



## Lincolnshire Playing Fields Association

### Guidance Notes

#### **The Lincolnshire Playing Fields Association Grant Aid** **Application Guidance Notes and Advice**

Please read through all the notes carefully together with the application form before making an application. Once you have completed your application form, please return it to: Sue Fortune, Lincolnshire Playing Fields Association, Lincolnshire Community Foundation, 4 Mill House, Carre Street, Sleaford, Lincs NG34 7TW

#### **Guidance notes for questions**

##### **Question A1      Name of Applicant Organisation and location of project**

If the facility does not have its own postcode, please give us the nearest one.

##### **Question A3      Contact details**

The information given in this section needs to be clear, as it is what we will use when contacting you in the future.

##### **Question B1      Description of your project:**

This section asks you to tell us why you want money from the grant scheme. We want to know information about the project you are requesting funding for including how your project will benefit the local community and how long it will take to deliver. Try to be specific about what you will do and how you will do it.

Describe any specific methods that you will use to target certain sectors of the community e.g. young people, people with mobility difficulties etc. If the project is aimed at everyone then put all, but describe how the whole community will benefit.

It is very important for those groups that are based in towns to explain how their project will benefit those living in surrounding rural areas.

Please also use this section provide evidence of need. Tell us how you have identified the need for the project, either within your group or community and how you think your project will meet this need.

**Please also provide any additional information if you feel it is relevant to the application.**

##### **Question B2      Total project cost:**

Give the total cost of the whole project. When completing question **B3** please be sure to cost out your entire project.

**Question B3 Total grant requested from Lincolnshire Playing Fields Association Grant Aid:**

Here you need to tell us how much money you will need and (if relevant) how

much you have received or expect to receive as part of your match funding.

**Have you contacted your Parish Council (or other relevant authority) to ask for financial support?**

**Projects working with children, young people or vulnerable adults.**

If you are applying for a project that works with young children, young people or vulnerable adults we will need to be sure that they will be safe. It is your responsibility to have acceptable child protection and vulnerable adult policies and procedures in place and we would ask that you send a copy of these with your application. Staff and volunteers working with children, young people or vulnerable adults on your project should also have Criminal Records Bureau (CRB) Clearance.

**If there are things missing in your application we do attempt to contact you to obtain the missing information before the grant assessment panel meets.**

**Decisions are made at bi-monthly panel meetings and you will be informed of the panel decision within 7-10 days of that meeting.**

**Top tips for filling in your application form**

- Give yourself enough time and space to complete any form before a grant deadline and avoid interruptions.
- Read **all** the questions and **guidance notes** before you start, plan your answers and try not to repeat information.
- Draft answers on a separate piece of paper. Look back at them after a break to see if you have explained everything clearly.
- Make sure you include all the documents required and make sure you have a copy of **EVERYTHING** before you post the application off.
- Get your draft answers checked by someone you know or with support from the LPFA Grants Officer.
- If you are stuck for words, get someone else to ask you the questions, talk back the answers then write down what you have said.

**Reasons why applications cannot be taken to panel:**

1. Application is not signed
2. People use scanned or photocopied signatures( this is not acceptable)
3. Constitution/ rules are missing
4. Accounts are missing
5. Other supporting documentation missing
6. Questions are not all answered
7. More than one application from the same group
8. Application ineligible