



Laceby Solar Farm Community 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. 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. **Please ensure you provide sufficient information and not simply one line answers. This is especially relevant if your group is applying for the maximum of £10,000. Demand for the fund may be high and you will have a better chance of success if you can show why your project is needed and the difference it will make locally.** 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 you 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 of the organisation applying for the funding and details of the person we should contact if we have any questions.

1.1 Please explain the aims of your organisation

Tell us the aims and regular activities of your group. 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. Also tell us how often you provide a local service and the type of activities you carry out.

1.2 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.

1.3 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.

1.4 Do you charge for the services you provide?

Please let us know how much you charge residents to take part in the activities you offer.

PART 2 – YOUR IDEA

2.1 What would you like to do with a grant?

Please give us a detailed description of the project you would like us to fund and how it meets the aims and objectives of the fund. We might use this information in publicity material so it should describe why you would like funding. Are you working with any other organisations on the project? Will it build on existing provision?

2.2 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.

2.3 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?

2.4 Where do the people who will benefit live?

Tell us where the people who will benefit live.

2.5 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.

2.6 What difference do you expect to see within your community?

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 how you can measure the benefits it will bring to the community eg monitoring numbers of beneficiaries, anecdotal evidence, work completed, premises improved, increased opportunities.

Please provide a case study to show how you have helped someone in your community eg provided a chance for them to socialise with others and, thus, combat social isolation. This will give the panel a chance to consider the impact you make locally.

2.7 Will the project continue after the funding ends?

Your answer will not disadvantage you during the application process.

We would like you to explain whether you have plans to continue with the project and if, so how you propose funding it.

Will your project lead to securing other funding?

PART 3 – PROJECT COSTS

3.1 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 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

3.2 How many cheque signatories are there and 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.

Lincolnshire Community Foundation is a Living Wage Friendly Funder. The Living Wage is £8.45 per hour outside London. We are asking groups to make their applications for any staff costs at the Living Wage rates, so please budget for this in the staff costs section. We understand that for some groups paying a Living Wage can be difficult for a number of reasons, we would like to work with groups to see how we can support you to enable you to pay a Living Wage.

3.3 How much are you applying for?

Tell us how much you want from the programme (this amount should not exceed £10,000).

3.4 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). **Please provide at least two quotes for capital projects (heating systems, kitchen refurbishment, new roof etc) work over £10,000.**

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 4 - 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 5 - 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 6 – 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
- Quote(s) to support the project costs.

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.