

# **Droxford Community Hub CIC** *in collaboration with FODC*

## **Trading Surplus and Fund-raising Policy**

### **Purpose**

This paper sets out a method by which any trading surplus made by Droxford Community Hub CIC (DCH) may be distributed to communities, groups or charities which have a strong local association with the village of Droxford and the immediate surrounding area.

### **Introduction**

The objects of DCH are set out in the Articles of Association submitted to Companies House as follows:

- a) To secure the establishment of a Community Hub and Café in Droxford and to maintain it and manage it as a centre for activities for the benefit of the local community
- b) To promote such activities for the benefit of the inhabitants of Droxford Parish and neighbouring districts without discrimination of age, sex, race, political, religious or other opinion, by associating the statutory authorities, voluntary organisations and inhabitants in a common effort to provide facilities or activities in the interests of social welfare, for recreation or other leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
- c) In addition to the above Objects a Supplemental Licence relating to the Premises, namely the new annexe and the area known as the Community room in the North Chapel was jointly agreed between the Friends of Droxford Church (FODC) (the principal Licence holder) and Droxford Community Hub CIC (DCHCIC). Clause 7 of this agreement states, *“In the event of DCHCIC having a trading surplus in any year the FODC and DCHCIC shall meet as soon as practical after the accounts have been finalised to agree its distribution to such causes as both parties may agree and DCHCIC shall then account to the FODC with such surplus and the FODC shall then pay such surplus to the cause or causes so agreed”*.

This paper sets out the key principles and guidelines for the allocation of any trading surplus in line with both the companies objectives and the Supplemental Licence.

### **Key Principles**

- At the end of each accounting year (30th April) DCH will identify any trading surplus\* which will be independently verified by the DCH accountants, after paying the allocation of costs, charges and building contribution as agreed with FODC
- Separately from any trading surplus, any funds raised from fund-raising activities on behalf of any nominated charity e.g. Macmillan or fund-raising events on behalf of a nominated, pre-

determined organisation e.g. the local school, will be forwarded directly to the charity or organisation concerned

- Applicants will be invited to apply for a grant to support an activity or charity, providing its principal beneficiaries are residents of the parish or a facility within the parish or immediate surroundings.
- DCH will distribute grant application forms as soon as practicable after the trading surplus is identified and in any case by or soon after the 1st June. DCH will make the forms available on their website, on the FODC website, on social media and by distribution to local community organisations likely to benefit from such a grant from trading surplus.
- Applicants will only be asked to complete a simple form. This must be returned by 30th June by post in the sealed envelope provided to the addressee on the envelope, or by delivery to Wilfrid's Café.
- Representatives from DCH and FODC will meet after the closing date to consider the applications before awarding any grants. Applicants may be contacted for further clarification before the grant is awarded.
- Grants are more likely to be made if:
  - a) Applications are for a group or activity that is based in and is principally for the benefit of the residents of the parish, or a facility in the parish or its immediate area. Examples of such organisations might be: the local schools, cubs, guides or scouts, allotment society, sporting or cultural groups or church.
  - b) Grants will generally be awarded for the purchase of 'one off' items rather for ongoing support. Where items purchased require maintenance or repair it would be helpful if the application included an indication of how the ongoing costs will be funded.
- A grant is unlikely to be successful if funds can be obtained from elsewhere, e.g. NHS, Social Services etc.
- Representatives from DCH and FODC will meet jointly in July to review and consider the applications and to award grants.. In the event of any particular decision proving difficult, then an independent Arbitrator will be appointed and asked to confirm a decision. There will be no Right of Appeal
- FODC will effect the transfer of the grants to the successful applicants accompanied by the Grant Application acceptance form.

## Timetable

DCH CIC accounts finalised	30th May
Grant applications open	1st June
Application close date	30th June
DCH/FODC application review and assessment	7th July
Discussion DCH/ FODC and agreement reached	15th July
FODC distribute grants	31st July

## Note

**\* Definition of trading surplus – a trading surplus is defined as a variable sum of money created by DCH through its commercial activities which includes trading from Wilfrid’s Café plus additional income from other sources including events, room hire etc. after taking into account all costs, charges and building contribution as agreed with FODC. Costs and other charges also include any additional sums identified by the DCH Board for planned activities or capital replacement of equipment or refurbishment. A trading surplus is not guaranteed.**

## **Droxford Community Hub CIC (DCH) (a.k.a. Wilfrid's Café)**

*in collaboration with Friends of Droxford Church (FODC)*

### **Grant Application Form**

The Board of Droxford Community Hub CIC (DCH) and the Friends of Droxford Church (FODC) are pleased to announce that for the year ending 30<sup>th</sup> April 2022, DCH (a.k.a. Wilfrid's Café) has successfully generated a surplus of £3,500. We would like to take this opportunity to thank the many bakers, volunteers and team leaders who have all worked tirelessly to not only create the warm and welcoming Wilfrid's Café serving excellent coffee and delicious homemade cakes, but also to produce a trading surplus for distribution to deserving local organisations. DCH is under sub-licence to the FODC for use of the Annexe and Community room for Wilfrid's Café and Community Hub.

Grants will be awarded on the following basis:

- All grants can only be awarded following discussion and joint agreement between DCH and the FODC. There will be no Right of Appeal.
- DCH will distribute application forms, which must be returned by 30th June in a sealed envelope by post or by hand delivery to the addressee on the envelope or to Wilfrid's Café. DCH and the FODC will then meet in July to agree the grants being awarded.

Grants are more likely to be made if:

- Applications are for a group or activity that is based in and is principally for the benefit of the residents of the parish, or a facility in the parish or its immediate area. Examples of such organisations might be: the local schools, cubs, guides or scouts, allotment society, sporting or cultural groups or church.
- Grants will generally be awarded for the purchase of 'one-off' items rather for ongoing support. Where items purchased require maintenance or repair it would be helpful if the application included an indication of how the ongoing costs will be funded.

A grant is unlikely to be successful if funds can be obtained from elsewhere, e.g. NHS, Social Services etc.

The timetable for application submission and final award is as follows:

DCH CIC accounts finalised	30 <sup>th</sup> May
Grant applications open	1 <sup>st</sup> June
Application close date	30 <sup>th</sup> June
DCH CIC/FODC application review and assessment	7 <sup>th</sup> July
Discussion DCH/FODC and agreement reached	15 <sup>th</sup> July
FODC distribute grants	31 <sup>st</sup> July

If you have any questions or queries, do not hesitate to contact us on either:  
[www.wilfrids.org](http://www.wilfrids.org) or [info@friendsofdroxfordchurch.org](mailto:info@friendsofdroxfordchurch.org)

**Droxford Community Hub CIC (DCH)**  
*in collaboration with FODC*

**Grant Application Form**

**Your name:**

**Your address:**

**Your email address:**

**Your phone number:**

**The name of the organisation you represent:**

**Your position in the organisation:**

**Are you authorised to make the application on behalf of your organisation?**

**If successful, how do you want the grant paid? If by BACS then please provide bank account details including sort code, account name and account number:**

**What do you want the money for?**

**If it's for equipment or similar that will require ongoing maintenance has your organisation got sufficient funds available to do so?**

**How much do you want?**

**Your signature:**

**Print name:**

**Date:**

If you have any questions or queries, do not hesitate to contact us on either:  
[www.wilfrids.org](http://www.wilfrids.org) or [info@friendsofdroxfordchurch.org](mailto:info@friendsofdroxfordchurch.org)

**Droxford Community Hub CIC**

*in collaboration with FODC*

Grant Application Approval Letter

Thanks to the amazing efforts of the hardworking volunteers & cake bakers of Wilfrid's Café, DCH & FODC are pleased to be able to award the following grant to:

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For the sum of:

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Signed \_\_\_\_\_ DCH Representative

Signed \_\_\_\_\_ FODC Representative

*Thank you for applying for funding & we wish you well with your project.*