

## Wray Community Fund: Distribution Policy

**Last Updated:** 26<sup>th</sup> June 2026

### 1. Introduction

This policy outlines the principles, procedures, and criteria for the transparent and equitable distribution of a proportion of surplus profits from Wray Village Store. These surplus funds will be known as the Wray Village Store Community Fund (the "Fund"). While our focus is on keeping costs low for our community, generating a modest profit is crucial. The Fund's primary purpose is to support small projects and initiatives that demonstrably benefit the residents and community of Wray.

### 2. Fund Objectives

The Wray Community Fund aims to:

- Foster community spirit and engagement.
- Improve the quality of life for Wray residents.
- Support local groups, organisations, and initiatives.
- Enhance public spaces and amenities within Wray.
- Address specific desires or challenges identified within the community.

### 3. Eligibility Criteria for Applicants

To be eligible to apply for funding, applicants must meet the following criteria:

- **Type of Applicant:** Applications are welcomed from:
  - Constituted community groups, charities, and not-for-profit organisations primarily based in or serving Wray.
  - Informal groups of Wray residents with a clearly defined project and a nominated lead contact.
  - Individuals proposing a project with clear community benefit.
  - Funding where any form of personal gain is made, or may be made, will not be considered.
- **Project Location:** The project or initiative must primarily benefit the community within the geographical boundaries of the Parish of Wray.
- **Purpose:** The requested funds must be used for a specific project or initiative that aligns with the Fund's objectives (Section 2).
- **Financial Viability:** Applicants must demonstrate the financial viability of their project, including a clear budget and, where applicable, details of other secured or pending funding. Match funding or partial personal funding is encouraged.

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- **Accountability:** Applicants must agree to provide post-project reports and financial statements as required by the Community Fund Committee (see Section 7).

## 4. What the Fund Will (and Will Not) Support

### The Fund WILL generally support:

- Project-specific costs (e.g. materials, and equipment).
- Start-up costs for new community initiatives.
- Improvements to community facilities and public spaces.
- Costs associated with community events and activities.
- Small-scale capital expenditure directly related to a community project.
- Training costs that benefit a group or the wider community.

### The Fund WILL NOT generally support:

- Any scheme which would benefit Members or individuals more than the wider community.
- Retrospective funding for projects already completed or costs already incurred.
- Projects that are the primary responsibility of statutory bodies (e.g., local council, health services), unless they represent an additional, community-driven benefit.
- Ongoing running costs.
- Political activities or any form of campaign.
- Projects promoting a particular religious belief (unless the benefit is inclusive and clearly extends to the whole community).
- Activities that generate private profit.
- Loan repayments or endowments.
- Individual sponsorships or bursaries.
- Projects where the primary beneficiaries are outside of the Parish of Wray.
- Social Media related projects.

## 5. Application Process

5.1. **Application Window:** Applications can be made at any time. The Management Committee will review applications periodically.

5.2. **Application Form:** A standardised application form will be made available, requesting information including:

- Applicant details (name, contact, organisation if applicable).

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- Project title and summary.
- Detailed description of the project and its objectives.
- Evidence, examples, photographs or plans to support the application
- How the project will benefit the Wray community.
- Project timeline.
- Detailed budget breakdown, including any other funding sources.
- Evidence of community support or need (e.g., surveys, letters of support).
- Declaration of agreement to terms and conditions/distribution policy

5.3. **Support and Guidance:** Wray Village Store Management Committee (WVSMC) may be approached by applicants seeking clarification. Any advice given will not constitute an award.

## 6. Assessment and Decision-Making Process

6.1. **Management Committee:** All applications will be reviewed by the Wray Village Store Management Committee (WVSMC). The availability of scheme funds will be based upon surplus profits and other business needs as defined by the Management Committee.

6.2. **Assessment Criteria:** The WVSMC will assess applications against the following criteria:

- **Community Benefit:** Clear and demonstrable positive impact on the Wray community.
- **Alignment with Objectives:** How well the project aligns with the Fund's objectives (Section 2).
- **Desire:** Evidence of a genuine desire for the project within the community.
- **Feasibility:** Practicality of the project, including realistic timelines and resources.
- **Budget:** Clarity, realism, and justification of the budget, demonstrating value for money.
- **Sustainability (where applicable):** Long-term impact or legacy of the project beyond the funding period.
- **Community Engagement:** Degree to which the project involves or is supported by Wray residents.
- **Risk Assessment:** Identification and mitigation of potential risks associated with the project.

6.3. **Decision-Making:** The WVSMC will meet to decide the winning bid(s) for funding allocations. The WVSMC reserves the right to offer partial funding, request further information, or decline an application(s). **This decision will be final and no appeals will be considered.**

6.4. **Notification:** All applicants will be notified in writing/email of the outcome of their application.

## 7. Monitoring, Reporting, and Accountability

7.1. **Funding Agreement:** Successful applicants will be required to sign a Funding Agreement outlining the terms and conditions of the funding, including reporting requirements.

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7.2. **Reporting:** Recipients of funding will be required to submit a brief progress report mid-project, and a comprehensive final report within 3 months of project completion. This report will include:

- A summary of activities undertaken.
- Achievements against stated objectives.
- Evidence of community benefit (e.g., photos, feedback).
- A financial statement detailing how the funds were spent, accompanied by receipts or invoices.

7.3. **Transparency:** The WVSMC will maintain records of all applications received, funds distributed, and project outcomes. Summaries of funded projects and their impact will be shared with the Wray community annually (e.g., at the AMM, on the village website).

7.4. **Accountability:** The WVSMC reserves the right to request additional information or conduct site visits to verify the appropriate use of funds. Misuse of funds will result in requests for repayment, debit recovery, future ineligibility for funding, and potentially permanent closure of the scheme.

## 8. Credit

8.1. The Wray Village Store Community Fund must be credited in any report, publications, local or National media, or on any form of Social Media.

## 9. Review of Policy

The Wray Store Community Fund Distribution Policy will be reviewed annually by the WVSMC and presented to the AMM for endorsement, to ensure it remains relevant, effective, and responsive to the needs of the Wray community.

## Wray Village Store Community Fund: Application Form

Please read the **Wray Village Store Community Fund Distribution Policy** carefully before completing this form. This policy outlines the eligibility criteria, what the fund will and will not support, and the reporting requirements.

Please note that the Management Committee have full authority to determine whether to award grants or not. Respectfully, their decision will be final and no appeals will be considered.

For guidance, the Wray Village Store Community Fund will have variable funds each year. For the year 2026-2027 the total funds available will be £750.

**IMPORTANT. ONLY APPLICATIONS FOR PROJECTS WITHIN THE PARISH OF WRAY WILL BE CONSIDERED.**

Applications for funding can be made at any time and will be reviewed periodically.

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Last modified: June 26<sup>th</sup> 2026

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## Section 1: Applicant Details

1. Organisation/Group Name (if applicable):

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2. Contact Person (Lead Applicant):

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3. Role in Organisation/Group (if applicable):

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4. Full Postal Address (Wray):

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5. Email Address:

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6. Phone Number:

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7. Is your organisation/group formally constituted (e.g., registered charity, CIC, Village Institute Committee)?

- Yes [ ] If yes, please provide registration number if applicable:

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- No [ ] If no, please briefly describe your group's structure and purpose:

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## Section 3: Project Budget

1. Total amount of funding requested from the Wray Village Store Community Fund (Please ensure you know the total funding available) :

£ \_\_\_\_\_  
\_\_\_\_\_

2. Provide a detailed breakdown of how the requested funds will be spent (*Use a separate sheet*):

Item/Cost Description Estimated Cost (£) Justification/Purpose

**TOTAL**                      £ \_\_\_\_\_

3. What is the total estimated cost of your entire project (if different from the amount requested)?

£ \_\_\_\_\_  
\_\_\_\_\_

4. Match funding or personal contributions are encouraged. Do you have any other funding secured or pending or this project? Please give total and describe source.

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## Section 5: Declaration

I/We confirm that the information provided in this application is accurate to the best of my/our knowledge. I/We have read and understood the **Wray Village Store Community Fund Distribution Policy** and agree to abide by its terms and conditions if an application grant is awarded, including providing a post-project report and financial statement.

I/We understand that the Wray Village Store Management Committee (WVSMC) may contact me/us for further information regarding this application.

I/We understand that the Wray Village Store Management Committee (WVSMC) has no obligation to meet any timescales set out within a application.

I/We understand that the decision to award grants, to offer, withdraw or suspend the grant scheme, is at the discretion of the Wray Village Store Management Committee (WVSMC). Their decision is final and no appeals will be considered.

**Signature of Lead Applicant(s):**

**Print Name(s):**

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**Date:**

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**Organisation:**

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**Please return your completed application form to:**

store@wrayvillagestore.co.uk

OR

Drop your **sealed** application in at the Store for the attention of "Wray Village Store Management Committee – Grant Application"