



Devon Air Ambulance Trust

Community Landing Sites Grants Fund

Introduction

This fund is a 3 year restricted fund which was established with a one off grant of £1million awarded by the UK Treasury from the Libor banking fines fund.

Purpose

Grants from this fund can only be used to pay the installation costs associated with establishing a Community Landing Site suitable for and approved by Devon Air Ambulance as a night landing site.

Grants Available

Each application will be considered on its merits and the amount of grant awarded will be specific to what is required in order to facilitate establishment of a local Community Landing Site only.

We cannot contribute towards installation of facilities which may be desired by the community for other purposes, but which do not meet or otherwise exceed what is required for us to safely operate into the site. For example, we can support the cost of installation of lighting on an unlit sports pitch sufficient to light the agreed landing area, but we cannot contribute to the cost of lighting of additional parts of the ground sufficient to enable use of the pitch for sports matches. This restriction reflects the restricted purpose of the original grant to Devon Air Ambulance by the Treasury, to which Devon Air Ambulance Trust will ultimately be accountable for the proper use of the funds.

Actual amounts of funding required will vary from site to site depending on what infrastructure is already present. However, it is anticipated that the majority of grants are unlikely to exceed £3000. We reserve the right to make exceptions to this for locations which are strategically important in order to optimise service availability where there are no suitable alternative sites. Areas of strategic priority and site suitability will be determined by the Devon Air Ambulance Air Operations and Safety Committees respectively and their decisions will be final.

Grant Application Process

The first step of any application will be to contact the Community Landing Sites Officer, Toby Russell, who can guide you through what is required in order to establish a Community Landing Site in your area. Every site will be different so there is no standard guidance, however, no applications will be accepted for sites that have not been developed in partnership with our team as we must ensure that proposed sites meet our requirements across a range of criteria including aviation, flight safety, ground operations, accessibility and location.

If demand is high, we reserve the right to prioritise applications for sites in areas which are strategically important but under-served. For the time being, we will prioritise sites in Devon. This will be reviewed at the end of the first year of the programme.

Terms and Conditions

If you are offered and accept a grant from this fund, it will be on the understanding that you agree the following terms and conditions:

1. The grant will only be spent for the purpose approved by Devon Air Ambulance.
2. All funds will be paid via BACS. **The grant will only be paid once we have received confirmation of the bank account details for the body that will be facilitating installation of the Community Landing Site plus some form of evidence that these details are correct. This might be a copy of a bank statement or letter from your bank no older than three months.**
3. No changes to the project will be made without our prior agreement. You will also inform us immediately of any proposed change relating to the agreed expenditure or the organisation, its funding position and its governance. You must inform us of any changes to the project even if you have not yet drawn down the funding.
4. You will keep accurate financial records of the spending associated with this grant and submit these with a letter confirming the grant has been spent according to the grant offer on completion of the project.
5. Any part of the grant that is not required for the purpose approved will be refunded to us so that it can be made available to other applicants.
6. You will ensure you have obtained all necessary consents under planning or building regulations or other relevant legislation and such consents will be obtained before the works commence and the works will satisfy the conditions of such consents.
7. You will ensure that all works are carried out in full to the complete satisfaction of Devon Air Ambulance and in accordance with all necessary Local Authority and other statutory consents.
8. You will endeavour to ensure that, once the site is authorised for use, the site and equipment installed are adequately maintained in order to safeguard against eventualities that might prevent us from using the site, for example equipment failure due to poor/lack of maintenance or vandalism, foreign object debris, incursion by livestock, locked or blocked access.
9. You will notify us in the event of any of any eventualities or material changes to the site or its use which may impede its use as a community landing site.
10. You will notify us of any neighbouring developments so that we can ascertain whether these will in any way impede safe operations to and from the site.
11. You will inform us as soon as possible if you become aware of any complaints or claims of nuisance that might adversely affect the reputation of Devon Air Ambulance.
12. You will inform us as soon as possible if you become aware of any claims of damage or injury related to the use of the site by Devon Air Ambulance.

We reserve the right to withhold a grant or require repayment if:

- we find that any false information has been supplied to us deliberately;
- work undertaken is not the work for which the funding was approved and where we have not approved these changes;
- your organisation becomes insolvent or goes into administration, receivership or liquidation and the funding has not been spent on its intended purpose.

We will sometimes add additional conditions to an individual grant to take account of particular circumstances. These will be included in your grant offer letter.

Grants may be claimed retrospectively for qualifying agreed expenditure incurred after the 21st November 2016 against an invoice receipt. If cashflow is a concern, grants can be claimed in advance against submission of a purchase order or confirmation of instruction to carry out the works.

Grants are paid against the full amount of installation costs agreed, exclusive of VAT. If your organisation is unable to reclaim VAT then in the first instance please speak to Community Landing Sites Officer, Toby Russell.

Security

We are mindful of the need to protect local communities, Devon Air Ambulance and the Treasury who have allocated these funds to this scheme from the Libor fines monies from fraud.

Grants will only be paid via BACS.

A grant will only be paid once we have received confirmation of the bank account details for the organisation that will be paying for the installation of the Community Landing Site plus some form of evidence that these are these details are correct. This might be a copy of a bank statement or letter from your bank no older than three months. If these details change for any reason before payment is transferred, please notify us immediately. We will not accept any instruction to amend the payee details without:

- a phone call from whoever is responsible for the community landing site
- a letter confirming the change of details setting out the old and the new details
- evidence that the new details are correct in the form of a bank statement or letter from your bank no older than three months.

Funds will only be paid in the form of a grant to the local organisation facilitating the establishment of your Community Landing Site. We will not pay contractors or trades people on your behalf therefore we will not send any requests for payment to Devon Air Ambulance Trust or Trading Company. If you receive any communication from us requesting payment, bank details, notifying you of a change of bank details etc please do not open any links or attachments and call our Community Landing Sites Officer, Toby Russell, immediately.

We will use the information you give us for administration, analysis and research purposes. We will not share or pass on this data to any party not directly connected with the provision of Devon Air Ambulance service.

Publicity

All public statements, press releases, social media reports etc in relation to this grant should be agreed with Toby Russell or Devon Air Ambulance Communications Team before release or publication to ensure these accurately represent the source of the grant, its purpose and any specific circumstances which might have influenced the amount of grant awarded. Please allow us sufficient time to review and agree this information before its intended release.

We will publish the location of proposed Community Landing Sites on a landing sites map on our website (<https://www.daat.org/community-landing-sites-map>) with details of the local lead contact and progress towards development. Sites in development will be marked by a blue pin. Once sites go live, they will be marked by a green pin.