



**Birmingham**  
**Airport**

## Birmingham Airport Community Trust Fund

### Criteria & Guidelines

November 2023

Birmingham Airport makes grants of up to £5,000 available to community projects in those areas affected by its operations. These guidelines are designed to help you decide if your project is eligible for an award and to help you complete the application process.

# Birmingham Airport Community Trust Fund

## Introduction

**At Birmingham Airport we have always tried to find ways of putting something back into the communities which are most affected by the Airport's operations, through our environmental programmes, through support for educational activities and by encouraging our staff's involvement in community activities.**

*We aim to achieve a balanced approach in our relationships with communities around the Airport - to monitor the environmental and social impact of our operations and to look for practical ways to mitigate that impact.*

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The Community Trust Fund is the embodiment of this approach – the combination of Airport Company investment and the penalties imposed on airlines for noise violations being ploughed into projects that directly benefit areas affected by the Airport.

It is a real partnership approach, which involves community representatives in determining how funds are allocated.

We are committed to the purposes of the Trust, which are directly aimed at improving quality of life – be it through heritage conservation, environment improvement, encouraging and protecting wildlife or social and leisure activities.

The Trustees represent a broad spread of interests in the local area and use their local knowledge to ensure the money is used to maximum benefit.

Since the Trust's inception in 1998 more than £1.8 million pounds has been invested in over 800 local projects.

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*These guidelines should provide you with the information you need to decide if your project is eligible for a grant.*

# Birmingham Airport Community Trust Fund

## The Purpose of the Trust Fund

The Community Trust Fund enables Birmingham Airport to invest in a range of local projects which benefit your community and environment. By investing in the Community Trust Fund, the Airport recognises that communities close to the Airport suffer disturbance from aircraft activity and seeks to make a positive contribution to the quality of life in those areas.

The Trust is a registered charity (No: 1071176) and is overseen by nine Trustees who decide on how funds will be allocated. There are two nominees from Solihull Metropolitan Borough Council, two nominees from Birmingham City Council, three nominees from the Airport Consultative Committee and two nominees from the Airport Company.

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## Criteria

The Community Trust Fund will support projects in any of the following four areas:

- 1 *Heritage Conservation.*
- 2 *Environment improvement, improving awareness of environmental issues, environmental education and training, encouraging and protecting wildlife.*
- 3 *Bringing the Community closer together through facilities for sport, recreation and other leisure time activities.*
- 4 *Improving health and wellbeing through the promotion of healthy lifestyles and employment opportunities.*

The Trust's *Area of Benefit* is defined as those areas most affected by the Airport's operations. This area is defined as lying within the boundaries of the post codes listed within these guidelines.

Under the terms of its Section 106 Planning Agreement with Solihull Metropolitan Borough Council, The Airport Company agreed to pay £75,000 each year into the Trust, this sum being Index-Linked to inflation. In 2022 this resulted in £96,676.66 being directly invested by the Airport Company. The Fund is also 'topped up' by those fines imposed on airlines that exceed the Airport's noise violation levels.

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## Administration of the Trust

The Trust is administered by:

The Community Trust Fund Administrator  
Birmingham Airport  
Birmingham  
B26 3QJ  
e-mail: [andy.holding@birminghamairport.co.uk](mailto:andy.holding@birminghamairport.co.uk)

Tel: 0121 767 7448

# Birmingham Airport Community Trust Fund

## Application Guidelines

Some frequently asked questions

### How do I apply to the Trust Fund for a grant?

Please read these guidelines carefully to determine whether your project meets the Trust's criteria. If you are unsure about eligibility, you should contact the Trust Fund Administrator who will be able to advise you. If you decide your project does meet the criteria, you should contact the Administrator to request an application form.

### What sort of project will the Trust Fund support?

1. Heritage Conservation.
2. Environment improvement, improving awareness of environmental issues, environmental education and training, encouraging and protecting wildlife.
3. Bringing the Community closer together through facilities for sport, recreation and other leisure time activities.
4. Improving health and wellbeing through the promotion of healthy lifestyles and employment opportunities.

### Which geographical areas does the Trust Fund cover?

The Trust will support projects in areas which are directly affected by the Airport's operations. These are generally close to the Airport or under departure or arrival routes. Your project must operate from an address in one of the postcodes listed in these guidelines. In addition, the Airport operates a weighting system that aims to prioritise projects operating in those neighbourhoods identified as priority areas in its Corporate Responsibility Strategy.

### What is the maximum grant available from the Trust Fund?

The Trustees will make grants from £500 up to £5,000.

Applicants are encouraged to be realistic and only apply for what they really need. Only in exceptional circumstances will consideration be given to applications for larger grants.

### Is match funding required to qualify for a grant?

Not necessarily, although the Trustees reserve the right to require match funding to be obtained for larger grants and will always give more weight to those applications which demonstrate some contribution from the applicant.

# Birmingham Airport Community Trust Fund

## Application Guidelines - Frequently asked questions (continued)

### Will applications for capital and revenue projects be considered?

Yes. Both capital and revenue projects will be considered. However, the Trustees will not commit to recurrent expenditure or running costs, such as salaries, fees or expenses.

### Can individuals receive grants from the Trust Fund?

No. We aim to benefit community projects and grants will not be made to individuals.

### Do representatives of the Trust Fund visit projects?

Yes. The Trust Fund Administrator or one of the Trustees may wish to visit your project before a decision is taken on your application.

### How often are grants awarded?

Twice a year – in April and October.

### When should we apply?

Applications can be made at any time. Deadlines for the current round of applications are available on the Airport's website or you can contact the Administrator for advice. You should not apply before you have obtained any necessary permissions for your project.

### How long do you have before any grant must be spent?

In normal circumstances, we expect a grant to have been spent within six months of receipt.

### Once an application has been submitted, what happens next?

Your application will be assessed to ensure it is complete and we may contact you for further information. Applications will be acknowledged and if received in time, submitted to the next Trustees meeting. Proposals received after a deadline will be presented to the next meeting. Following the Trustees meeting, you will be advised of the Trustees decision. Please be patient after the Trustees meeting and do not telephone or e-mail to enquire if you have been successful.

### Can we appeal if our bid is unsuccessful?

No. The Trustees decision is final and we are not obliged to enter into correspondence with regard to their decision.

# Birmingham Airport Community Trust Fund

## Area of Benefit

The Trust Fund aims to benefit communities most affected by aircraft operations at Birmingham Airport.

Check this list of postcodes within the Trust Fund's Area of Benefit. If the address from where your project operates is on this list, you may be eligible. If not, then your project will not be eligible.

<b>Postcode</b>	<b>Area</b>	<b>Postcode</b>	<b>Area</b>
B8 2	Washwood Heath/Ward End	B44 0	Kingstanding
B9 5	Bordesley Green	B44 9	Kingstanding
B23 5	Short Heath	B46 1	Water Orton
B23 6	Short Heath	B46 2	Shustoke/Whitacre
B23 7	Stockland Green	B46 3	Coleshill
B24 0	Erdington	B72 1	Wylde Green
B24 8	Erdington	B73 5	Boldmere
B24 9	Tyburn	B73 6	Sutton Coldfield
B25 8	North Yardley	B74 2	Streetly
B26 1	South Yardley	B74 3	Streetly
B26 2	Sheldon	B74 4	Four Oaks
B26 3	Sheldon	B75 5	Mere Green
B33 0	Garrett's Green/Tile Cross	B75 6	Moor Hall
B33 8	Stechford	B75 7	Rectory Park
B33 9	Kitts Green	B76 0	Curdworth
B34 6	Bucklands End	B76 1	Pype Hayes
B34 7	Shard End	B76 2	Walmley
B35 6	Castle Vale	B76 9	Minworth
B35 7	Castle Vale	B91 2	Solihull/C'e de Barnes
B36 0	Smiths Wood	B91 3	Solihull/Monkspath
B36 8	Hodge Hill	B92 0	Hampton in Arden
B36 9	Castle Bromwich	B92 7	Solihull/Lyndon
B37 5	Fordbridge	B92 8	Elmdon
B37 6	Kingshurst	B92 9	Elmdon
B37 7	Marston Green/Ch'ley Wood	B93 0	Knowle
B40 1	NEC	B93 8	Dorridge
CV7 7	B'sall C'mon/Meriden	B93 9	Knowle

# Birmingham Airport Community Trust Fund

## Area of Benefit (continued)

The Trustees will give more consideration to projects in communities where both the impact of the Airport and social need is greatest. Their assessment is based on a range of measures and is not simply a reflection of how near a community is to the Airport or whether it lies beneath flight paths. Furthermore, the Airport's Corporate Responsibility Strategy prioritises support for communities in East Birmingham and North Solihull where there are significant levels of deprivation. Eligible postcodes are shown below according to the weighting they receive, where Tier One receives the highest consideration. The Trustees will aim to make 60% of awards to projects operating in Tier One postcodes. You should also bear in mind that some postcodes cover large areas where the degree of impact will vary considerably.

### Tier One

B8 2 Ward End	B34 6 Bucklands End
B8 2 Washwood Heath	B34 7 Shard End
B9 5 Bordesley Green	B35 6 Castle Vale
B23 5 Short Heath	B35 7 Castle Vale
B23 6 Short Heath	B36 0 Smiths Wood
B26 2 Sheldon	B36 8 Hodge Hill
B33 0 Garrett's Green/Tile Cross	B36 9 Castle Bromwich
B33 8 Stechford	B37 5 Fordbridge
B33 9 Kitts Green	B37 6 Kingshurst

### Tier Two

B24 0 Erdington	B91 2 Solihull/C'e de Barnes
B24 8 Erdington	B92 0 Hampton in Arden
B24 9 Tyburn	B92 7 Solihull/Lyndon
B26 3 Sheldon	B92 8 Elmdon
B37 7 Marston Green	B92 9 Elmdon
B76 1 Pype Hayes	CV7 7 B'sall C'mon/Meriden

### Tier Three

B23 7 Stockland Green	B74 4 Four Oaks
B25 8 North Yardley	B75 5 Mere Green
B26 1 South Yardley	B75 6 Moor Hall
B40 1 NEC	B75 7 Rectory Park
B44 0 Kingstanding	B76 0 Curdworth
B44 9 Kingstanding	B76 2 Walmley
B46 1 Water Orton	B76 9 Minworth
B46 2 Shustoke/Whitacre	B72 1 Wylde Green
B46 3 Coleshill	B91 3 Solihull/Monkspath
B35 5 Boldmere	B93 8 Dorridge
B73 6 Sutton Coldfield	B93 9 Knowle
B74 2 Streetly	

# Birmingham Airport Community Trust Fund

## Conditions

- 1) The Community Trust Fund can assist in a number of ways, for example:
  - Part- funding for a specific item
  - By awarding funds to be matched by either the project's own fundraising or by another grant from a recognised funding body. In this case it may be possible to pledge a grant with the funding reserved for up to two years until the match funding is available.
  - Funding for specific items to be presented to the project.
  - The award of a 'conditional grant', where funding will only be released once specified conditions have been met. Conditional grants are valid for up to two years after the award is made.
  - The phasing of grants over a specific period.
  - Awarding a grant for the full amount.
- 2) The Trustees will consider projects on the basis of merit and benefit to all members of the local community, regardless of age, race, gender or religion and according to Charity Commission guidelines.
- 3) The Trustees will seek to achieve balance by granting awards that reflect those areas affected by the Airport, the needs of the communities in those areas and the types of projects supported.
- 4) Priority will be given to projects where the Trustees can see evidence that organisations have made efforts to raise funds from their own resources. They will give a lower priority to projects which fail to show any evidence of fundraising or contributions from their own resources.
- 5) The Trustees require a full break down of project costs and TWO written quotations.
- 6) The Trustees will give preference to projects that benefit the local community or a substantial section of it and not groups of a less inclusive nature. The Trustees encourage applications that take account of the elderly and people with special needs.
- 7) The Trust Fund Administrator will not submit an application to the Trustees unless it is accompanied by the required supporting information, including two written quotations, the organisation's constitution and proper financial records. Copies of recent bank statements do not constitute proper financial records. Even for small or new projects, at the very least an Income and Expenditure Account must be submitted.



# Birmingham Airport Community Trust Fund

## Conditions - continued

- 8) In order to ensure a good spread of projects the maximum grant normally made is £5,000. Only in exceptional circumstances will consideration be given to applications for larger grants.
- 9) The Trustees will not fund recurrent expenditure and running costs, such as rents, salaries or fees or consumables such as food. However, they will consider funding training costs, where this will build an organisations capacity to improve or increase its activities.
- 10) The Trust aims to support projects that benefit wide sections of the local community and grants will not be made to individuals.
- 11) Grants will not be awarded to projects already completed and paid for.
- 12) All grants will be awarded at the discretion of the Trustees and their decision is final. In making awards, the Trustees will give priority to groups based locally and under local control and management. Those organisations in receipt of, or with access to, substantial support from elsewhere will be given low priority.
- 13) Where an organisation's accounts show substantial unallocated reserves, Trustees may conclude that these should be used to support the project for which funding is being sought. In these circumstances applicants are strongly advised to provide commentary on the nature of these reserves or to explain why they cannot be used to fund the project in question as this will help the Trustees to make a more informed decision.
- 14) Branches of national or international organisations will generally not be supported, even where a project may have local benefit.
- 15) Grants will not be awarded to organisations which have statutory responsibilities such as hospitals, surgeries, clinics or schools unless it is for projects that are clearly over and above their core activities and statutory obligations.
- 16) Grants for the purposes of individual medical treatment will not be supported.
- 17) Grants will not normally be awarded for the purchase of land or buildings. The Trust can assist with funding equipment, fixtures and fittings.
- 18) Grants will not be awarded for uniforms.
- 19) Grants will not be awarded for sports kits, though shared equipment such as protective equipment may be supported.
- 20) Grants will not normally be awarded for trips or projects resulting in short term benefits, e.g. events, performances or visits.

# Birmingham Airport Community Trust Fund

## Conditions – continued

- 21) Proposals for projects involving the creation of a physical asset (e.g. a garden) requiring ongoing maintenance must include a maintenance plan.
- 22) Grants must be used for the purposes set out in the application submitted to the Trustees.
- 23) In the case of larger grants, the Trustees may require the grant to be made in staged payments, which will be based on the achievement of agreed milestones.
- 24) Grants must normally be spent within six months of receipt. If this time scale cannot be achieved, the recipient must notify the Trust Fund Administrator in writing as soon as possible.
- 25) Projects in receipt of a grant are required to submit a progress report after six months. For projects extending beyond six months, a further report is required after twelve months. Receipts for expenditure must be provided to the Trust Fund Administrator.
- 26) Recipients of grants are encouraged to use the progress reports to outline their experience in carrying out the project as this will help in the encouragement of other projects. Stories may be featured in the Airport's external communications.
- 27) Grants will not be awarded to the same organisation in consecutive years. Applicants must wait until a period of two years has elapsed before becoming eligible for a further grant.
- 28) Successful applicants must agree to display a plaque where supplied by the Trustees or otherwise acknowledge the support of the Airport Community Trust Fund.

*Should you have any further questions, or for an application form, please contact the Trust Fund Administrator.*