

The garden group Bispefarmen

Commissary

for

Fund Application Committee

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Purpose: *Ensure that Foreningen Havegruppen Bispefarmen gets opportunities to be considered as an applicant for green and social funds relevant to us and our profile*

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Responsibilities :

1. Participate in ongoing research of potentially possible funds for us in the Garden Group and relevant to our profile. Possibly also for special (larger) needs/proposals/investments.
2. Cooperation with the garden group's board regarding the need for and how any fund funds should be administered
3. Prepare ongoing sketches and drafts for fund applications. - Including more detailed guidance on the special requirements and conditions set by the specific fund grantor.
4. Ongoing detailed status follow-up - e.g. photos, text descriptions, accounting annexes etc. - and preparation of the final report of the fund-financed project to the fund-licensor.

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§ The group constitutes itself once a year right after the General Assembly (end of March at the latest) with the appointment of a rope-holder and deputy rope-holder

§ The group refers to The Board of the Foreningen Bispeparkens Havegruppe.

§ The group cannot dispose of funds independently. If necessary, it will be agreed in each individual case in advance with the board of the Foreningen Bispeparkens Havegruppe. (A budget proposal is prepared annually (Nov/Dec) for e.g. the need for some minor office supplies and maybe an available amount for use in the event of self-payment)

§ The group has the right to make proposals to The Board of the Foreningen Bispeparkens Havegruppe, which will then consider the group's proposal at the next board meeting, and then give feedback to the group.

§ Contact the Fund Application Committee by contacting the association Bispeparkens Garden-Group's Board - bispefarmen@gmail.com

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Guiding Comments

Funds:

Tailor an application completely to the foundation's requirements, i.e. what they want to support. When a draft of an application has been written, contact the foundation's secretary by phone and ask if there is anything that needs to be changed or expanded on.

Be prepared for your association to contribute with an own payment, in cash or as voluntary, committed labour, which is converted into an amount. The conversion rate is a standard that will be sought in the future.

Discuss in Havegruppen's board about how the Association will handle administrative requirements if a foundation grants an amount.

Be prepared to read the fund's grant requirements carefully and follow them to the letter. Often they will contain a requirement for reporting, a requirement that minor changes along the way must be approved by the foundation before they can be implemented. For larger amounts, there may be a requirement for e.g. monthly status reporting. The report may include a text description of what and how the money was used, who was involved in the execution, what came out of the money, photo documentation, submission of original accounting documents and prepared accounts. Probably also a requirement that the accounts are audited.

Also, be prepared that funds generally do not pay out advances, but only when all requirements have been met by the Garden Group, and subsequently pay out the money. The garden group must therefore be able to spend money themselves along the way.

These requirements mean that the person/those who take on this administrative work must be fluent in written and spoken danish.

Decide in advance in your board where operations and maintenance will be needed to be carried out afterwards, where the Gardening Group will get money for these needs, and insurance must be provided. If the responsibility for maintenance/insurance can subsequently be transferred to fsb Bispeparken's Ejendoms-Kontor, and this must be agreed with them (Ejendomskontoret) in advance.

These are not exhaustive, but only directional observation points.