**Burneside Community Energy**

**Terms of Reference of the Sub-Committee for the Community Benefit Fund**

**(7 May 2022)**

**Background**

The first Sub-Committee was established in August 2018 at the AGM with the agreement of members of BCE.

**Membership**

The Sub-Committee consists of no more than seven members, all of whom are members of BCE.

A minimum of three of its members is required to be resident of the Burneside Parish.

Members may be co-opted as needed, prior to election at the annual AGM of BCE.

Members serve for two years from their election, and can stand for re-election at the end of their term of office.

**Accountability**

The Sub-Committee is accountable to the Board (and in turn to all members of BCE). The Board is represented by one of its members, who sits on this Sub-Committee (this is a non-voting position). This provides the Sub-Committee members with advice when needed and more effective communication with the Board.

**Purposes**

1. To agree the allocations of available funding from the BCE Community Benefits Fund to a maximum of £2000 for any one project.

2. For amounts over £2000 agreement is to be sought from the members of BCE, either at the AGM or at an additional (extraordinary) meeting with Board members present.

**Encouragement of Projects for consideration**

Suitable projects should aim to support the **residents** of Burneside Parish in moving towards a lower-carbon, more sustainable future.

For example, such projects might include energy-saving schemes which are low-carbon and sustainable, or provide support for nature conservation, the enhancement of wildlife or an aspect of the heritage of the area. However, the Benefit Fund cannot support a project for the sole benefit of an individual, or where it might require annual income support.

The Sub-Committee also considers projects which can support community engagement in services for all ages, including health, recreation and volunteering, as well as opportunities for specific education and skills training.

Where it is appropriate an application can also consider the possible involvement of other community-funders, both from within the Parish and more widely.

**Meetings of the Sub-Committee**

These are held three times a year, and at additional times if thought necessary by members of the Sub-Committee.

A meeting will proceed when a majority of its members is present. A minimum of three members must then agree for the allocation of funding to support a project.

The Sub-Committee can consider applications for funding at any time of the year subject to availability of funding.

**Application process**

An application form is available on BCE website to support an initial application. It should be completed in full, with due regard to the Terms of Reference of this Sub-Committee. It should be signed and dated.

 Submissions should be submitted (preferably by email as an attachment to the BCE Administrator, using the email address: info@bce.org,uk

The Administrator can direct the application to the Secretary of the Sub-Committee for circulation and full consideration at the earliest opportunity by the Sub-Committee.

Examples of previously-funded projects can be found on this web-site [here](https://bce.org.uk/community-benefit-fund/)

Ideas for possible projects can also be discussed more informally with a member of the Sub-Committee.