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**Humber Gateway Community Fund**

**Guidelines & Application Form**

The **Object of the Fund** is to support voluntary and community organisations deliver projects that improve the lives of people living in North East Lincolnshire.

**Closing dates** on 1 January and 1 June each year.

**Eligibility**

Not for profit community groups, registered charities, social enterprises, sports organisations etc can use this form to apply for up to £500.

**Supporting documents (all applicants should submit):**

* Constitution/Governing Document (advice available);
* Recent bank statement;
* Income and Expenditure Account (or last three months Bank Statements, if a new group);
* Quotes to support any cost over £100;
* Safeguarding policy
* Evidence the balance of project costs are in place;
* Any additional information.

**What can be funded**:

Generally, grants are available for practical or educational projects that contribute to the following themes:

* ***Community Cohesion***: Diversionary activities for young, intergenerational projects, arts, culture and heritage projects and facilities that improve wellbeing and help strengthen the community.
* ***Young People***: Provision of activities or facilities and opportunities, workshops, educational outings (but not overseas travel), equipment, kit and resources to deliver projects.
* ***Community Facilities****:* Support for meeting places including running costs (community centres, village halls, playing fields) and projects to enhance or improve energy efficiency.
* ***Older People****:* Integration projects; projects tackling isolation, loneliness and dementia, volunteer costs, carer sitter and companionship.

**What cannot be funded:**

* Projects promoting religious or political beliefs;
* Individuals;
* Statutory provision
* Animal welfare
* General contributions to large appeals
* Grant making bodies applying for funding to redistribute to others
* Retrospective expenditure or unsustainable deficits or loans

**Application Form (up to £500)**

* Responses should be thorough, applicants should assume the assessor or local panel have no prior knowledge of your organisation, who runs it or the community in which you operate.
* 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 properly process your application.

**Your Details:** (Person completing this form)

|  |  |
| --- | --- |
| **Full name** |  |
| **Position within the organisation** |  |
| **Contact telephone number(s)** |  |
| **Email address** |  |

**The Organisation:**

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Email address of Organisation** |  |
| **Address of Organisation** |  |
| **Postcode of Organisation** |  |
| **When did the Organisation start?** |  |

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| **Please share the story of the organisation with us, describing its overall aims and objectives, what activities/services it provides, who to (demographic) and any charges made to participants.** |
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| **Are you a registered charity, constituted group, social enterprise etc. Please provide details of committee members or trustees (names/addresses)** |
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| --- | --- | --- | --- |
| **How many people are involved in your organisation?** | | **Number** | |
| **Full-time paid staff / workers** | |  | |
| **Part-time paid staff / workers** | |  | |
| **Management Committee** | |  | |
| **Volunteers and helpers** | |  | |
| **Do you own rent or lease the premises your run from** |  | |
| **If leased, when does your current lease end?** |  | |
| **If renting, please tell us how much rent you pay, and to who** |  | |
| **If owned, do you have a loan or mortgage or own outright.** |  | |
| **Any other information relevant to your premises.** |  | |

**Finances:**

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| **Details of group’s income and expenditure during its last financial year; has your group received any grants in the last 2 years? If so, please provide details?** |
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**The Project:**

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| **Tell us what you would like funding for? Why is it needed? What difference will it make to the local community and how will you know if its been a success? Is there anything similar available locally?** |
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| **What is the timescale of the funded project?** | | | |
| **Start spending funding (month/year)** |  | **Finish spending funding (month/year)** |  |

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| **If applicable, please explain how the project will continue when funding ends (this may be a one-off project).** |
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**Who will the project help:**

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| **Number of people, location of beneficiaries, age groups, demographic.** |
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**Outline of project costs:**

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| **How much you need from us (maximum £500); Please provide evidence of cost (where possible) and a breakdown of how the funds will be spent.** |
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| **If there is a shortfall, how will you raise the balance?** |
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| **Account name** |  | | | | | | | |
| **Sort code** |  |  |  |  |  |  |  |  |
| **Account number** |  |  |  |  |  |  |  |  |
| **Bank / Building society name** |  | | | | | | | |
| **Bank / Building society address** |  | | | | | | | |
| **How many signatories are on the account.** |  | | | | | | | |

**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.

**Conditions of Grant**

In the event your bid is successful, please sign below to accept a grant from the Humber Gateway Community Fund:

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| **No.** | **Condition** | **Initial** |
| **1.** | The Grant, 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.** | We will spend the grant within one year of its receipt or any other timetable set by LCF. |  |
| **3.** | Any grant funding not spent on the project will be repaid to LCF. |  |
| **4.** | We will not dispose of grant-aided equipment without LCF agreement. Any funds raised will be refunded to LCF. |  |
| **5.** | We will not change our rules, aims or constitution without LCF agreement. |  |
| **6.** | We will acknowledge LCF & RWE and display their logos in relevant publicity and publications, as well as acknowledging this funding via our social media networks (Facebook, Twitter etc.). |  |
| **7.** | We accept that LCF may use our project for publicity purposes and, where possible, will display a plaque in recognition of this funding. |  |
| **8.** | We will not bring the fund, or LCF, into disrepute and undertake to return all funding should it be determined that we have done so. |  |
| **9.** | We will complete an end of grant report, comply with regular expenditure and monitoring requirements, and provide good practice items and/or case studies. |  |
| **10.** | We will keep all receipts and accounts relating to grant-aided expenditure for six years from receipt. As a minimum these will consist of a simple cash book recording all receipts and payments which should be maintained and reconciled on a monthly basis. These records to be made available to LCF if requested. |  |
| **12.** | 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. |  |

I confirm that I have read and understand the declaration & terms and conditions set out in this application.

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| --- | --- |
| **Name of applicant** |  |
| **Signature of applicant** |  |
| **Date** |  |

Please submit the completed application as well as **all supporting documents** via email to: Katie Littlewood: [katie@lincolnshirecf.co.uk](mailto:katie@lincolnshirecf.co.uk)

If you are unable to submit via email, please send a hard copy to: Katie Littlewood. Lincolnshire Community Foundation. 4 Mill House, Carre Street, Sleaford, Lincs, NG34 7TW.

If you would like to discuss a bid prior to applying, please call Katie Littlewood on 01529 305825.