

**Completing the application form guidance notes**

**What to do before you start**

Before completing your application form, please read these guidance notes. Please always download the most recent application form from our website.

Electronic versions: 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 you for. Please do not send us any additional material, as we may not consider it or return it to you.

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.

**YOUR DETAILS**

Please provide details on the person completing the application form.

**YOUR ORGANISATION**

Tell us your name and address or that of the organisation applying for the funding and a contact address.

**Please explain story of your organisation**

Tell us the aims and regular activities of your organisation. This information could be taken directly from your Constitution. Where do you meet and how often.

**How many people currently access the activities provided?**

Who benefits from the services you provide? How many people do you support/how many people attend? Provide as much detail as possible.

**Premises**

Please provide details about the premises you run from. Do you lease/rent/own the building?

**Type of organisation**

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, 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.

**Income**

Tell us how you generate an income – please provide as much detail as possible. Do you rely on grant funding, or do you have other income streams?

**THE PROJECT YOU REQUIRE FUNDING FOR**

**What would you like to do?**

Please give us a brief description of the project you would like us to fund. What will you be spending the grant funding on? 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? 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?

**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. Have you done any community consultation – what evidence is there that this project is needed?

**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.

**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.

**PROJECT OUTCOMES/BENEFICIARIES**

**Who will benefit from your project?**

How will this project benefit your community? Tell us who you think will benefit from your project and how many people will benefit. Also where do the beneficiaries live – just in your town/village or will other people benefit too? 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 e.g. 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.

**Beneficiaries**

Please complete the beneficiaries, ethnicity & age group requirements.

**What difference will the project make to the people who will benefit?**

**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?

**FINANCES/PROJECT COSTS**

**Project costs**

Please complete in full, providing how you will raise the balance of funding if your project costs are more than you’re applying for.

Please use the table to provide a full cost breakdown if each item you require funding for. We need you to complete the outline budget in the table provided. If you cannot recover VAT, include VAT in both columns where applicable. Where you can recover VAT, please do not request this in your application costings.

Please provide supporting documentary evidence where necessary (e.g. 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.**

**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.

**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

**SUPPORTING DOCUMENTS**

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

Registered charities do not need to provide information **IF** we can access each document via the charities commission.

Groups who have been open under 1yr do not need to provide annual accounts – we will however need to see full bank statements.

Within your constitution, **we expect** to see a dissolution clause stating should the group close, all assets (cash & tangible) after debts have been paid will go to another not-for-profit club/group/organisation with similar aims and objectives. Without this clause it is unlikely your application will be accepted.

**CONDITIONS**

Please initial each condition and sign (electronic signature accepted)

**DECLARATION**

**Signatures of applicants**

Please provide the signature (electronic signature accepted) 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. Don’t sign on behalf of someone, and don’t send us the form unsigned.

**WHAT NEXT**

Please ensure that you have completed all sections of the application form and have signed all necessary sections. **Note: We must receive the application form, and all the information requested BEFORE the closing date, or your application may not be considered.**

**Please submit via email where possible, including supporting documents to:**

**Katie Littlewood:** [**katie@lincolnshirecf.co.uk**](mailto:katie@lincolnshirecf.co.uk)

**Or post if you are unable to email to:**

**Katie Littlewood.**

**Lincolnshire Community Foundation.**

**4 Mill House.**

**Carre Street,**

**Sleaford,**

**Lincs, NG34 7TW**

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.