

NOTES OF GUIDANCE FOR APPLICANTS

Overview

The FlightPath Fund was established in 2010 to ensure local communities share in the success of Glasgow Airport. It provides financial support to community groups and charities that are committed to improving the opportunities, facilities and services available to local people. It also supports volunteering and fundraising by airport staff.

Funding criteria

The FlightPath Fund makes donations to those projects within close proximity to the airport, in the areas most affected by the airport's operation. Typically, these projects are located in the relevant parts of Renfrewshire, East and West Dunbartonshire and Glasgow.

Funds come directly from passenger collections at Glasgow Airport and from Glasgow Airport itself which makes an annual donation to the FlightPath Fund.

Investment is focused in three key areas:

- **Employment**
We recognise the importance of making sure the future workplace is equipped with the skills that society and industry demands and by supporting specific projects we aim to help young people in the community reach their full potential. Awards will be made to exciting local projects that can break down barriers to employment through skills development.
- **Environment**
To underpin our commitment to making a positive contribution to the environment, the FlightPath Fund supports those projects with a focus on protecting and enhancing our natural environment.
- **Education**
The FlightPath Fund supports social and educational projects which are designed to bring positive benefits and to change the lives of people in the communities we serve.

How are applications assessed?

The FlightPath Fund is competitive and each application is considered on its individual merit. Those applications that make the most convincing arguments for funding are most likely to succeed.

To ensure the funding targets communities near the airport, the FlightPath committee consists of independent representatives from Renfrewshire, Glasgow, and East and West Dunbartonshire Councils. The committee also has representation from Glasgow Airport, Scottish Business in the Community and Heathrow's Communities Trust.

Awards of more than £5,000 will be the subject of a recommendation by the FlightPath Fund Committee to the Managing Director of Glasgow Airport for approval.

Are there any types of applications unable to get funding?

Yes. Funding will not be available for:

- Activities taking place outwith the local community
- Applications made by an individual alone
- Capital expenditure spend on equipment or upgrade works for schools

As a rule, the FlightPath Fund does not support general running costs, including staff costs, preferring to fund, part fund or make a grant towards specific projects. It will not provide funds for commercial sponsorship, to individuals, for third party advertising or political campaigning.

Whilst the FlightPath Fund does not dissuade those groups or charities who have previously secured funding from re-applying, funding will only be awarded to any one project a maximum of three times.

How to apply

All applications must be submitted using the standard FlightPath Fund application which can be downloaded at: www.glasgowairport.com/community Where possible, applications by e-mail are preferred.

The FlightPath Fund committee meets every two months to consider funding applications. A list of meeting dates and application deadlines can be found at: www.glasgowairport.com/community. All applications must be submitted no later than three weeks prior to the meeting date.

General conditions of Funding

1. The funding can only be used for the purposes outlined in the application.
2. The Board's liability is to pay the funding to the organisation. Any other liabilities or claims are the responsibility of your organisation.
3. After the funding has been awarded the Board may ask your organisation to:
 - Provide updates on how your organisation's project is progressing
 - Provide invoices or receipts for equipment purchased.
 - Provide a statement of all expenditure for the project upon completion
4. The funding awarded must be spent within 12 months from the date it was approved. For equipment it should be spent within a six month period. If details of your project change you must let us know as soon as possible. If the funding is not spent within 12 months it must be repaid to the FlightPath Fund.
5. If you spend less than the amount awarded the surplus must be repaid to the FlightPath Fund.
6. Cheques are valid for six months so must be cashed within that period.
7. A valid bank statement and proof of bank details is required in order that an award payment can be made. These must be supplied within 30 working days of the receipt of the award letter sent by the Fund's administration team. Failure to do so will result in the award being rescinded.