

Thornhill Community Trust

Thornhill Environment Fund Governance Policy

Last updated: February 2019



Thornhill Community Trust was established in 2004 and is a Scottish Charitable Incorporated Organisation (SCIO), Scottish Charity Number SC035940.

The Thornhill Environment Fund (TEF) was established in 2017 within Thornhill Community Trust (TCT) to make use of the money gifted to TCT by the Helensfield Trust. The following aims and principles have been agreed for the use of this money:

Thornhill Environment Fund Aims

People of all ages living in and around Thornhill (now and in the future) will enjoy the local environment through better knowledge, understanding and access to the village ecology and environment.

Thornhill Environment Fund Principles

- The money is "... to be held in a ring-fenced fund for educational provision relating to ecology and the environment to include putting up educational boards in the community garden, purchasing material and plants for the school to use, providing lessons in watching wildlife, nature, ecology, etc." (Extract from letter from solicitors of Helensfield Trust Fund)
- "Preserve, restore and improve the environment through the provision, maintenance and/or improvement of public open space and other public amenities and other environmental and townscape regeneration projects" (Thornhill Community Trust purposes)
- Activities should provide a group or community benefit
- Education and information to include understanding, interpreting and valuing the environment in which we live

Where possible

- Activities to be intergenerational
- Activities to encourage access to the local environment
- Activities to provide a legacy for the community
- Activities to support self-sufficiency and sustainability

These principles are based on

- the requirements of the Helensfield Trust fund gift
- Thornhill Community Trust purposes
- Consultations with key community stakeholders and groups (Feb – Apr 2017)
- Consultation with wider community (May 2017)

Process

Projects / activities looking to make use of TEF funds should complete a TEF Proposal Form (see Appendix 1) setting out the purpose and aims of the project / activity, how much money will be required, and include how it aligns with the principles of the Fund, to demonstrate why it should receive funding.

The TCT trustees will then use the process set out in Appendix 2 to judge the merits of the project / activity against the aims and principles of the Fund to determine whether it should receive funding. This process has been developed to ensure that all projects are treated equally, and require to have good alignment with the aims of the Fund to merit funding, but that funding should be straight forward to be given to those projects with good alignment.

Projects which receive funding should report regularly to the TCT trustees on progress and any significant changes from the initial scope of the project should be agreed in advance. All projects should complete the second part of Appendix 1 on completion of the project to report back on how the project went and to keep a record of benefits made by use of money from the Fund.

The TCT trustees should review the process set out in Appendix 2 and amount of funds spent on an annual basis to ensure the process is working as planned, and make any improvements as deemed necessary.

Appendices:

Appendix 1 – Thornhill Environment Fund Proposal Form

Appendix 2 – Criteria and Decision Making Process Form