**Main Grants 2022-25 Partnership Grants**

**Important**

THIS IS A WORD VERSION OF THE APPLICATION TO SUPPORT YOUR ORGANISATION TO GATHER THE INFORMATION AND ANSWERS YOU NEED PRIOR TO FILLING IN THE ONLINE FORM. **IT IS NOT THE ACTUAL APPLICATION.**

**THE ACTUAL APPLICATION MUST BE FILLED IN ONLINE, ON THE FUNDING PORTAL.** WE WILL NOT ACCEPT APPLICATIONS THAT HAVE NOT BEEN SUBMITTED VIA THE ONLINE PORTAL.

**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

1. **Contact details**

**Organisation name**

**Name of main contact**

**Address**

**Phone number**

**E-mail address**

**Website**

**Facebook**

**Twitter**

**Instagram**

**Other if applicable**

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

**Please tick your organisation's legal status:**

**Legal Status:**

**Please tick your organisation's 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**

Does your intended programme mainly benefit Lewisham residents (90% of your recipients live in Lewisham)?

Yes

No

**If you have ticked “No”**

Please explain how you will ensure Lewisham residents benefit the most from your programme. **(Max 250 words)**

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**Your service offer**

**3. Organisation summary**

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

* Your mission, aims and objectives
* Services you provide
* Where you provide them
* Recent achievements
* Who you usually work with (your beneficiaries/service users)
* 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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**4. Protected Characteristics**

**The Council must adhere to the Equality Act 2010 in its provision of funding. Any organisation that is grant funded by the Council must strive to ensure their services are accessible and available to everyone.**

**The Equality Act 2010 sets out the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.**

**Please tell us how your service will engage and promote services to groups with protected characteristics including:**

* How you will make your service accessible to these groups
* How you will reach communities who need your services but aren’t currently using them
* Who are the groups that you would target
* How you will target those groups

**(Max 300 words)**

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**5. The COVID-19 pandemic has changed the way we**

**work in many ways**

**Please tell us:**

* If your organisation has changed due to the pandemic and if so, what you have done to deal with the changes
* How you adapted to new ways of working - for example doing more things online such as meetings or events

**(Max 250 words)**

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**6. Working in Partnership with Lewisham Council**

**Partnership Grants are designed to recognise your commitment to working closely with the Council on our shared priorities. While limited in size they are designed to provide recognition of our partnership and allow you to work closely with us.**

**Please tell us:**

* How you propose to work in partnership with us.
* Your commitment to helping the Council reach all residents in your area
* The difference you want your service to make.
* How a partnership approach can develop your service beyond what is in already in place
* How much extra funding you think you might attract in this period. You should state the level of funding that you would anticipate attracting during this period as we hope our commitment to working in partnership with you will assist with this.

**\* Your answers in this section will be part of your monitoring returns if you are successful; the exact details will be agreed with you once the grant has been awarded.**

**These points are minimum requirements.**

**(Max 500 words)**

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**7. Shared Values**

**Our shared values reflect the nature of our council. They describe what is important to us and what we can expect from each other in the way we do our work.**

**In applying for the Main Grants funding you are agreeing to work in partnership with us to demonstrate your commitment to: (Please untick any of the following which do not apply)**

London Living Wage

Equalities

Being Dementia Friendly

Ending Modern Slavery

Sustainability

**If you are not able to agree to any of the above, please give reasons why.**

**(Max 250 words)**

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**Your track record**

**8. Resources: your track record of attracting resources both financial and human.**

**Please complete the below table detailing your track record of funding applications, both successful and unsuccessful, over the past three years.**

**You will then have an opportunity to tell us in your own words, about any other resources you've successfully attracted over the past 3 years.**

**Please include any funding you have received from Lewisham Council.**

**Funding Applications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Funder** | **Level of funding requested** | **Outcome/level of funding**  **received** |
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**(You are able to add as many extra lines as you need, in the online form)**

**Other fundraising activities – methods used, e.g. crowdfunding, commissioning/contracts, events, and amount raised and the purposes for which you fundraised**

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**Volunteer engagement – types and numbers of volunteers, e.g. delivery support, befrienders, trustees and estimate of hours provided**

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**Secondee/student placement/internship – types of placement and hours provided**

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**Donated equipment - source, type and approx. financial value**

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**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. 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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**11. Charity Commission/Companies House Accounts**

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

**Commission/Companies House?**

Yes

No

If the organisation is not up to date with filing your accounts with the Charity

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

**About your organisation**

**12. How many people are involved in your organisation?**

**(Please include all staff including full and part-time, and any volunteers, work placements etc. together with trustees).**

**13. Trustee / Board Details**

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| --- | --- | --- | --- |
| **Full name** | **Position Held** | **Date**  **elected** | **How long have they been a trustee?** |
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**14. Board Statement**

**Please include a statement from your Board regarding how your organisation is run. This should include:**

* How are trustees recruited
* How are the key roles on the board elected
* How often are trustee meetings held
* What are your staff management arrangements – how often are staff and volunteers supervised and by whom?
* How do you keep oversight of the finances
* Do you have a strategic plan
* When your strategic plan was last reviewed

**(Max 500 words)**

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**15. 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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**Bank name and full address**

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

**16. 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)

**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**

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

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The London Borough of Lewisham is registered as a ‘Data Controller’ with the Information Commissioner’s Office (ICO) under the General Data Protection Regulation, as we collect and process personal information about you. We collect, process and hold your information in order to provide you with a service. The information you provide will be used to:

* assess if your project meets the criteria outlined in the Main Grants Programme guidance
* help us assess and monitor the Main Grant Programme funding
* provide information for statistical purposes

We will hold your personal information for no longer than 5 years, and should you have any queries or concerns, please contact the planning policy team at [MainGrants@lewisham.gov.uk](mailto:MainGrants@lewisham.gov.uk).

We may share your information and outcome of the funding application to other departments within the council that are helping us assess and monitor the Main Grants funding programme. We reserve the right to publish the application form in its entirety if the applicant will be involved in the delivery of a successful project.

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.

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.

**Signature**

**Full Name**

**Organisation Name**

**Organisation Address**

**Position**

**Date**