



Horncastle Health & Wellbeing Fund Applicant Guidelines

Object of the Fund

To support not-for-profit clubs, groups & organisations to deliver projects improving the Health & wellbeing of those living in and around Horncastle.

About the Grants

- Grants may be up to £2,000.
- **Groups must be delivering projects within a 10mile radius of Horncastle (Priority will be given to projects within Horncastle)**
- Groups can only hold one grant at any one time.
- Closing dates on 1 March and 1 September each year.
- Payments are normally made in advance.
- Decisions notified within 6-8 weeks of closing date.
- All funds should be spent within a year of receipt unless otherwise agreed.
- Funding will be prioritised for smaller grassroots organisations.

Eligibility/Supporting documentation

Not for profit community groups, registered charities, social enterprises, sports organisations etc. All applicants should have/submit:

- Constitution/Governing document (advice available)
- A local management board or committee
- A bank or building society account in the organisation's name with at least two signatories who are not related or living in the same household
- Income and Expenditure Account (or last three months Bank Statements, if a new group)
- Evidence that the balance of project costs is in place
- Other relevant policies and procedures (safeguarding policy, equal opportunities etc)
- Any additional information.

Projects from School PTA's, Churches and Parish Councils may also be considered however, the Fund is not meant to replace government or other statutory funding. For example, an application to refurbish a kitchen in the church hall, that will have a wider community benefit or to print the programme for a community event, would be considered. An application to cover the general maintenance costs of a school, church or parish building would not be accepted.

What can be funded:

Projects must relate to improving the health & wellbeing of those living in and around Horncastle.

What cannot be funded:

- Projects promoting religious or political beliefs;
- 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 process

Applications can be submitted electronically to katie@lincolnshirecf.co.uk along with all supporting documents. If you are unable to send an electronic copy, please send a hard copy to Katie Littlewood. Lincolnshire Community Foundation. 4 Mill House, Carre Street, Sleaford, Lincs NG34 7TW.

Grant management

The grant scheme is managed by the Lincolnshire Community Foundation CIO (charity number 1196448). The Panel meets twice a year to consider grant applications.

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.

If you are uncertain about your project’s eligibility for the Fund, please contact Katie Littlewood at the Foundation on 01529 305825 or katie@lincolnshirecf.co.uk for further guidance.