**Fund Background**

The Port of Milford Haven is a Trust Port, committed to re-investing all profits in the Port for the benefit of stakeholders and making improvements for future generations. This impactful work happens through continuing programmes of investment in infrastructure, in our people, in the environment and in the communities we operate in. Through supporting communities in Pembrokeshire to thrive we believe the Port can increase its competitiveness and ultimately grow as an organisation.

**The Port of Milford Haven Community Fund offers grants of up to £5,000 to support community action by funding projects meeting the Theme/s of:**

* Sustainable & resilient environment

*e.g. Organisations working towards reducing carbon, reducing waste, reaching Net Zero and collaborating with others to protect the marine environment.*

* Safe, inclusive and enjoyable Milford Haven Waterway

*e.g. Improving access to and promoting the safe and sustainable use of the Waterway, supporting Waterway events and activities.*

* Vibrant & prosperous community

*e.g. Supporting a resilient and sustainable community that has a healthy economy, providing rewarding careers and is culturally rich (with a particular focus on young people, skills and culture)*

***Projects aligning with the Port’s core values of Safety, Collaboration, Excellence and Sustainability will be prioritised.***

The **Port of Milford Haven Community Fund**, following relaunch under the new 2024 partnership agreement with Pembrokeshire Association of Voluntary Services (PAVS), will provide financial assistance to groups across the county. The Community Fund is available alongside the other community support provide by the Community Team at the Port including educational initiatives, and non-financial activities such as volunteering and encouraging staff participation in community activity. The partnership brings together resources to broaden access to funding opportunities to the diverse network of groups that PAVS connects with across the county.

**Who can apply?**

Charities, voluntary organisations, community organisations, Town & Community Councils and social enterprises working in Pembrokeshire can apply for funding from the Community Fund.

Individuals seeking funding or those requiring raffle prizes are not supported through the Community Fund, please visit this webpage [https://www.mhpa.co.uk/about/environment-society-and-governance/community/](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.mhpa.co.uk%2fabout%2fenvironment-society-and-governance%2fcommunity%2f&c=E,1,qL8Cx1FzmrGusk1WrCb0GEzAQcA_vTGFskcsoVb_0s_DlRSSXkACLUHsg_AX5X8MOJQowMcck2ZntOhtNveDl0Q7EnERDl7n5gt-Czt9UM2I5asoV9SKOQAPzQ,,&typo=1) for more information.

**Applicants must:**

* be run by a voluntary management committee of 3 or more
* have a bank account matching the organisation name\*\* as stated on the governing document and provide evidence of this bank account i.e. bank statement/photo of cheque book/account opening letter with account number/ sort code
* be based in, or show clear and demonstrable benefit to, Pembrokeshire communities and people. Applications from organisations based outside Pembrokeshire will be considered if a proposed project is clearly defined and funding ring-fenced for specific activity in Pembrokeshire
* be delivering a project with activity and spend taking place at least 4 weeks after the deadline

*\*\*Sports Clubs, eligible for up to £250 of funding, without a bank account in the name of their group are encouraged to get in touch and discuss a suitable alternative for receipt of funding.*

**Schools, Churches/ Chapels/ Town & Community Councils**

Applications will be considered from schools, churches/ chapels, town and community councils where wider community projects are proposed. No applications for capital improvement projects will be considered from these organisations. School applications will need to be made by a PTA or Friends of Organisation. Funding requests must be for extra curricular activity and show wider community benefit.

**Sports Clubs**

Sports clubs, not relating to the waterway, are eligible for funding capped at £250 for minor equipment or kit requests. Funding requests over the cap of £250 will be accepted from sports clubs which are connected to the waterway for example sailing clubs. Please refer to the additional note above regarding Sports Clubs which do not have a bank account in the name of their group.

**What can be supported by this Fund**

* Capital or revenue costs for projects which meet the Theme/s of the Fund
* Some associated running costs directly related to delivery of a project may be included i.e. staffing costs, overheads etc. Applications including a large proportion of staff costs will be a lower priority in rounds where there is a high demand for funds.
* Funding requests as part of a larger project must relate to a discrete and identified element. Funding towards a larger project may be held until confirmation of other funding is in place, if the project is awaiting the outcomes of other funding applications.
* Land or building projects where the applicant group holds a minimum of 10 year lease remaining, ownership in place or a letter of support from the land owner stating a commitment to the project for the next 5 years.
* Energy efficiency saving projects which can demonstrate the cost savings (a template to calculate cost savings for LED lighting, is available, for relevant applications, from PAVS).

**What will not be covered by this Fund**

* Retrospective costs; spend & delivery must be planned for at least 4 weeks after each deadline
* Contingency costs
* Staff costs relating to direct delivery of an organisation’s core services
* Day to day running costs unless these specifically relate to a project these include property rental, utility costs and general office equipment
* Individuals seeking funding or those requiring raffle prizes (considered via a separate process)

**Deadlines**

Monday 3rd March 2025 Monday 2nd June 2025

Monday 8th September 2025 Monday 17th November 2025

Applications must be submitted to PAVS **by 12 noon** on deadline dates.

**Making an Application**

Organisations must apply using the appropriate Application Form. Please submit electronic applications if possible and include all information requested in the checklist. If you have any questions please contact PAVS on (07971) 598 116 or email on [development@pavs.org.uk](mailto:development@pavs.org.uk).

Signatures are required from two people in your organisation willing to be responsible for the content of the Application Form. If you provide an e-signature, please ask the second signatory to email [development@pavs.org.uk](mailto:development@pavs.org.uk) in support of the Application, stating the name of the applicant group. Alternatively, you may print, sign and send a photo of the Declaration page to PAVS with your application.

Applications are assessed and decisions reached by the Community Fund Committee, the decision of the Committee is final. Applicants will be notified of the outcome as soon as possible, this usually takes around 4 weeks from the deadline date.

A maximum of one funding award will be made to an organisation in a calendar year. You may submit further applications if a previous request is not supported by the Fund. Funded projects must return their completed monitoring for previous awards before being considered in the next calendar year.

**Publicity & Evaluation**

Organisations in receipt of funding will be asked to publicise the funding received, details of this will be provided to funded projects. The impact of projects, on individuals, communities and organisations, funded by the Community Fund in Pembrokeshire forms an important part of the learning for the Fund and successful projects will be asked to complete an evaluation form. Groups are asked to complete at the end of their project, within 12 months of the funding allocation. This information will be used by PAVS in an End of Year Report highlighting positive changes and the impact of funded projects.

**Before you send in your application**

* Please answer all questions on the Application Form
* Include a full breakdown of costs
* Check that your finances add up
* Attach 3 quotations for capital items or works over £1,000, indicate which you would like to proceed with and why
* Attach a copy of your governing document
* Attach any supporting documents i.e. copies of letters of support, photographs etc.

**Help is available!**

Please contact PAVS’ Third Sector Support Team on (07971) 598 116 or by email on [development@pavs.org.uk](mailto:development@pavs.org.uk) for help to complete the form or with any queries.

If this funding is not suitable then you can visit the Port of Milford Haven website here, <https://www.mhpa.co.uk/about/environment-society-and-governance/community> for details of other support available to the community.

For information about alternative third sector funding opportunities please visit Funding Wales, where you register once and then access the free funding search resource: <https://funding.cymru/en/>

**Fund Guidance Notes**

**Section A: Your Organisation**

**1.** Please tell us about your group and provide the contact details for someone who knows about this Application and can be contacted if we need further details. Ensure that this person keeps a completed copy of the Application Form. Tell us the type of organisation you are and check the Who Can Apply information above to ensure that your organisation falls within the eligibility criteria for this fund. Please give your organisation address if you have a base or the contact address of your contact person. Include any website link, Facebook page etc.

**2.** Tell us about the aims and objectives of your organisation (what you are set up to do) and the difference you want to make in the long-term. What are the key services and activities you provide to achieve your aims. Some of this information should be found in your governing document which usually reflects both your aims and activities.

**3.** Tell us how many people are involved in your organisation. Please note that applicant organisations must have three or more unrelated committee members/ directors in place to be eligible to apply to this Fund.

**4.** Please give the name of your bank account which must match that of the applicant organisation, with the exception of Sports Club applying for up to £250, as per the guidance provided above.

**Section B: Your Project**

**5.** Tell us how much funding you are applying for (within the limits for this Fund)

**6.** Tell us which Theme/s your project will contribute to

**7.** Please provide some more detail as to explain how your project will contribute to the selected Theme/s.

**8.** Tell us about the project you are applying for and what you would do with the funding. Tell us where your project will take place. Tell us about the items you would purchase. Explain what you will use the funding for and what activities/services/ improvements will you deliver. Tell us how your project aligns with the Port’s core values of safety, collaboration, excellence and sustainability. Projects showing these will be prioritised. Projects of up to 12 months in duration will be supported. Project start dates must be at least 4 weeks after published application deadline dates.

**Project costs**

**9. a)** Please provide **costings** which are as accurate as possible and obtain 3 quotes for any individual items over the value of £1,000. Please include copies of these quotations, telling us which you have chosen and why. The difference between the total project cost and amount of funding you are requesting should be shown in the match-funding table in section b). Please plan project spend to begin at least 4 weeks after published application deadline dates.

**b)** Please tell us about any **match-funding** either in place or being sought for this project. This can include; group’s own funds, fundraising, volunteer in-kind contribution, donation of goods or grants. If this is a grant, then is this confirmed and if not when you are likely to know the outcome? The match-funding amount plus the amount applied for should equal the total project cost. Please note that there is no requirement for match funding.

**10.** If your Organisation can claim VAT back, then do not include VAT in your costs and provide your registration number. Otherwise include VAT in your costs to be covered by the funding.

**11. Projects involving work on a building or land**, must confirm the status of the Organisation’s relationship with this building/land. Applicants should either own or hold a lease with 10 years remaining. Where this is not in place written evidence must be provided of permission from the landowner for the developments and adequate evidence that the facilities will be used for wider community benefit for 5 years. This fund will consider supporting voluntary/ community organisations wishing to make capital improvements to a building where they have a minimum of 10 years remaining on a lease.

**12. Planning permission,** tell us if this is needed for this project – if so then this should be in place. Confirmation must be provided to show that this is in place before an application is submitted, please provide copies of this documentation.

**13.** Please give a realistic estimate of the number of people who will benefit from the funding. What is this figure based on? Who will benefit from the project and how?

**14.** Explain what positive change will happen for the intended beneficiaries as a result of this project, and what difference it will make. What will be different for the beneficiaries at the end of the project, how will this project have made things better, what will have been achieved?

**15.** Explain how you know that the services/ activities you are requesting funding for are wanted and needed by those that they will benefit. Some ways you might show the need for this funding include: Letters of support, survey results, questionnaire or interview, Local statistics, your own observations, anecdotal evidence from current members/service-users.

Provide evidence from a number of sources and in a range of ways and give details here.

**16.** Tell us about your organisation’s links with other community groups or agencies working in your geographic area and field of work.

**17.** All Green Energy Projects need to tell us the anticipated saving per annum following project completion and clearly state which quote you have chosen and why. Projects involving LED lighting can request a template from PAVS to calculate this. Consider savings on energy use, replacement components and any other improved efficiencies.

**18.** Tell us if your organisation has had funding from the Port of Milford Haven in the last 3 years. If you have previously received funding, then this project must be completed, and monitoring forms returned before a further application will be considered.

**Further Support**

If you have any queries about the fund or need support with a potential application, please contact the Third Sector Support Team at PAVS. E-mail: [development@pavs.org.uk](mailto:development@pavs.org.uk) Phone: (07971) 598 116

**We look forward to receiving your completed application!**