



1. Introduction

- 1.1 The CFSLA strives through charitable donations to support the community and charitable activities that are important to our members. One of the ways we do this is by supporting CFSLA members' fundraising activities through 'Top Up Funding'.
- 1.2 The Top Up Funding element of our work is an additional monetary donation to the charities chosen by our members specifically in recognition of their individual efforts. Furthermore, collectively, the choice of charity and the level of Top Up Funding our members apply for is a useful gauge of what is important to our members and we may use Top Up Funding applications throughout the year a guide for any Committee decisions on one-of goodwill donations we may from time to time choose to make.

2 The CFSLA Grant Award – Criteria for Funding

- 2.1 Only members who contribute to the CFSLA lottery funds will be eligible to apply for Top Up Funding.
- 2.2 A member must have contributed to 3 monthly draws before they are eligible to apply for Top Up Funding.
- 2.3 Frequency of applications, will be at the discretion of the committee.
- 2.4 All applications for funding must be made using the official Top Up Funding form.
- 2.5 Top Up Funding applications will be considered for:
 - Individual fundraising activities.
 - Group fundraising activities, where the fundraising activities are being undertaken by employees of the participating authorities.
- 2.6 Top Up Funding applications will not be considered for:
 - Group fund raising activities, where the member is part of a larger group of non Council employees organising the fundraising activity, such as a Christmas Fayre, Summer Fate, Disco, etc. Where this is the case, the employee may apply for Top Up Funding for the funds they have been directly involved in raising.
 - Applications from individuals who are fundraising for a non Council employee.
 - Applications from individuals who are fundraising for a group without a bank account. Funding awards cannot be made to individuals.

3. The Application Process

General Criteria, Guide to the Application Process and Terms and Conditions of Top Up Funding



- 3.1 Completed application forms will be circulated to the Lottery Committee members for approval.
- 3.2 Committee Members will be required to comment or object to applications within 10 days of receipt of the application. If Committee Members do not comment or object, it will be assumed that the Committee member is in support of the application.
- 3.3 The Top-Up Funding award is not matched funding. The award will be 20% of the final amount raised and will be no greater than £250. The Committee Members have the discretion to round the final amount raised to the nearest £5.00 for calculating the award.

4 Payment of funding

- 4.1 Once funding has been approved, the CFSLA Treasurer or a Committee Member acting on behalf of the Treasurer, will arrange for a cheque or bank transfer to be made payable to the group or organisation.
- 4.2 Cheques can be issued direct to the organisation or group, or can be issued to the applicant to forward onto the organisation or group.

5. Limitations on Funding

- 5.1 In the event that the Committee receive a high volume of Top Up Funding applications, they have the discretion to limit the number of applications submitted by individuals for funding towards a single organisation or event.