

**Definitions and process for the allocation of any available Shop funds to local causes, charities and events.**

**Intent**

We seek to help all members of our local community by keeping our margins as low as possible whilst still keeping our head above water. When there is a surplus, we are committed to helping causes, charities and events in our local community.

We are also happy to provide help in kind, such as hampers, to local causes, charities and events.

**Definition “Local”** – any cause, charity or event happening in Semley & Sedgehill will be considered, as will any cause, charity or event promoted by a person resident in Semley or Sedgehill if the cause, charity or event is within a three mile radius of Semley & Sedgehill.

**Definition “Semley & Sedgehill”** – within the Parish boundaries of these villages and including the hamlets of Gutch Common, Barkers Hill and Huggler’s Hole, plus Tokes Lane.

**Definition “Causes”** – any facility/institution/group that provides services to the Local Community. Examples include churches, village halls and schools plus smaller community support organisations seeking to assist people or to make “improvements” in/to the local community, especially eco efforts.

**Definition “Charities”** – any charity registered with the Charities Commission. Examples include the local food banks and Semley Village Hall.

**Definition “Events”** – events happening in Semley & Sedgehill (as defined above) and open to the general public (from anywhere) whether paid entry, voluntary entry contribution, or free entry. Examples include Semley Music Festival, the Semley Grange Concerts, the pub’s fireworks on November 5<sup>th</sup> and creative days for Ukrainian refugees.

**Definition “Improvements”** – activities that are designed to improve the accessibility, beauty and natural environment in Semley & Sedgehill. Examples include work to improve the footpaths, bird boxes and callers, public benches and publicly accessible wild flower areas.

**Process of application for those requesting funds**

Any cause, charity or event who seeks funds from the Shop should:

1. Send an email to Alexander Allfrey ([info@semleyvillagestores.co.uk](mailto:info@semleyvillagestores.co.uk))
2. This should detail:
  - What is planned/what it is
  - Who is organising it (individual, group, charity etc)
  - When it will happen
  - When the funds are needed

- What it will deliver to the Local Community, when and how
  - How much it will cost in total
  - How much they are seeking from Semley Village Stores
  - BACS details for their bank account
  - What other funding they are seeking/have got and other financing details
  - How they will promote the support from Semley Village Stores (essential for all non-charity requests)
  - Authority/permission for Semley Village Stores to publicise the donation via all on and offline media (copy and photos to be agreed with you in advance within reasonable grounds and terms).
  - Any other details they think are relevant to their application for funds.
3. The email will be shared with all the Shop's Committee Members.
  4. The request will be discussed via email and at the next Committee Meeting (which happen monthly).
  5. Approval requires a majority of the Committee Members (at present 12). Any Member deemed by the Committee to be involved with the cause, charity, event or improvement is not allowed to vote.
  6. The Decision (approval/denial/alteration to amount) can be made by email and/or by show of hands at the next Committee meeting. We will advise you of the decision by email.
  7. If an amount is agreed funds will be delivered by BACS to the advised bank account.
  8. Acknowledgement of receipt of funds is required.
  9. Following the spending of funds by the cause, charity or event, the Shop requires proof (photographic and written) of how the funds were used and what they achieved within three months and, if the event is non charitable, detailed proof (ideally photographic and written/printed) covering how the Shop's "sponsorship" was promoted. (We need this for tax reasons.)

**Process of application for those requesting hampers/raffle prize gifts**

Applications for these are accepted from within Semley & Sedgehill and for causes within a three mile radius of Semley Village Stores.

1. In the first instance please email [info@semleyvillagestores.co.uk](mailto:info@semleyvillagestores.co.uk)
2. Please describe the event and indicate what level of product support you are looking for eg a couple of bottles of house wine or a small, medium or large hamper etc and why.

We hope we can help and look forward to doing so.

Alexander Allfrey, Treasurer  
On behalf of Semley Village Stores