Bicker Trust

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.

The application form is divided into sections. For each question on the form there is help in answering the question on subsequent pages of this guidance. If you provide further information on additional pages, you should let us know on the application form where you have added extra pages and which sections they relate to. We will only consider the information we ask for. Please do not send us any additional material, as we may not consider it or return it to you.

PART 1 – YOUR DETAILS
Tell us your name and address or that of the organisation applying for the funding and a contact address.

Please explain the aims of your organisation
Tell us the aims and regular activities of your organisation. This information could be taken directly from your Constitution. Tell us what type of organisation you are or describe yourself as: e.g. community organisation, charity, voluntary organisation, BME organisation, faith organisation, company limited by guarantee.

When did your group start?
Please provide details

Does your organisation 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 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.

How many people are involved with your organisation?
We need you to tell us how many paid workers you have in your organisation, including all staff. Full time is defined as 37.5 hours a week. We'd also like to know how many volunteers support your organisation and how many hours they work.

PART 2 – YOUR IDEA

What would you like to do?
Please give us a brief description of the project you would like us to fund. Is it a new idea or is it for existing work? We might use this information in publicity material so it should describe, in a few words, why you would like funding. Are you working with any other organisations on the project?

Please provide details of the start and finish dates.
If your group is awarded a grant, you will need to have spent the funds within a year of receipt. This timescale may be extended in special circumstances.

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. What will you be using the grant for? How will this benefit your organisation and the wider community?
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. We would expect the project to relate to the aims and activities you have already outlined.
Are there any other similar local schemes or will your project duplicate an existing service?

Where do the people who will benefit live?
Tell us where the people who will benefit live e.g. Donington, Swineshead, Bicker. Preference will be given to projects that meet a community need and are within a 5 mile radius of Bicker Fen.

Who will benefit from your project?
For monitoring purposes, tell us who you think will benefit from your project if we fund your proposals.

Approximately how many people will benefit from this grant?
Tell us how many people your organisation thinks will benefit from you receiving this grant. Where appropriate, include committee members, members, those who will be involved in activities and the wider community. Please distinguish between those who would directly benefit and those who would indirectly benefit from your work, and give us a total number of beneficiaries. If we award you a grant, for monitoring and publicity purposes, we will want to know how many beneficiaries there are, so please try to give accurate figures.

PART 3 - OUTCOMES

What difference will the project make to the people who will benefit?
We ask you to explain how you will measure your outcomes and how you will know you have achieved what you set out to do.
Outcomes are used to describe the difference your project will make and the measurable benefits it will bring to the community eg monitoring numbers of beneficiaries, anecdotal evidence, work completed, premises improved, increased opportunities.
If you project relates to energy saving, are you able to demonstrate exactly what that saving might be?
If you need further advice please call our Grants Team on 01529 305825.

Will the project continue after the funding ends?
We would like you to explain whether you have plans to continue with the project and if, so how you propose funding it. Are you likely to need repeat funding? Will your project lead to securing other funding?

PART 4 – PROJECT COSTS

Do you have a bank account in the organisation's name with two signatories?
We will be unable to fund your organisation unless you have a bank account in the organisation'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 to be related, close friends or living at the same address. Please also provide a copy of a recent Bank Statement. Please provide your Bank Account details as grant payments may be transferred directly.

We also need you to send us a copy of your last set of annual accounts. 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

Have you ever received Grant funding before?
Tell us if you have received grant funding for your organisation. We want to know if your organisation has any experience in managing grants, donations and other funding.

If you have received any funding over the last 2 years please provide details of where the funding has come from, the size of the grants and when the funding finished or is due to finish.

How much are you applying for?
Tell us how much you want from the programme (this amount should not exceed £5,000).

Is the money for new work or to funding continuing work?
We would like to establish whether you are applying to fund a new initiative or existing one.

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.
Please provide supporting documentary evidence where necessary (eg for equipment, workshops costs, activities) **If your project is under £5,000 please provide one quote for the work, if it is between £5,000 and £20,000 we will need two quotes and for large projects over £20,000 please supply three comparative quotes with the application.**

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

PART 5 - THEME
Please indicate by ticking the box that is most relevant to your project. You are to tick just one box. Explanations are provided next to each theme.

PART 6 - REFEREE
Please arrange for an independent referee to complete this section. This should be someone who knows about your organisation, 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.

PART 7 – DECLARATION

Signatures of applicants
Please provide the signature of the person completing this form who should be the chair, secretary or treasurer of your organisation. By signing the form, they are confirming that to their best knowledge, all details are accurate. Remember, we need an original signature. 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.

Checklist: have you enclosed:

• The signed and completed application form
• Any additional papers you used to answer the questions above
• Your organisation's set of rules/terms of reference/constitution
• Your organisation's last set of accounts or income and expenditure details

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.

The Freedom of Information Act 2000 gives members of the public the right to request any information that LCF holds. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, panels of judges, contractors, complainants, suppliers, trustees

DATA PROTECTION AND AUTHORISATION OF USE

Lincolnshire Community Foundation will use submitted details internally for administration purposes. As some of the information may be classified as "personal data" it will be processed in accordance with the rights and obligations of the Data Protection Act 2018.