

Imperial

SINCE 1994

COMMUNITY ——— IMPACT FUND

Imperial Community Impact Fund

Welcome Pack



ABOUT US

Imperial Polythene is a UK based Polythene manufacturer of sacks, bags, tubing, sheeting and Polythene Products. Since 1994, the company has succeeded in offering exceptional customer service and is proud to support local customers reduce their carbon by manufacturing and storing products on their site in Slough, near Heathrow airport. Imperial Polythene was established by Directors, Sam Marsh and Frank Chiappetta and their vision is to develop partnerships with their clients to help tackle global problems with simple effective solutions.

ABOUT THE IMPERIAL COMMUNITY IMPACT FUND

The ***Imperial Community Impact Fund*** is an initiative designed to support local community groups and charities committed to making a positive difference.

With an annual fund of **£10,000**, this grant scheme offers between **£500 to £1,000** per project to inspire and empower local organisations working in the areas of the **environment, sustainability, creativity** and **local problem solving**. By fostering imagination and collaboration, we hope to improve the well-being of communities and promote sustainable development.

We invite **community groups** and **charitable organisations** to apply for funding to **bring their meaningful ideas to life**. Our goal is to support initiatives that drive meaningful change, whether through environmental conservation, creative community participation, or solving pressing local challenges.

The fund is open for submissions twice a year, in January and July.

The Imperial Polythene Team
celebrating 30 years in business!



ELIGIBILITY CRITERIA

Our community grants are aimed at charities and not-for-profit organisations. Please make sure your organisation is able to fulfil the following criteria before applying for a grant:

- You must be a charity or not-for-profit organisation that helps local communities
- Organisations must be one of the following types of organisations:
 - *Charity*
 - *Charitable Incorporated Organisation (CIO)*
 - *Community Interest Company (CIC)*
- Be based in the UK
- Organisation projects must fall into one if not more of these categories: ***Environment, Sustainability, Creativity, Local Issues***
- Funded activity must take place after the grant has been awarded
- Organisations should have an annual income of £25,000 - £500,000 in your last set of accounts
- A safeguarding policy must be in place (*if the organisation supports children or vulnerable people*)
- You must have a bank account in the same name as the organisation you are applying for, with a minimum of two unrelated signatories.
- A board of at least three unrelated trustees or directors.
- Operating for at least 12 months and have published financial data available
- Projects/activities must not run longer than 6 months



WHO IS NOT ELIGIBLE

We do not support individuals, nor do we support:

- Companies limited by shares
- Friends of associations
- Branches or federations of national charities
- Organisations where the primary benefit is the advancement of religion
- Large organisations that have a greater capacity to fundraise
- Schools, colleges or those seeking educational bursaries
- Uniformed groups such as scouts, guides and sea cadets
- Sports clubs and associations
- Organisations using funds to provide cash grants or vouchers
- Third party fundraising (e.g. sponsorship a challenge)

WHAT CAN WE NOT FUND

- Activities that promote religious or political views
- Purely commercial ventures (for profit)
- Spending that has already taken place (i.e. retrospective funding)
- Individual sponsorship or redistribution of a grant to individuals or other organisations
- Activities where people are excluded on the basis of religion, sexual orientation, sex or ethnicity (unless the issue is group-specific)

IMPORTANT DATES

IMPORTANT DATES	ROUND 1	ROUND 2
APPLICATIONS OPEN FOR SUBMISSION	THURSDAY 11 JULY 2024	THURSDAY 30 JANUARY 2025
APPLICATION DEADLINE	THURSDAY 26TH SEPTEMBER 2024	THURSDAY 20 MARCH 2025
DECISIONS MADE	TUESDAY 29TH OCTOBER 2024	TUESDAY 22 APRIL 2025

APPLICATION PROCESS

The application form can be accessed [here](#) and is to be completed in Google Forms. We have tried to make this process as easy as possible, but should you have any access issues, please do get in touch with us at grants@imperialpolythene.co.uk

After successful submission, you can usually expect a **decision within 4 weeks** of the application deadline. As part of the application process, you will need to submit a copy of your latest audited accounts and a breakdown of the costs you have applied for should you receive an email from us.

SELECTION PROCESS

Imperial Polythene has a grant committee made up of individuals from a diverse background who will be involved in awarding the grants. The committee will evaluate all applications to make sure they are eligible, that projects meet one of the four core project activities of ***Environment, Sustainability, Creativity, Local Issues*** and they will collaboratively make recommendations for best practice.

You will be notified by email of any funding decision and successful applicants will receive an award letter, including the details of the offer. Due to the number of applications, we are unable to give individual feedback to unsuccessful applicants. 70% of the funds will be given on award and 30% on completion of a final report.

GRANT REPORTING

Monitoring helps us find out what works well, not only for us, but for the community as a whole. We ask successful applicants to keep us regularly updated on the progress of their projects and they will be expected to send us a final report on completion.

We welcome your stories, photos and quotes, which will be shared through our social media channels, blog and newsletter. If the opportunity arises, members of the grant committee would love to see your project or activity in action by visiting in person.

Successful applicants will be given support and templates to complete their final report.

COLLECTING DATA & EVIDENCE

We recommend that organisations track their activity as soon as their project starts and this can be through photos, documents, quotes, videos, etc. Successful applicants agree to provide feedback on the outcomes and outputs of their project via a final report and through regular communication.

Depending on the length of your activity, we aim to be in touch with you on a monthly basis and would appreciate any updates on your project. We may then share any quotes, images and stories on our platform and use these for our own internal reporting.

Imperial Polythene will also provide you with an Imperial Community Impact Fund logo to be used on your website and on any marketing materials. You'll have access to one of our team members should you have any queries or issues, and applicants who receive funding will be given a PDF checklist and templates to make their reporting easier.

GENERAL CONDITIONS

- The grant spend must be within a six month period from award date
- A progress update will be required monthly and a final report is required as a condition to receiving your second instalment.
- Any changes to the project or activity for which the funding was originally granted will require new approval. If there are any changes, the organisation should contact us as soon as possible. Failure to do so could result in non-payment.
- The Imperial Community Impact Fund logo must be included on all publicity material relating to the project or activity.

