**A logo for a local business

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**Birchwood Big Local**

**Community Grant Application Form**

* Please ensure you familiarise yourself with the Grant Guidelines before completing the application form. They can be found on our website: [www.lincolnshirecf.co.uk](http://www.lincolnshirecf.co.uk)/grants
* Responses should be thorough. Applicants should assume the assessor and local panel have no prior knowledge of your organisation.
* Please ensure when submitting the completed application form, you have included copies of the documents outlined in the ‘supporting documents’ section, as without these, the assessor may be unable to process your application.
* You may apply for a grant of up to £50,000, however it is unlikely you will receive this full amount. We therefore recommend ranking the items in your bid in order of priority so the Panel can establish what is most important to the success of your project.

**1.0 MAIN CONTACT PERSON** (Person completing this form)

|  |  |
| --- | --- |
| 1.1 Full name (including title) |  |
| 1.2 Position within the organisation |  |
| 1.3 Contact telephone number(s) |  |
| 1.4 Email address |  |

**2.0 ORGANISATION DETAILS**

|  |  |
| --- | --- |
| 2.1 Name of Organisation |  |
| 2.2 Email address of Organisation |  |
| 2.3 Address of Organisation |  |
| 2.4 Postcode of Organisation |  |
| 2.5 Telephone of organisation |  |

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| 2.6 When did the Organisation start? |  | |
| 2.7 Current turnover of organisation |  | |
| 2.8 VAT registered? | Y/N | If yes, please provide your VAT no. here |

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| 2.9 Type of organisation | Select from list | Please supply registration number if relevant |
| A registered charity |  |  |
| Charitable Incorporated Organisations (CIO) |  |  |
| Community interest Company (CIC) |  |  |
| Unincorporated club or association |  |  |
| Constituted community group |  |  |
| Company limited by guarantee |  |  |
| Other (please specify) |  |  |

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| Is your organisation: | | |
| 2.10 Locally managed? | Yes | No |
| 2.11 Part of a larger regional or national organisation? | Yes | No |

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| How many people are currently involved in, and benefit from the services you offer? | **Number** |
| 2.12 Full-time paid staff / workers |  |
| 2.13 Part-time paid staff / workers |  |
| 2.14 Management Committee or Trustees |  |
| 2.15 Volunteers and helpers |  |
| 2.16 Number of beneficiaries |  |

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| 2.17 Please describe the overall aims and objectives of your organisation. What activities/services it provides, who to (demographic), how often, and where from etc. |
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| 2.18 Do you currently make a charge per person for your services? If so, please provide details. |
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| 2.19 Which of these policies do you have in place?  \* N.B. Safeguarding Policies must be evidenced as supporting documentation if the project involves activities with children and vulnerable adults. | | |
| Safeguarding Policy\* | Yes | No |
| Health and Safety Policy | Yes | No |
| Privacy Policy (Data protection) | Yes | No |
| Do you have Public Liability Insurance? | Yes | No |

**3.0 YOUR PROJECT**

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| 3.1 Please describe how you will use this funding. Provide as many details as you can about your proposed project, what you wish to achieve, and how it fits the grant’s criteria. |
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| 3.2 Where will the project be based/delivered? |
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| --- | --- | --- | --- |
| 3.3 Which of the Fund’s key theme will this grant address? | | | |
|  | Improve green spaces – support for Birchwood to be cleaner, brighter & safer |  | To create a community where people look out for one another and there are more opportunities to interact |
|  | Opportunities that raise aspirations and reduce child and family poverty |  | Activities and opportunities creating an environment where children & young people thrive |

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| 3.4 Please tell us who will benefit from the project, why there is a need, and the reason it is important to your community? Has the organisation carried out any community engagement/consultation that demonstrates support for the project? If so, please provide details. |
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| 3.5 Please explain your organisation’s capacity and experience in developing and delivering this type of project/activity. |
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| 3.6 Please list the main challenges or risks associated with the successful delivery of your project and how you propose to mitigate them. |
| Challenges and risk: |
| Mitigation: |

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| 3.7 How does the organisation generate income? (Fundraising / grant funding / membership fees / donations/precept etc). Is the organisation reliant on grant funding to remain sustainable? If so, what percentage (if known) needs to be secured by grants to cover these costs? |
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| 3.8 Please indicate the key milestones which your project has already achieved. Please note that projects need to be ready to deliver at the point of application so any planning permissions etc. need to have been sought and secured. To be completed for bids over £10,000 only **Yes No Not applicable** | | | |
| Project design completed |  |  |  |
| Management & delivery processes agreed |  |  |  |
| All aspects of project costed |  |  |  |
| Recruitment complete / resources in place to commence delivery |  |  |  |
| Relevant permissions / licences obtained |  |  |  |
| Marketing / beneficiary engagement plans in place |  |  |  |
| Confirmed match funding in place |  |  |  |
| Project already underway |  |  |  |
| Other (Please specify) |  |  |  |

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| 3.9 Is your project already running? | Yes | No |
| 3.10 When will activity start? |  | |
| 3.11 When will expenditure be incurred? |  | |
| 3.12 When will outcomes be delivered? |  | |

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| 3.13 What is the timescale of the funded project? | | | |
| Start spending funding |  | Finish spending funding  (must be prior to 30/09/25) |  |

**4.0 PROJECT OUTCOMES/BENEFICIARIES**

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| 4.1 How will this project benefit the applicant organisation and local residents? Tell us how you will gather evidence to show it’s been a success or what the longer-term impact is likely to be. | |
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| 4.2 How many people currently benefit from the services/activities that your organisation provides? |  |
| 4.3 How many additional people will benefit from this grant funded project? |  |

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| 4.4 Is this an ongoing project? If so, how will it be delivered, funded and/or resourced in the future? Will your project leave a long-term legacy in Birchwood following the end of the grant term? |
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| 4.5 Beneficiaries: please indicate the main group who will benefit by inserting a number 1 in the appropriate box. Please indicate any other beneficiaries by inserting a number 2 in the appropriate box. | | | | | |
| Children / young people |  | Older adults |  | Women |  |
| Men |  | Minoritised communities |  | Families / parents |  |
| Adults |  | LGBTQIA+ |  | Long term unemployed |  |
| People living with physical disabilities |  | Carers |  | Homeless people |  |
| People with addictions |  | People living with hidden disabilities |  | People living with mental health issues |  |
| People in rural areas |  | Victims of crime, violence, or abuse |  | Ex-offenders/ offenders or those at risk of offending |  |
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| Other (please specify) | | | | | |

**5.0 FINANCE / PROJECT COSTS**

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| 5.1 What is the total cost of the project? | £ | | | |
| 5.2 How much are you applying for? | £ | | | |
| 5.3 How much has been raised by means of match? | £ | | | |
| 5.4 Is there a shortfall in funds? If yes, how much? | Yes | No | | £ |
| If yes, how will you raise the balance of funds? |  |  | |  |
| 5.5 Is match funding secured? | Yes | | No | |
| If yes, please provide details of any potential or secured sources of match funding: | | | | |

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| 5.6 **Outline of Project Costs:** Please provide a detailed breakdown of the total cost of the whole project below. If you would prefer to submit your own breakdown in a different format, please do so. | | | |
| **Item** | **Amount £** | | |
| **Capital Delivery Costs**: e.g. equipment (specify each item & provide quotes) | **2024** | **2025** | **Total** |
|  |  |  |  |
| **Revenue Delivery Costs**: e.g. Room hire / premises costs / overheads / admin / staff costs / Volunteer expenses (please give breakdown) | **2024** | **2025** | **Total** |
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| **Marketing/Engagement Costs**: Publicity costs | **2024** | **2025** | **Total** |
|  |  |  |  |
| **Design & Development Costs**: | **2024** | **2025** | **Total** |
|  |  |  |  |
| **Other Costs:** e.g. Training costs (Please provide details of trainers) | **2024** | **2025** | **Total** |
|  |  |  |  |
| **Total costs** | **£** | **£** | **£** |

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| 5.7 Have you received grant funding from us, or any other organisation in the last 2 years?  Please provide details below. (Use a separate sheet if necessary) | | |
| Name of funder | Reason for grant | Amount |
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| 5.8 What are your organisations bank details? | | | | | | | | | |
| Account name |  | | | | | | | | |
| Sort code |  |  |  |  |  |  |  |  | |
| Account number |  |  |  |  |  |  |  |  |  |
| Bank / Building society name |  | | | | | | | | |
| Bank / Building society address |  | | | | | | | | |
| How many signatories are on the account? |  | | | | | | | | |

**6.0** **SUPPORTING DOCUMENTS**

* Please note that without these documents, we may be unable to process your application.

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| **Please include the below documentation with your application:** | **Mark if included (give reasons if not provided)** |
| The organisations latest set of annual accounts, or income & expenditure details if accounts are unavailable, or 3 months’ worth of bank statements if the organisation has been open less than 1 year). |  |
| Your organisation’s set of rules / terms of reference / constitution |  |
| Evidence of cost / quotes for all individual pieces of equipment or capital costs. |  |
| A recent bank statement from all accounts in your organisations name |  |
| Copy of your Safeguarding Policy |  |
| Names, addresses, and roles of your management committee / trustees. |  |
| Any additional papers used to answer the questions above. |  |

**7.0 CONDITIONS OF GRANT**

By completing this application form you are confirming that you certify to the best of your knowledge that the information submitted on this form is true and correct and that you have the appropriate level of responsibility to sign on behalf of your organisation to accept a grant from Birchwood Big Local Community Grant Scheme with the following Conditions:

1. The grant fund, administered by the Lincolnshire Community Foundation (LCF), will be used for the purpose outlined in the application. Any changes to the project must be agreed with LCF.
2. The organisation’s rules, aims or constitution will not change without LCF agreement.
3. The grant will be spent within one year of its receipt, or any other timetable set by LCF. The funds should be used for the purpose they were approved, and you will notify us of any proposed material change to the project.
4. Any grant monies not spent within the project timelines or one year (whichever is the earliest), will be repaid to LCF. There should be no assumption the funds can be carried forward.
5. The grant is a donation, and LCF are not liable for the consequences of its use. LCF reserves the right to reclaim any money which has been paid as the result of fraudulent or misleading claims.
6. Grant-aided equipment will be listed in an asset log held by you and not disposed of without LCF’s agreement. Any money thus raised will be refunded to LCF.
7. You will keep all receipts and accounts relating to grant-aided expenditure for seven years from receipt. These records to be made available to LCF if requested.
8. LCF will require repayment of all or part of the grant if the project is abandoned for any reason or if there is non-compliance with any of these conditions.
9. The organisation will not bring the Birchwood Big Local or LCF into disrepute, and will return all funding, should it be determined that we have done so.
10. Providing false or misleading information on your application or subsequent communications related to this fund could lead to funds being withheld or subsequently recovered. Civil or criminal proceedings may be considered in the event of non-compliance. Post grant award assurance work will be completed to discover and recover fraudulent funds.
11. You will notify LCF if you become aware of any fraud within the project by either staff or management committee members. If fraud is found to have taken place, funding will be repaid to LCF.
12. Your will keep proper audited or independently examined accounts, with a clear audit trail. LCF reserves the right to inspect these records.

1. You will maintain adequate insurance cover with an insurer of good repute to cover claims under this grant or any other claims or demands that may be brought by any person suffering injury, damage, or loss in connection with this grant.
2. Your organisation complies with UK laws and meet Equal Opportunities legislation.
3. The project complies with all legislation and adopts good practice in ensuring that safeguarding measures are in place including adopting relevant policies and procedures. We may ask you for a copy of these as part of the grants process.
4. You will notify us if an allegation relating to safeguarding or health and safety is to be investigated or has been proved.
5. Your organisation carries out the appropriate DBS checks if they work with young people or vulnerable adults.
6. Your organisation will acknowledge this funding on Facebook using @Lincscf, and X using @LincolnshireCF, on social media networks. Please also display the attached logo in relevant publicity and publications.
7. Your organisation accepts that LCF and Birchwood Big Local may use project details for publicity purposes. Please ensure that permission has been sought from anyone featuring in any images shared with LCF for publicity reasons.
8. Your organisation will complete an Impact Report, comply with regular expenditure, monitoring and baseline data requirements, provide good practice items and/or case studies and allow representatives from LCF staff and/or Birchwood Big Local to visit the project to ensure the grant has been used for the purposes intended.
9. You agree to provide LCF with copies of relevant photos and press publicity which we may use.

1. You will disclose grants over £5,000 in your statutory accounts.

**Organisation Chair, Secretary or Treasurer Agreement:**

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| --- | --- |
| Organisation |  |
| Date |  |
| Signature |  |
| Name (please print or type) |  |

Footnote:

Birchwood Big Local Community Grant is managed by Lincolnshire Community Foundation CIO (charity number 1196448) and overseen by representative(s) from the Foundation, local authority, strategic partners, and the community and voluntary sector.

Lincolnshire Community Foundation will use details submitted 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.

**8.0 DECLARATION**

I consent to the personal details I have provided on this form being processed by Lincolnshire Community Foundation in accordance with the Data Protection Act 2018 and agree that they can contact me directly about this application.

I understand that LCF have requested information about the organisation’s personnel and financial data and any other information deemed necessary for the purpose of processing this application and agree for such information to be disclosed.

I confirm the information given on the application form is true and the group organisation has formally agreed I can act on their behalf. I confirm I have attached all required additional documents and by providing any personal data about another person they understand how their data may be used and shared.

|  |  |
| --- | --- |
| **Name of person completing this form** |  |
| **Signature** |  |
| **Date** |  |

**FEEDBACK**

We are constantly reviewing our processes and would welcome your feedback (positive or negative). Experience from initial contact through to applying and any areas you feel that can be improved on.

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| Are you happy to be contacted in the future regarding LCF news, including upcoming grants and newsletters? | Yes | No |
| Do you agree to let LCF and Birchwood Big Local publicise your group/project on social media/media platforms? | Yes | No |
| Are you happy for LCF and Birchwood Big Local to share your story including photos/videos you send on our social media/media platforms? | Yes | No |
| Do you agree to let LCF pass on your details to other possible funders that we are aware of who may be able to help you? | Yes | No |

**Please submit via email, including all supporting documents to Sue Fortune:** [**sue@lincolnshirecf.co.uk**](mailto:sue@lincolnshirecf.co.uk)

Or if you are unable to email, post to Lincolnshire Community Foundation, 4 Mill House, Carre Street, Sleaford, Lincs, NG34 7TW 01529 305825