



# HORNCastle HEALTH AND WELLBEING FUND

## GUIDANCE NOTES

### Completing the application form

#### **What to do before you start**

Before completing your application form, please read these guidance notes. If you are hand writing the form, it is also a good idea to write your answers on a separate sheet of paper before writing them on the form. Please make sure your writing is legible. Application forms will be judged on whether your application meets the fund requirements; therefore make sure that you focus on the content of what you write, not on how much you write.

If you have the application form electronically, you can type in your answers, but if you amend any of the questions on the form it will invalidate your application.

Please use a minimum of size 12 font.

The application form is divided into numbered sections. For each question on the form there is help in answering the question on subsequent pages of this guidance.

## **Part 1 – Your details**

### **Contact details**

Tell us your name or the name of the organisation/group applying for a grant and a contact address.

### **Please explain the aims of your organisation/group**

Tell us the aims and regular activities of your organisation/group. Tell us what type of organisation/group you are or describe yourself as: e.g. community organisation/group, charity, voluntary organisation/group, BME organisation/group, faith organisation/group, company limited by guarantee.

### **When did your group start?**

Please provide details

**What type of organisation/group are you? Does your organisation/group have a set of rules/terms of reference or constitution?**

Please note that your answer will not disadvantage you during the application process. You will need to send us the set of rules/terms of reference or constitution by which your organisation/group is managed. If you don't have any we will expect you to develop some, with our help, prior to applying for funding. If you do have them, you must send them to us with your completed application form (your application might be invalid if you don't send us a copy). It is good practice for the constitution to be signed by the Chair or another officer of your organisation/group.

**Is your organisation/group locally managed?**

We want to fund locally run and managed voluntary and community organisation/group(s), run by and for local people or community members, so we are asking you to tell us how your organisation/group is managed.

Again, because this fund is prioritised towards organisation/group(s) run by volunteers or with one or fewer full-time staff or workers, we need you to tell us how many paid workers you have in your organisation/group, including all staff and sessional workers. Full time is defined as 37.5 hours a week. We'd also like to know how many volunteers work for your organisation/group and how many hours they work. Please provide details about your Management Committee including names, addresses and roles.

## **Part 2 - About your project**

**Please give us a brief description of your project**

Please provide a summary about your project. Tell us when and where it will take place and what you intend spending the funds on. Will the project be to continue what you do now or for a new idea? We might use this information in publicity material so it should describe, in a few words, what you want to do.

**Are you working with any other organisation/group?**

How will this organisation/group be involved in the project? Perhaps you are sharing resources or skills. Do you need help in developing your idea? (e.g. identifying a training provider for the sort of skills you'd like to develop or help to share your positive experiences with other communities)

**Where and when will the activity take place?**

In which area (estate, village, town) do most of the people who will benefit

live? Are you duplicating an existing service? You are unlikely to be awarded a grant if you cannot identify a need. Does your group have existing premises from which to operate?

### **What is the need for your project and why is this important to your community?**

This is your chance to expand on the project summary. How will this benefit your organisation/group and the wider community? Tell us about the need for your project. You are unlikely to be awarded a grant if you cannot identify a need for it. Have you consulted with your local community? Does it benefit those most disadvantaged? How does it strengthen your community or help promote health and wellbeing? How will your project help those who are sick, disabled or in need? Please demonstrate how you intend to alleviate these symptoms.

Please note that we are not asking you to provide a budgetary breakdown in this section as the financial details will be covered later.

Tell us how the project you have described fits into the normal activities of your organisation/group (if applicable). We would expect the project to relate to the aims and activities of your group.

## **Part 3 – Your Community**

### **Tell us about your Community**

How many people are members of your organisation/group or participate regularly in the services you offer? Do you make a charge for any activities? Is this an annual, monthly or weekly fee? What is the age of the beneficiaries? How are they disadvantaged? Do they have a disability? Are they in financial hardship or have an emotional need? Please provide details.

### **What difference will the project make to the people who will benefit?**

Will the project lead to people being provided with new skills or activities? Will they be able to contribute more to their community? Will they feel less isolated or excluded? How will you keep track of your project and provide us with evidence of its impact (attendance records, qualifications gained? Will funding secure the future of an organisation/group? Will it become more sustainable? If the project is to continue, you will need to show us how?

## Part 4 - Project Costs

### Your project's budget

We need you to complete the outline budget in the table provided. If you cannot recover VAT, include VAT in both columns where applicable. A short explanation of the table is given below.

*Staff and volunteer costs* - This is where you put any costs incurred by staff or volunteers, e.g. travel, expenses, wages.

*Operational/ activity costs* - This is where you put any costs of the actual activity, e.g. refreshments, workshop costs, transport, training, insurance.

*Office, overhead, premises costs* - This is where you put any costs for office resources e.g. photocopying, postage, venue rental.

*Capital costs* - This is for the assets you buy over £1,000 (exclusive of recoverable VAT) and with an expected life of more than one year, e.g. equipment.

*Publicity costs* - This is for leaflets, websites, marketing and any other publicity costs you might have.

We expect you to be insured to carry out the activities we fund, so if you need insurance for your project, you can include it in the budget under operational costs.

### **PLEASE PROVIDE SUPPORTING DOCUMENTARY EVIDENCE**

where necessary (eg for equipment, workshops costs, activities)

If the total cost of your project is more than the amount requested in grant, we ask you to explain where the remainder of the money will come from. You are unlikely to be awarded funding if you haven't already secured the balance prior to applying for a grant.

### **Please provide details of the start and finish dates**

Please tell us the timescale of your project. When do you plan to start spending the funding and when will it be spent. It is unlikely that you will receive funding for a project that has a delayed start date unless you are able to give an acceptable explanation for this. If your group is awarded a grant, you will need to have spent the funds within a year of receipt or such other timescale as agreed with us.

### **Do you have a bank account in the organisation/groups name with two signatories?**

We will be unable to fund your organisation/group unless you have a bank account in the organisation/group's name that requires two signatures to cash cheques. If you don't have a bank account yet, and you are successful, you will

have to open one before we can give you any money. The two signatories must not be related, close friends or living at the same address. Please also provide a copy of a recent Bank Statement.

### **Bank details**

Please provide full details. We need you to send us a copy of your last set of annual audited accounts and recent Bank Statement. If you don't have audited accounts, please provide us with your last set of annual accounts or income and expenditure details, signed and dated by the Chair or Treasurer of your organisation/group. We will use this information when assessing your application so make sure you send it to us. Please note that we do not accept bank statements as a substitute for your annual accounts/cash-flow forecast.

### **Independent Referee**

Please arrange for an independent referee to complete this section. This should be someone who knows about you or your organisation/group, but is not a committee member, a volunteer or a user of your group. This could be a member of the clergy, a policeman, councillor or professional local resident who knows your group and its activities well.

The referee should sign and date the form after completing it.

### **Declaration**

#### **Signatures of applicants**

For applications on behalf of a group, please provide the signatures of the chair, secretary or treasurer of your organisation/group, who should also be the main contact. By signing the form, these people are confirming that to their best knowledge, all details are accurate. Remember, we need original signatures. Don't use scanned or photocopied signatures, don't sign on behalf of someone, don't type in a signature using a different font in the signature box and don't send us the form unsigned.

#### **What next?**

Please ensure that you have completed all sections of the application form, have the enclosures ready and then send a paper copy with original signatures on it by post to:

Sue Fortune  
Lincolnshire Community Foundation  
4 Mill House

Carre Street  
Sleaford  
Lincs NG34 7TW

**Note: we must receive all the information requested below with your application form otherwise we might not consider your application. **Please also make sure that you keep a copy for your own records.** You will need this to complete monitoring information if you are successful.**

**Checklist: have you enclosed:**

- The signed and completed application form
- Any additional papers you used to answer the questions above (evidence of cost)
- Your organisation/group(s) set of rules/terms of reference/constitution, including details of the group/group's management committee.
- Your organisation/group(s) last set of audited accounts or income and expenditure details and a copy of a bank statement

Remember, additional information will not be considered and will not be returned to you so please do not send it to us.

Ensure you send all enclosures with your application. If you send additional documents separately, we cannot guarantee that we can match them up with your application.

Grant applicants are protected under the General Data Protection Act 2018 and no personal details are given out.