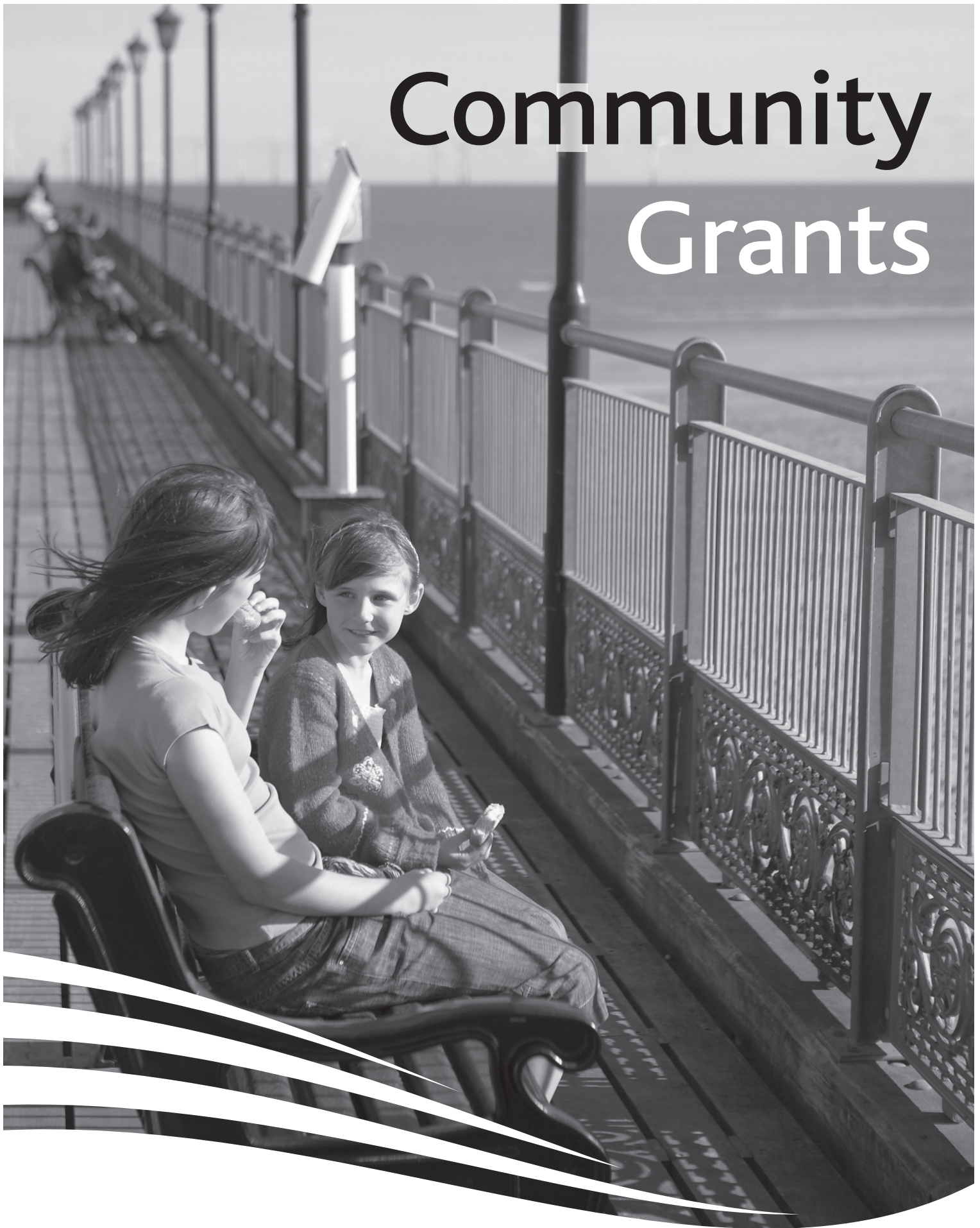


Community Grants



Application Form
2012/13

Eligibility Checklist

It is important that you work your way through this eligibility checklist and read through the Community Grants Information Guide prior to completing your application. We receive a number of ineligible applications for funding and this checklist has been designed to 'flag up' any potential eligibility issues prior to completing and submitting an application. If you are unsure or have any questions about the eligibility of your organisation and/or project then please contact the Community Grants Team.

East Lindsey District Council Community Grants Team
Tedder Hall, Manby Park
Manby, Louth
Lincolnshire
LN11 8UP
T: 01507 601111
E: community.grants@e-lindsey.gov.uk

You should be able to answer 'YES' to at least one of the following questions.
If you answer 'No' then you may not be eligible to apply to the scheme:

Is your group a:	YES	NO
Voluntary or community organisation with a governing document/constitution?	<input type="checkbox"/>	<input type="checkbox"/>
Town or Parish Council?	<input type="checkbox"/>	<input type="checkbox"/>
Registered Charity?	<input type="checkbox"/>	<input type="checkbox"/>
Social Enterprise?	<input type="checkbox"/>	<input type="checkbox"/>
Company Limited by Guarantee?	<input type="checkbox"/>	<input type="checkbox"/>

If you answer 'YES' to any of the following statements then your organisation will not be eligible to apply:

The following statement is applicable to our organisation/group:	YES	NO
We are an informal organisation with no governing document/constitution	<input type="checkbox"/>	<input type="checkbox"/>
We can distribute assets and/or profits/surpluses among our members	<input type="checkbox"/>	<input type="checkbox"/>
We possess more than £250,000 of 'free reserves'	<input type="checkbox"/>	<input type="checkbox"/>
We possess more than 12 months of running costs in reserves (after deducting what we propose to contribute to this project)	<input type="checkbox"/>	<input type="checkbox"/>
We are a Town/Parish Council requesting a 'Small Community Grant' of £250 or less	<input type="checkbox"/>	<input type="checkbox"/>
Our organisation is either insolvent; has previously entered administration or has had a County Court Judgement raised against us	<input type="checkbox"/>	<input type="checkbox"/>
We have received an East Lindsey Community Grant within the previous 12 months or are currently in receipt of an East Lindsey Community Grant	<input type="checkbox"/>	<input type="checkbox"/>

You should be able to answer 'YES' to all of the following statements; if you cannot then you may not be eligible to apply:

The following statement is correct/applicable to us:	YES	NO
We have our own bank account that requires at least two unrelated people to authorise the withdrawal of funds from it	<input type="checkbox"/>	<input type="checkbox"/>
We have at least 3 people on our governing body/committee	<input type="checkbox"/>	<input type="checkbox"/>
We have not already started our project	<input type="checkbox"/>	<input type="checkbox"/>
We will not start our project before receiving a decision on this grant	<input type="checkbox"/>	<input type="checkbox"/>
The grant that we are requesting is not more than £8,000 per annum	<input type="checkbox"/>	<input type="checkbox"/>
The grant does not represent more than 50% of the total cost of the project	<input type="checkbox"/>	<input type="checkbox"/>
We understand that the grant can not be used for projects that promote a religious view	<input type="checkbox"/>	<input type="checkbox"/>
We understand that the grant can not be used for projects that promote a political view	<input type="checkbox"/>	<input type="checkbox"/>
The project/activity is not a responsibility of the state (statutory responsibility)	<input type="checkbox"/>	<input type="checkbox"/>

You should be able to answer 'No' to all of the following statements as the items listed are all ineligible for Community Grant support:

Our application contains a request for:	YES	NO
CCTV	<input type="checkbox"/>	<input type="checkbox"/>
Retrospective costs (costs already incurred or committed to)	<input type="checkbox"/>	<input type="checkbox"/>
Bank, finance and audit charges	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol/Drink	<input type="checkbox"/>	<input type="checkbox"/>
Food	<input type="checkbox"/>	<input type="checkbox"/>
Loans or interest payments	<input type="checkbox"/>	<input type="checkbox"/>
General appeals or donations	<input type="checkbox"/>	<input type="checkbox"/>
Depreciation	<input type="checkbox"/>	<input type="checkbox"/>
Recoverable Input VAT	<input type="checkbox"/>	<input type="checkbox"/>
Items mainly of benefit to an individual (for example, equipment that is not shared)	<input type="checkbox"/>	<input type="checkbox"/>

Hopefully you have been able to answer all of the eligibility checklist questions without any problems. If you are unsure or have any questions then please do not hesitate to contact the Community Grants Team on the contact details provided.

Councillors' Community Initiative Scheme

Please note that East Lindsey District Council also provides a Councillors' Community Initiative Grant Scheme. In summary, each Councillor receives an annual allowance (£2,000 for 2012/13) with which to award small grants to local community projects. There are fewer restrictions on what the Councillors' Community Initiative Grants can fund and so a project that is ineligible for support under the Community Grant Scheme may still be eligible for a Councillors' Community Initiative Grant. Contact your local District Councillor for more information.

Section 1 - Contact Details

Your Organisation

1a Organisation name

1b Organisation address

1c Organisation telephone

1d Organisation website

Your Nominated Main Contact

1e Name

1f Address

1g Email

1h Daytime telephone

1i Signature

Your Nominated Reserve Contact

1j Name

1k Address

1l Email

1m Daytime Telephone

1n Signature

Hints & Tips

1a - This should be the same name as appears on your governing document and bank statements.

1b - This is from where the organisation operates from, not necessarily your mailing address.

1g to 1j - Your 'nominated main contact' is the person that you wish to be contacted should we have any questions about your grant application.

It does not necessarily need to be the 'leader' or 'chairperson' of your organisation.

1k - The main contact must sign the application form to verify that the information contained within is accurate and truthful.

1l to 1m - Your 'nominated reserve contact' will be the person that we contact should your main contact be unavailable.

They should have a clear knowledge of the grant application and will be required to sign and verify that the information contained within is accurate and truthful.

Section 2 - About Your Organisation

The information in the following section is requested in order to provide us with an understanding of who your organisation is and what you do.

If you do not know the answers to any questions or it is not applicable to your organisation then please advise us accordingly; try not to leave questions blank.

2a Please tick the box(es) that best describe your organisation's structure.

Registered Charity Charity No.

Company Limited by Guarantee ... Company No.

Parish or Town Council

Constituted Community Group.....

Constituted Local Amateur Sports Club

Other - Please specify:

2b In one sentence please explain the purpose/ main function of your organisation.

2c Is your organisation a branch of a larger organisation?

Yes No

If 'Yes' please confirm the following:

We have an independent governing document that enables us to make decisions independently..... Yes No

We have our own bank account..... Yes No

We prepare our own 'Trading accounts'..... Yes No

We have our own local management board/committee.... Yes No

2d Are you affiliated to a 'National Governing Body'?
If so please provide details.

Hints & Tips

2a - Please ensure that you include a copy of your governing document with your application form.

2b - For example: 'We are a local adult cricket team'.

2d - For example: 'Football Association' or the 'Scouting Association'.

2e When was your organisation formed? How long have you been operating?

2f How many people are involved in the running of your organisation?

Management Committee	<input type="text"/>	Paid staff	<input type="text"/>
Volunteers	<input type="text"/>	Others.....	<input type="text"/>

2g How many members does your organisation have and/or alternatively how many people access your services each month?

Male	<input type="text"/>	Female	<input type="text"/>	Children	<input type="text"/>	Adults	<input type="text"/>
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2h Where do your organisation's activities normally operate from?

2i How often does your organisation meet? How often are your activities held?

Weekly	<input type="text"/>	Monthly	<input type="text"/>	Quarterly	<input type="text"/>	Yearly	<input type="text"/>
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Comments

2j Do people need to pay a membership fee, subscriptions or participation fees? If so please provide details including amounts.

Annual Memberships	<input type="text"/>	£
Participation or attendance fees/subscriptions per session..	<input type="text"/>	£

2k Are the activities of the group generally aimed at and/or restricted to people from a particular background?

Gender.....	<input type="text"/>
Age.....	<input type="text"/>
Ethnic background	<input type="text"/>
Faith or religion.....	<input type="text"/>
Sexual orientation.....	<input type="text"/>
Other - please specify	<input type="text"/>

2g - These answers can be your best estimate if you do not know exactly how many members or users you have.

2h - For example: 'Pontypandy village hall.'

2i - This can be a 'best estimate' or 'average' if needed.

2j - Please enter £ amounts 'per person' and not for the organisation as a whole.

2k - Please provide brief details as appropriate. If your project is not primarily aimed at any of these groups simply enter 'No' in the answer box.

2l Please provide the following financial information using your latest set of annual accounts. If you are a new organisation or do not have any accounts then please contact the Community Grants Team for guidance.

Total income for the last financial year	£
Total expenditure for the last financial year	£
Total cash and bank balances at the end of the last year	£

2m Please provide your organisation's bank account details.

Name of bank/building society ...	
Name on account	
Sort code	
Account number	
Building society roll number..... (if applicable)	

2n How many people must sign each cheque?

Please list everyone who is entitled to sign cheques drawn from this account.

Name	Position
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

2p Is your organisation VAT registered?

Yes No If yes, please state registration number:

2q Please state which of the following policies your organisation has in place:

Equal Opportunities Policy, including DDA compliance .. Yes No

Safeguarding Children and for Vulnerable Adults Policy.. Yes No

Health and Safety Policy Yes No

Environmental Policy Yes No

Volunteers Policy..... Yes No

Others (Please specify)

2m - Please note that the name on the account must match the name given to question 1a and the name on your governing document.

This bank account will be the account that any grant awarded will be paid in to.

Please remember to include a recent original bank statement with your application form for us to verify the account details.

2p - If you are entitled to reclaim Input VAT you must not include VAT in the project cost section question 4c.

2q - Please include copies with your application form where applicable.

2r Does your organisation have any of the following insurances in place?

Public Liability Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Professional Indemnity Insurance.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employee Liability Insurance.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Buildings Insurance.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contents or Equipment Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Directors/Trustees Indemnity Insurance.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Others (Please specify)	<input type="text"/>	

2s Does your project involve work with children, young people under the age of 18 or vulnerable adults?

Yes No

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
- review your safeguarding policies at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- check criminal records at least every three years
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements?

Yes No

It is your responsibility to have appropriate safeguarding policies and procedures in place, which we may ask to inspect at any time.

2r - We expect all organisations applying for a grant to be appropriately insured.

Please note that we may require you to purchase insurance for any item/ activity as a condition of a grant offer.

2s - It is your responsibility to have appropriate safeguarding policies and procedures in place, which we may ask to inspect at any time.

Section 3 - About Your Project

The following questions are all related specifically to your proposed project that you are requesting funding towards. We will use the answers to gain an understanding of what you are intending to do; what benefits it will deliver to the community; how well planned the project is and how suitable the project is for Community Grant funding.

If you do not know the answers to any questions or you believe it is not applicable to your project then please advise us accordingly; try not to leave questions blank.

3a Please name your project in no more than five words.

3b When are you planning on your project/service taking place?

Start date

End date

Are the above dates fixed or are they flexible?

Fixed

Flexible

3c Where will your project service take place?

3d Is this project a new or existing project? Select one.

This is an entirely new project.....

This project is re-establishing or resurrecting a past project.....

This is an improvement/extension of an existing project.....

This is maintaining an existing project.....

Hints & Tips

3a - For example: 'Village Hall Refurbishment Project'.

3b - Remember you can not start your project before getting a decision from us and you must have completed your project within 12 months of receiving a grant offer.

3e Please describe your project/service and its core activities.

3e - Clearly describe the overall purpose and main activities of your project/service.

Please tell us whether our grant would be for specific items or a contribution to the total project/service costs.

You may wish to include photographs, diagrams or drawings with your application to illustrate your project.

3f How will your project benefit the local community?

3f - We support projects which improve the quality of life for people in East Lindsey. This question asks you to think about how your project will achieve this.

3g Please provide a 'best estimate' for how many people you expect to directly benefit from your project?

We estimate that people will benefit from our project on a **one off basis**

or We estimate that people will benefit from our project **each week**

or We estimate that people will benefit from our project **each month**

or We estimate that people will benefit from our project **each year**

3g - Please state this as either a 'one off', 'a weekly', 'monthly' or 'annual' total.

Remember that we have limited funds available; if you only expect to benefit 10 people and are asking for a grant of £8,000 then you are unlikely to be successful.

3h How do you know that your community want or need this project and how have you consulted with the community?

3i How has the community been involved in the planning of the project and how will they be involved in the delivery of the project?

3j Every application to the Community Grant Scheme must support the delivery of at least one of our 'Funding Outcomes'. Please select one of the following four outcomes and then explain HOW your project supports the delivery of this outcome.

"Active, strong and resilient communities with the skills and capacity to improve wellbeing in their own community"

"Inequalities are reduced in East Lindsey's communities"

"A high quality clean local environment.....

"A diverse district that is celebrated by residents, businesses and visitors"

How?

3h - Have you consulted with your users and the wider community? This could be in the form of:

- Questionnaires
- Parish Plans
- Letters/emails of support
- Letter/emails of complaint
- Public meetings
- Professional surveys, for example, architects survey
- Other pieces of consultation such as the Census results

3i - Has the community helped to design the project or select equipment?

3k What steps have you gone through in planning your project, and what advice and guidance have you sought?

3l Does your project involve work on land, or in a building (including refurbishments and purchase of fixed equipment)?

Yes No

If 'Yes', do you own the freehold of the land or building?

Yes No N/A

If you hold a lease please specify how many years are remaining:

3m Does your project require any of the following permissions and/or approvals?

Please indicate whether permission is required, and if so what stage you are at:

Permission	Not Required	Already obtained	Awaiting decision	Not yet applied
Planning Permission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent organisation approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English Heritage 'Listed Building Consent'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Control Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highways Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensing Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (Please specify below)				
<input style="width: 200px; height: 20px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 200px; height: 20px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3k - Think about how you have got to where you are now. When did you start planning the project? Have you received advice from professionals or spoken to someone who has completed a similar project? Have you spoken to community development workers from Lincolnshire CVS? Have you attended a funding workshop or training course?

Contact details for Lincolnshire CVS:
Tel: 01507 329472
Email: enquiry@lincolnshirecvs.org.uk

3l - For building projects and projects that involve permanent additions/alterations to land and buildings we will need to ensure you have authority to complete the project.

If you rent your premises then we may need a letter of authorisation from your landlord and/or view your lease agreement

3m - Should you be successful in securing a grant offer from us we will be unable to pay any grants until you have obtained all necessary permissions and provided us with evidence.

3n Who will manage the project, and what skills and experience make them a suitable project manager?

3n - Have they been responsible for grants before? Have they particular experience from their profession? Etc.

3p Are there any safety issues that need to be considered when delivering your project? If so what is being done to minimise their risks?

3p - Will there be dangerous machinery or equipment around?

Are children or vulnerable adults going to be involved?

Could the weather impact on your project?

3q How will you judge whether your project has been a success; and how will success be measured?

3q - Will it increase the usage of your project?

Will users gain a better experience?

Section 4 - Project Finances

The following section focuses on your project's finances including how much it will cost, how it will be funded and how it will be sustained in the future.

4a How much Grant are you applying for?

4b Is your funding request for 'Capital' items or for 'Revenue' costs?

Capital Items

For example; equipment, building costs, vehicles etc

Revenue Items.....

For example; salaries, rent, training, internet connection etc

If your request is for 'revenue' funding then please indicate over how many years you wish to be funded for (maximum 2) and how much funding you require in each year.

1 Year

2 Years.....

4c What would you do if you did not receive all of the funding that you have requested?

Hints & Tips

4a - Remember that grants can be for a maximum of £8,000 per annum or 50% of total project costs, whichever ever is the lower amount.

The maximum capital grant is therefore £8,000.

The maximum revenue grant is £16,000 over 2 years.

4c -For example: would it delay the project whilst you applied elsewhere? Would you reduce the scale of the project? Would you split the project up into phases? Would you contribute more of your own funds?

Section 5 - Sustainability

5a For how long do you anticipate your project to continue to be of benefit for?

5b Are there likely to be any ongoing costs incurred in sustaining your project? If yes how are these going to be met?

5c Will completing the project increase the overall sustainability of your organisation?

Hints & Tips

5a - Is there a natural life span for the project?

Will the project require continued volunteer input?

Is the project a 'one off'?

5b - These could include fees for annual safety checks, general maintenance costs, future salary costs etc.

Will the ongoing costs be built into your annual revenue or maintenance budgets?

Will you create a 'sink fund' to ensure that you can afford to replace the equipment in 10 years etc?

5c - Will it increase membership or participation?

Will it reduce your running costs?

Will it help you to work more efficiently?

Will it help you to generate income?

Section 6 - Declarations and District Councillor Support

East Lindsey District Council

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information you provide will only be used for Council purposes unless we are required by law to do otherwise. Please note that we may ask you to provide more information before we make a final decision about your application.

The Community Grants Scheme is run subject to Council budget approval. East Lindsey District Council retain the right to withdraw the scheme at any point and without prior warning.

Please ask your District Councillor(s) to complete this section.

District Councillor 1

I confirm that I do / do not support this application for Community Grant Support.

I understand that I can also award grant funding to this project through my 'Councillors' Community Initiative Scheme allowance providing that it is awarded prior to this application being considered by the Community Grants Panel.

Full Name:

Signed:

Date:

Capacity in which signed:

Comments:

District Councillor 2

I confirm that I do / do not support this application for Community Grant Support.

I understand that I can also award grant funding to this project through my 'Councillors' Community Initiative Scheme allowance providing that it is awarded prior to this application being considered by the Community Grants Panel.

Full Name:

Signed:

Date:

Capacity in which signed:

Comments:

Hints & Tips

You should obtain the signature of the District Councillor who represents the Ward in which your project is primarily based or is due to occur in.

For projects based in Wards with more than 1 District Councillor you only need to obtain 1 signature, although there is space for additional Councillors to sign if desired. Please note that we will notify all District Councillors representing the Ward in which your project is based once an application has been submitted.

We will also advise the Parish/Town Council that an application has been submitted.

If you are unsure as to whom is the correct person to sign your application then please contact the Community Grants Team for guidance.

Section 7 - Completion Checklist and Supporting Documentation

Please complete the following checklist to confirm that you have completed the application form correctly and have included the appropriate supporting documentation.

Some items are classified as 'Essential' and must be submitted with your application. Other items are classified as 'Desirable' and should be submitted where available. Finally some items are only required 'Where applicable' to your project/organisation.

If you are unsure about this checklist or are unable to supply required documentation then please contact the Community Grants Team for further advice.

Completion & Signatures

	Essential	Desirable	Where applicable
All questions are completed on the application form	<input type="checkbox"/>		
The form has been signed by the main applicant on page 4	<input type="checkbox"/>		
The form has been signed by the second applicant on page 4	<input type="checkbox"/>		
The form has been signed by our District Councillor(s) on page 17	<input type="checkbox"/>		

Supporting Documents & Evidence

	Essential	Desirable	Where applicable
A copy of our governing document/constitution is enclosed	<input type="checkbox"/>		
A copy of our most recent annual accounts are enclosed	<input type="checkbox"/>		
An original bank statement is enclosed or a photocopy of our bank/building society pass book is enclosed (from within the last 3 months)	<input type="checkbox"/>		
Some evidence/consultation of community support		<input type="checkbox"/>	
Letters of support from partner organisations and/or other local groups		<input type="checkbox"/>	
At least two quotations for each project cost are enclosed	<input type="checkbox"/>		
Or An architects estimate is enclosed for projects over £15,000			<input type="checkbox"/>
Or A detailed Event budget for 'Events projects'			<input type="checkbox"/>
Copies of planning and/or building approval permissions etc are enclosed			<input type="checkbox"/>
A copy of tenure (Freehold, lease or license)			<input type="checkbox"/>

	Essential	Desirable	Where applicable
A 'Job description' if seeking funding for a salaried position			<input type="checkbox"/>
Confirmation letters from other funders		<input type="checkbox"/>	
Various policies including (Equal Opportunities, Equality & Diversity, Safeguarding, Environmental, Volunteers and others) please supply as available		<input type="checkbox"/>	
A copy of your business plan for projects costing more than £50,000			<input type="checkbox"/>
An Independent Valuation & Surveyors report (When purchasing land and buildings)			<input type="checkbox"/>

If you would like this information in another language, large print or Braille please contact East Lindsey District Council

Osoby pragnące uzyskać informacje w innym języku, proszone są o zawiadomienie rady lokalnej East Lindsey (East Lindsey District Council)

Если Вы хотите получить эту информацию на каком-либо другом языке, пожалуйста, сообщите об этом в Районный Совет Восточного Линдси

如果您想要這份資料的其它語言版本，請告訴 East Lindsey 區政府。

Se desejar obter esta informação num idioma alternativo, por favor contacte o Município do Distrito de East Lindsey

Community Grants Application Form

V1 0212

East Lindsey District Council

Community Grants Team

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LN11 8UP

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