discuss your application please contact the administrator on 0161 489 5281 or [trust.fund@manairport.co.uk](mailto:trust.fund@manairport.co.uk).**

**All applications MUST be completed online to avoid rejection on: [www.manchesterairport.co.uk/CommunityTrustFund](http://www.manchesterairport.co.uk/CommunityTrustFund)**

# Community Trust Fund

## FAQs



- **How can I apply?**

Applications to the Community Trust Fund can only be submitted online at [manchesterairport.co.uk/manweb.nsf/Content/CommunityTrustFund](http://manchesterairport.co.uk/manweb.nsf/Content/CommunityTrustFund)
- **How much can I apply for?**

The Maximum grant is £3,000.00. In 2013 the average award given was £2,000. If you are a newly formed group (less than three months) or you are unable to provide accounts to support your application, you will need to supply projection figures i.e. what you intend to spend, what activities you intend to do and where your group will seek funding to ensure the viability of the group, this needs to be at least a 2yr projection.
- **Do groups always get the full amount they apply for?**

No. The Community Trust Fund have a limited pot of money and may only have enough to make a donation towards the project, so they will like to see the groups/organisations showing that they are active in gaining funds elsewhere.
- **Does my group have to own the building?**

Your group either needs to own the building or have a long lease, at least 5 years left on the lease, the trustees like to see that the group have sustainability and are able to see the project through.
- **Who can apply?**

Community groups, voluntary groups, self-help groups, community charities or local branches of national charities are eligible to apply. Your group may be formed to do a single project and that is fine as long as it is formed with a bank account and clear criteria. If you are a school or other community building you need to demonstrate how you are providing something to the wider community over and above your statutory obligations and how it would be accessed out of normal opening hours.
- **What types of things can my group apply for?**

Anything which is tangible and long lasting i.e. equipment - for example white goods, play equipment, furniture etc (see examples of groups - link to the groups on website i.e. pictures). See question 5 for Kit or Uniform. Please note we cannot fund applications retrospectively or reimburse costs for projects that have previously taken place. If you need further clarification as to whether your project items are eligible, please call 0161 489 5281.
- **Can my group apply for running costs?**

No, - the Community Trust Fund states clearly that such costs can not be funded, examples would be - Heat, Light, Salaries, Fees, Subscriptions, Coach fees, Football/Uniform Kits.
- **Can my group apply for maintenance costs?**

No, the Community Trust Fund can not fund costs that are deemed as general maintenance i.e decorating, repairs to windows, roofs, electrical etc.
- **What account information is required for applications?**

Before applications can be considered, the trustees will need to see a recent bank statement for the group/organisation, at least 2 quotes for the items requested, clear financials i.e. income & expenditure for the group. To clarify this further, please see our process guidelines.

- How much extra information can a group include?  
Within the on-line application form, there is a section "Please describe what you are applying for", which is half way down the page. There is a maximum of 500 words, equivalent to 2 x A4 sheets of paper. Please note any excess will be disregarded.
- How long does it take to get a decision?  
The Community Trust Fund meet four times a year - January, April, July, October. Once a meeting has taken place, groups will receive a letter notifying them whether their application has been successful or otherwise. If your application has been completed correctly and all required supporting documents have been received then the process should take no longer than 7-10 working days from the date of the meeting i.e. 16th January meeting, decision would be no later than 30th of January at the latest.
- Who decides whether my group is successful?  
The Community Trust Fund is made up of eight trustees, who have been appointed by the local authorities of Manchester, Stockport, Trafford, Cheshire East, Cheshire West & Tameside and two members of the Airport Company Board. The Trustees evaluate applications using their knowledge to ensure the greatest possible benefit goes to the community.
- Newly Formed Groups  
If you are a newly formed group (within the 12 months) you will need a letter of support, this can be off a local councillor who know your group or doctor/ leader or an active member within the community but they must not be related / associated to the group.