

Lower Heyford and Caulcott Community Fund

(Registered as: Lower Heyford Relief in Need Charity)

Charity No. 237768

Help, needs and grants assistance User guide

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An introduction

The Lower Heyford and Caulcott Community Fund (LHCCF) is the operating name for the Lower Heyford Relief in Need Charity (LHRINC) which is a long-established charity in the Parish. It derives its income from the rent of property and agricultural land in the Parish. This income is used to assist persons in times of genuine need or financial hardship as well as supporting projects which benefit people living in Lower Heyford and Caulcott.

The Charity's principal aim remains providing financial help to residents of the villages **who can demonstrate a real and unavoidable need**. The need may be you, your Friend, or your Neighbour. If you are suffering from financial hardship and if you have to meet an unexpected expense then the Trustees of LHCCF may be able to make a contribution towards the cost.

What does the fund support?

Here are some examples of things which would be considered:

- One-off payments to help in times of sudden distress;
- Payment of travelling expenses for visiting people in hospitals and the like;
- Grants of money towards the cost of age or disability related alterations or other essential household equipment or furniture;
- Pendant alarms for housebound or vulnerable persons;
- Providing medical and nursing aids such as wheelchairs for disabled, handicapped or infirm people;
- Providing services in the home for disabled, handicapped or infirm people (including gardening);
- Grants towards school uniforms;
- Enabling travel to support a young person's development;
- Support for young people undertaking further or higher education courses or apprenticeships;
- Helping a victim of crime;
- Assistance following fire or other damage to a home;
- Supporting a non-commercial village organisation;
- Grants to support those wishing to make a change in their career direction and who need to undertake training to achieve that.

Confidentiality

You can be assured that all matters will be handled with total confidentiality and discretion.

Guidelines for applicants

All enquiries and assistance will have complete confidentiality and be considered on individual merit, but the following guidelines will apply.

- The process will be as unobtrusive as possible but will normally require an application form to be completed;
- Grants will be normally awarded to individuals only but in some cases appropriate village organisations may qualify;
- Applications for help will require to be accompanied by estimates or quotations for the requested items or assistance;
- No grants may be given for the relief of debt, rates or taxes;
- If you are already receiving statutory benefits, you may get additional help from LHCCF if you need it. Please note that help cannot be given unless you have obtained all the relevant statutory benefits to which you are entitled;
- Medical aids and appliances and services in the home should be requested from health and social services in the first instance;
- Repeat grants within 2 years of a previous award are only considered at the Trustees' discretion;
- Applicants must ordinarily have been resident in the Parish for a minimum of 2 years immediately prior to the application.

The Trustees will contribute to meeting any need that is:

- from any resident of Lower Heyford or Caulcott who has been resident two years (**),
- presented to the Trustees with the appropriate application form,
- consistent with the facts of the case,
- causing stress, anxiety or other unsustainable worry,
- reasonable, having regard to all the circumstances.

LHCCF's contribution will ordinarily be limited to fifty percent of the cost of relieving the need, unless circumstances indicate that a higher or lower percentage is more appropriate.

The judgement as to appropriateness will be applied by the Trustees bearing in mind all the relevant circumstances and LHCCF's charitable objects.

(**): Although the standard is 2 years the Trustees have the ability to vary the residency period according to the evidence of need and likely effect if the request is denied.

Documentation Required

In most cases an application form will be required

This will vary with the type of help, grant or other aid and is specified in the sections below.

The relevant application form sets out the documents or other information required.

The process will be as unobtrusive as possible.

Grants available

INDIVIDUAL SPECIFIC NEED GRANT

Individual specific need grants are aimed at **residents of Lower Heyford or Caulcott who need one-off support for a particular reason or circumstance.** Support will be given to situations including, but not limited to:

- Ways to help families cope with emergencies e.g. transport to and from hospital to visit a family member.
- Repairs to essential services which cannot be afforded (e.g. boiler).
- Heating in winter for elderly or vulnerable residents.
- Unexpected essential costs which cannot be afforded.

Please apply using the form: APPLICATION HELP OR NEED

ORGANISATION SPECIFIC NEED GRANT

Organisation specific need grants are aimed at **organisations located in or operating in Lower Heyford or Caulcott who need one-off support for a particular reason or circumstance.**

Projects that will be considered for funding include but are not limited to:

- Expenses that provide general benefit for the community (eg. Membership of the King George Community and Sports Centre, Membership of the Bowls Club.)
- Cost of specific items of equipment. Examples of recent grants include:
 - Water heater for the pop up café in the church.
 - New notice board for the lay-by on Freehold Street.
 - External box for the defibrillator at the Community and Sports Centre.

Please apply using the form: Application Organisation Grant

CAREER DEVELOPMENT GRANT

Career Development Grants are aimed at residents of Lower Heyford or Caulcott who are wanting to take a course towards:

- a Further developing their career
- b Returning to work after a period of absence e.g. caring responsibilities
- c Retraining for another profession/trade to gain employment

These awards, which will be up to a maximum of **£1,000** over two years, are to provide assistance towards the costs of career development and the next stage of education or training. Courses may vary in length from a few days to three years and the size of the grant will be adjusted to reflect that (from a small contribution for short courses and up to the maximum of £1,000 for longer, more substantial training). The applicant will need to demonstrate how the course will benefit their future career.

The funding is aimed at contributing towards books, study trips, travel costs, tools and equipment (including computer equipment or software) or any other appropriate expense associated with moving into further education or training. Applications are welcome for **full or part time study**.

Applicants will need to have been resident in the parish for **2 years** and the awards are open to all regardless of family or personal circumstances. Grants cannot be made to people who have previously received a Young Persons Educational Grant. For courses longer than 1 year, the awards would normally be split over two years as two equal payments. However, in exceptional circumstances, this split can be varied. For courses, lasting less than a year, a smaller grant may be appropriate.

Applications are welcomed from those who started their next stage of study at any time during the **last 12 months** or are planning to start a course in the next 6 months. Funding will not be made retrospectively in respect of a past period of study.

Please apply using the form: Application Individual Grant

Young Person Higher Education / Apprenticeship Grants

Young Person Higher education / Apprenticeship Grants are aimed at young people resident in **Lower Heyford or Caulcott** who are undertaking further education or training of some sort after leaving school.

Grants will be considered for young people between the ages of 16 and 24. An annual award of up to £1,000 will be paid each year for up to a maximum of 4 years (or the duration of the course if it is less than 4 years). The grants can be used for a range of courses and training e.g. apprenticeships, technical training courses, undergraduate, postgraduate training or a combination of these. People over 24 who are considering a change in career which involves re-training should consider applying for **a career development grant**.

The grants are intended to help provide financial support to the young person so can be paid against costs incurred as part of the course e.g. accommodation, IT, books, equipment etc. If anyone is considering applying for a grant but doesn't know whether their situation will be eligible, please get in touch with us so we can discuss.

It is impossible for us to anticipate every type of scenario so if your situation is a bit different, then we need to know about it.

The Trustees reserve the right to review and, if necessary, change these arrangements at any time if circumstances require a reassessment.

Please apply using the form: Application Individual Grant

Indexation of Grants

In order to maintain spending power all grants mentioned in this booklet will be indexed annually , using the 1 July 2025 CPI index as a base and using the latest available CPI index in August of each year to set the grant rate for the academic/student year commencing the following September/October.

The resulting figure will be rounded up to the nearest £50.

GDPR /Privacy Notice

- LHCCF will only hold personal data of any person accessing the funds in so far as it allows us to process applications by and payments to community fund claimants.
- Personal data is held electronically and in GDPR-compliant a cloud-based facility and can only be accessed by the Data controllers (The Trustees).
- LHCCF will never pass on personal data to a third party, unless legally obliged to do so, for example, during an inspection by the Charity Commission.
- Relevant personal data will be kept for 6 years in accordance with the Charity Commission e.g. for accounting purposes, and deleted after this time.
- Only personal data required by the Charity Commission will be stored.
- The personal data we will hold may include:
 - Name
 - Email address
 - Bank details
 - Address
 - School / Higher Education setting attended
 - Telephone number
 - Age and occupation
- At any point, an applicant can ask to see if their personal data is held, what it comprises of, for any errors to be remedied, and for information to be deleted (where this is compliant with our legal obligations as a registered Charity)