

15 year anniversary community grants

Introduction

This document explains the rules and regulations for Fair Trade Wales's (FTW) grants scheme which enables people throughout Wales to access funding to support plans to celebrate the 15 year anniversary of Wales being a Fair Trade Nation. This scheme is operated as part of the Hub Cymru Africa partnership and is funded by the Welsh Government.

Key elements of the 15 year anniversary community grants

- The grants are intended to enable communities across Wales to organise their own local 15 anniversary celebration
- The funding could be used for venue hire, catering, communications, Fairtrade products, other items or support which will enable you to run your celebratory activity. Your activity does not need to be an event.
- If you are unsure if your plan would be eligible for funding, get in touch and ask - email info@fairtradewales.org.uk with your question.

Overall criteria

- The grant funding must be used to support, grow or promote the Fair Trade movement in Wales
- The activity must take place in Wales
- Applications can be for any amount up to a maximum of £500
- Applications must demonstrate value for money
- All applications are subject to a conflict of interest declaration
- All activity must take place by 30 September 2024
- All funds must be spent by 30 September 2024

For the avoidance of doubt, we will not fund:

- Academic Research
- Unrestricted donations to other partners
- International travel, unless for a Fair Trade partner visit
- Humanitarian operations (emergency relief work)
- Proselytising activities
- Direct for-profit activities
- Party political advocacy and activities
- Individuals, groups or activities that aim to deny equal rights
- Recipients of the grant must not be bankrupt or have an unspent conviction

Selection criteria

We will aim to assess applications on a fortnightly basis. The deadline for applications will be 1 March 2024 or until the grant fund is used up, whichever comes first.

When assessing applications, we will be considering the following points:

- A clear explanation of what you plan to do with the grant and what you expect to achieve

- How the activity will celebrate and promote Fair Trade
- A wide geographical spread of activities throughout Wales. Working with partners in your local area is not required but is encouraged as it will help us fund activities across Wales
- Activities that recognise and celebrate the contribution of volunteers to the Fair Trade movement
- Activities that engage new audiences in the value of Fair Trade through community led activity
- Whether applicants demonstrate ethical, sustainable and fair trade criteria when making purchasing decisions

Terms and conditions

FTW may from time to time vary these terms and conditions and will notify you in writing of any changes.

In these terms and conditions “you” means your organisation and “written agreement” includes e-mail or other electronic communication.

If you do not adhere to these terms and conditions, you may be required to repay part or all of the grant to FTW.

1. You are responsible for working with FTW to ensure that the fund is spent appropriately in accordance with these terms and conditions and so you must carry out the appropriate due diligence checks on the use of the fund.
2. You must report to FTW on the expenditure of the fund, in such format and at such times as FTW may reasonably require, in addition to reporting to FTW in accordance with these terms and conditions. All reports you provide for FTW may also be provided to the WCIA and the Welsh Government.
3. Grant recipients and any suppliers they use must ensure that they have adequate insurance and risk assessments in place for the activities they are undertaking.
4. The fund must not be used for any purpose which is prohibited by FTW. A list of prohibited purposes is set out in the eligibility criteria above.

If there are any doubts about where responsibility lies you should contact FTW to discuss.

Record-keeping and Monitoring

- If your application is successful, at least 7 days before your activity takes place, you must send to Fair Trade Wales a risk assessment of your activity demonstrating a clear understanding of the risks involved, including safeguarding, and how you will deal with them
- If your activity is aimed at children, young people or vulnerable adults, we expect your risk assessment to demonstrate that you or your partner organisation will:
 - Take all reasonable steps to ensure their safety
 - Have and implement an appropriate written policy and set of procedures in place to safeguard vulnerable people; and
 - Undertake DBS (Disclosure and Barring Service) checks necessary on all those individuals who are required by law
 - Provide copies of safeguarding policies as part of your funding agreement documentation.
- On the completion of the project, we will require an expenditure sheet to demonstrate how you have spent the funding, and a short report outlining the activity and its outcomes, including images
- As a legal requirement, you must ensure that you keep accurate financial records of how the fund is spent, including relevant documentation, for a period of seven years after you have spent the fund. FTW may ask to see your accounts and other records as part of a financial audit and you must cooperate with any such request.

You must notify FTW immediately if:

1. There are any significant changes, complaints, investigations or difficulties within your organisation that may affect the funded activities

2. You become aware of or have any grounds for suspecting, any fraud, safeguarding or health and safety risk within the funded activities
3. You fail to comply with any of these terms and conditions
4. You or any of your employees are the subjects of an investigation by the Charity Commission, Police, or other regulatory body
5. You close down or merge with another organisation if at that time the funding has not been used.

Paying the fund

FTW will pay the fund by BACS transfer to your bank account in accordance with the payment schedule as agreed in your offer letter.

Acknowledgements and Publicity

You will consent to FTW and the Welsh Government using information about your funded work as the basis for case studies, press releases and social media posts about the scheme. You must work with FTW to ensure positive media and representation of Fair Trade and ensure active consent is sought before sharing images. In agreement with Fair Trade Wales, you may be required to use Fair Trade Wales and funded by Welsh Government logos as part of your celebratory activity.

Privacy notice

The grants are being provided by Fair Trade Wales as part of the Hub Cymru Africa partnership, funded by Welsh Government. Please see the relevant privacy notices below.

- [FTW privacy notice](#)
- [WCIA privacy policy](#) (Hub Cymru Africa's host organisation)