**Main Grants 2022-25 Expression of Interest to Host Community Fundraiser Posts**

**Important**

Before starting to complete the application form, please ensure you have read the Guidance carefully, and have the information and documents in the checklist below to hand. If you have any questions after reading the Guidance, please contact [main.grants@lewisham.gov.uk](mailto:main.grants@lewisham.gov.uk)

Please complete all parts of this form. Incomplete applications will not be considered. Please provide as much information as possible, and keep to the word limits.

**Main Grants Application Form Information and**

**Document Checklist**

Before starting your application, it will be useful to have the following documents / information to complete your form:

* Guidance Notes
* Name / Address of organisation applying
* Project lead contact details
* Details of the organisation delivering the project
* Organisation registration details
* Management Committee / Board / Trustee details
* Funding - details of previous funding applications over the past 3 years
* Project details - description of project, budget, priorities

**1. Contact details**

**Organisation name**

**Name of main contact**

**Address**

**Phone number**

**E-mail address**

**Website**

**Facebook**

**Twitter**

**Instagram**

**Other if applicable**

**2. Banking arrangements**

Successful grant recipients will have their grant paid directly into the organisation’s bank account. If you have not been funded in the most recent grants round by Lewisham Council or if your bank details have changed, please give details of the bank or building society the grant should be paid into.

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| **Account Name** | **Account number** | **Branch Sort Code** |
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**Please ensure you give exactly the name that appears on your bank statements/card/other documents**

**Bank name and full address**

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**3. Eligibility: Legal Status of organisation**

**Legal Status:**

Registered Charity

Company Ltd by Guarantee

Community Interest Company

Co-operative

Other - Constituted (includes CIO and Soc Enterprise)

Other - Unconstituted

Charity Reg No:

Company Ltd by Guarantee Reg No

Community Interest Company Reg No

Co-operative Reg No

Other – Constituted (includes (CIO and Soc Enterprise) – details

Other – unconstituted - details

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**4. Your service offer**

**Organisation summary**

**Please give a brief description of your organisation, including:**

* Aims and objectives
* Services you provide
* Recent achievements
* Who you usually work with (your services users/beneficiaries)
* How many committee members, paid staff and volunteers the organisation has
* What arrangements your organisation has in place to ensure you are delivering good quality services

**Max 500 words**

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**5. Community Fundraiser Post**

**Which Community Fundraiser Post are you applying for?**

Equalities – with an initial focus on ethnicity and disability

Cold Spots

Arts & Culture

Sports

**5a. Please tell us about your experience and expertise in the focus area you have chosen? (Max 400 words)**

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**5b. How would you reach out to and work with the VCS to develop bids in this focus area? (Max 250 words)**

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**5c. Who are the key organisations you would work with and why? (Max 250 words)**

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**5d. What would success look like in having a community fundraiser in this focus area? (Max 250 words)**

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**5e. What kinds of data and evidence could you provide on impact? (Max 250 words)**

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**6. Your track record**

**Please complete the below tables detailing your track record of the following over the past three years, please include:**

* **Funding applications both successful and unsuccessful – amount raised v. value of applications made**
* **Other fundraising activities – methods used, e.g. crowdfunding, events, and amount raised and the purposes for which you fundraised**

**Funding applications**

**Year Funder Level of funding requested Outcome/level of funding**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Funder | Level of funding requested | Outcome/level of funding  Received |
|  |  |  |  |
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|  |  |  |  |

**You will be able to add as many rows as you need, on the online form.**

**Other fundraising activities**

|  |  |  |
| --- | --- | --- |
| Year | Fundraising activity undertaken e.g. appeals, events | Level of funding achieved |
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**You will be able to add as many rows as you need, on the online form.**

**6a. Please tell us about your track record of partnership working/leading on**

**partnerships? What have you achieved as a result? (Max 500 words)**

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**Finances, Accounts and Budgets**

**7. Reserves and Sustainability**

**Please describe your current reserves situation, including*:***

* Number of months your organisation could operate using free reserves (i.e. reserves not held for specific purposes?)
* Any specific reserves and the purposes for which they are held, e.g. delivery of specific projects, redundancy costs, premises cost
* Any other funding you hold which helps to sustain the organisation

If for any reason your current reserves do not meet your reserves policy thresholds at this time, please explain the current position and your plans for returning reserves to the defined level.

**(250 words max)**

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**7a. Is the organisation up to date with filing your accounts with the Charity**

**Commission/Companies House?**

Yes

No

**7b. If you are not up to date with filing your accounts with the Charity**

**Commission/Companies House please state why (Max 100 words).**

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**8. Accounts**

**Please attach your accounts for 2019/20 – if you were formed after 2019 please attach your most recent set of management accounts.**

**9. Overall financial position**

**Please complete the below table with high level figures for 2018/19, 2019/20 and 2020/21 (anticipated).**

**It is not necessary to split these figures into restricted or unrestricted funds or provide further detail – the table is simply intended to give a general sense of your organisation's financial health.**

**Overall financial position**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Income** | **Expenditure** | **Surplus/deficit** |
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**10. Project costs**

**Please complete the below table and specify the staffing and resourcing cost for the project. (Example answers provided in guidance)**

**Staff costs**

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| --- | --- | --- |
| **Role name and Full Time Equivalent (FTE) hours (e.g. 0.5 = half time post)** | **Actual salary** | **Additional costs,**  **e.g. pension**  **contribution,**  **National Insurance**  **etc.** |
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**You will be able to add as many rows as you need, on the online form.**

**Activity Costs Amount**

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| --- | --- |
| **Networking/VCS engagement** |  |
| **Workshops/Training** |  |
| **Equipment** |  |
| **Marketing and promotion** |  |
| **Travel** |  |
| **Subscriptions (e.g. funding databases) & memberships** |  |
| **Staff expenses** |  |

**Running costs Amount**

|  |  |
| --- | --- |
| **Heating, light and power** |  |
| **Internet/telephone** |  |
| **Rent/rates/venue hire** |  |

**Other costs Amount**

|  |  |
| --- | --- |
| **Overheads** |  |
| **Maintenance** |  |

**Total cost**

**11. Documentation**

**You must be able to supply the below documents within 10 working days on request otherwise your application will be invalid**

**Please indicate here that these documents will be available on request**

Organisation’s constitution or governing document

Accounts for 2019/20 (audited/independently examined)

Equalities and Diversity policy and procedures

Health & safety policy

Volunteers’ policy (if applicable)

Child protection and vulnerable adults safeguarding policy (if applicable)

Evidence of CRB / DBS checks and disclosures – reference number and date (if applicable)

Public liability insurance (if applicable)

**12. Opportunities and Risks**

**Please describe the opportunities and threats (risks) faced by your organisation over the next three years and what plans you have in place to deal with them. (Max 250 words)**

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**Further information and declaration**

**In the space below write any points you want to bring to the attention of the Council. Max 200 words.**

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**I declare that as the applicant (name)**

**I will inform Lewisham Council without delay, of any situation considered a pecuniary or business interests or which could give rise to a conflict of interest**

Yes

No

**I wish to declare the following pecuniary or business interests**

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**I certify that the information supplied is accurate to the best of my knowledge. I understand and accept that providing deliberate false information could result in legal action being taken against me and withdrawal of funds awarded.**

Yes

No

**I would like to be contacted about opportunities for future funding, organisational support, partnership or other opportunities related to community development in Lewisham and agree for my data to be held by Lewisham Council and used for this purpose.**

Yes

No

**Signature**

**Full Name**

**Organisation Name**

**Organisation Address**

**Position**

**Date**