

Guidance on completing the application form:

You will need to submit an application form and supporting documents to prove your group meets the criteria so that Trustees can make their decision.

You can either print off the form and fill it in and return as a paper copy or you can fill it in on your computer and email it to charitabletrustlimited@freckleton.org.

Note if you are emailing it back, you don't need to scan in your signature, you can just type in your name/s.

Because we need two signatures for an organisation, we would ask that the second named person also sends us an email confirming they are happy to sign up to the application.

1. Your details

Please fill in your details, or the details of the person in your organisation who we should deal with.

2. Proof of your organisation's status

You need to provide us with a document that demonstrates that this application is on behalf of an organised group. You should have a set of rules (it may be called something like "Terms of reference" or "Articles of Association"). It is fine to send us scanned or electronic of this.

If you don't have anything like that, you must make a declaration of your aims and objectives to demonstrate as much as possible that you are a legitimate organised group.

3. Amount

Simply enter the total amount of the grant you are applying for.

4. Number of members/ beneficiaries

In this section, you should tell us your total membership, how many people will benefit from the proposed initiative (if different) and how many of those are Freckleton residents.

5. Purpose of the grant

A brief description of what you want the grant for. Please note the limitations stated at the top of the grant form.

7. Benefits

Please briefly explain how the grant will help local people. Think about how it will help and also who it will help. For example, it might be a scheme that is just aimed at young people or residents of a particular area. This helps trustees to decide about each grant.

8. Breakdown of expenditure

Use this section to explain in more detail what you will be spending the money on. For example, if you are organising a community service, what elements exactly will this money be used for. If you are buying equipment, what equipment exactly will you be buying. This helps us by showing that you have got a good plan for the money.

9. Part funding

If you are not asking for the full amount for your project / activity etc, please say where the rest of the money is coming from. For example, if you are purchasing new equipment, you might be asking for all those who are involved for a small contribution to the cost. Or you might have got funds from somewhere else.

This is absolutely fine – you can ask for whatever amount you like. This helps us understand if there appears to be a difference between what you're asking for from us and the total costs of your project or event.

You also need to think about what would happen if we give you the grant, but the other funding becomes unavailable for any reason. Will you need to cancel your project and send us back the money? Or will you need to scale it back and only do the things that you have the money for? As long as you have told us here what your plan would be, it's fine.

You are not allowed to just change what you use the grant for if you don't have the funding, but if you have set out a reasonable "Plan B" here, then it would be fine.

10. Part-award

The Trustees might not be able to award you the full amount you ask for. Please use this space to say what you would do if you don't get the full amount. If you need the full amount and anything less would not be helpful, please say so in this section.

11. Working with vulnerable children and adults

If your application for funding is to support working directly with children or vulnerable adults, you **MUST** have appropriate Safeguarding Policies relating to children and/or vulnerable adults. You **MUST** also ensure that you are complying with the requirements of the Disclosure and Barring Service in relation to this, as well as ensuring that your staff and volunteers having undergone appropriate (standard or enhanced) checks with the Disclosure and Barring Service (DBS) with appropriate Barred list checks were appropriate, in accordance with guidance, for all the individuals involved (both staff and volunteers). The only exception to this is where parents accompany their **own** children.

We may ask you to provide copies of the relevant policies. If you do not have them or unable to show them to us, we may decline your application or ask you to pay back funding already given.

12. Signing the document

Make sure you have read and are happy with the legal notice. You can either print off your application, sign it and post it to us, or scan it and email it to us. You can also simply type your name in and email it back to us. Note that the two signatories would need to each send us a separate email confirming they are happy to sign the form.

13. Legal information

The declaration you sign on your application form makes it clear that you are stating the truth in the form. It contracts you to spend any grant money as you have said you would. And it makes it clear that it is your responsibility as a group to ensure you have put in place any legal requirements to enable you to carry on the activity you are requesting funding for.

You need to be clear before submitting the application that:

- your members are covered by insurance if necessary
- if appropriate, you have Public Liability insurance in place
- if you are working on land or property you do not own, you have the owner's permission to do so - and so on

Please note that the two people who sign the form should not be related to each other (e.g., have the same surname).

14. Using your information

Freckleton Charitable Trust Limited will use the information you have provided in this form solely for the purposes of processing your grant application.

What happens next

You will receive an email acknowledging your application.

Charity's Trustees will meet in October to consider all valid applications against the funds available.

Any receipts must be dated after the date of the Trustee's decision letter. We ask you to keep these and provide these and copies of them and your group's bank statement showing the award being paid in and the money being spent.

If the cost is less than anticipated or you don't spend the money because of a cancellation for example, please contact us. Don't spend the money on something else without contacting us first as you may need to return the funds.

Monitoring your grant

After your grant has been awarded, we will contact you to make sure everything is ok, and the money has been spent on what you intended.

We will ask for some or all of the following:

1. Copies of receipts or invoices for the full amount of the grant
2. A bank statement showing the invoices have been paid by your group
3. Information about the project – for example
 1. details of how many people attended
 2. Photographs of the event or equipment
 3. Copies of press or promotional activity
4. Copies of child protection/vulnerable adult policies and associated paperwork
5. Evidence that any conditions of the grant have been met