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### **Background & Purpose of the Grant**

Community Grants is a small grant scheme designed to assist groups in Lancaster, Morecambe and the surrounding rural areas to undertake small projects that enable their local people to take part in community activities. The Lancaster District Local Strategic Partnership (LDLSP) has allocated the Valuing People Thematic Group funding to implement a Community Grants programme to support delivery of the Lancaster District Sustainable Community Strategy. It is being run on behalf of the LDLSP by Lancaster District CVS, a copy of the Sustainable Community Strategy can be downloaded from: <http://www.lancaster.gov/lsp>

### **Who can apply?**

Any group who is a voluntary, community or not for profit organisation and is based within the Lancaster District boundary can apply for a Grant.

### **How much can you apply for?**

You can apply for one Grant between the value of £250 and £2000 before the end of this project, March 2010.

### **What kind of projects can apply?**

Any project that takes place within the Lancaster District which helps local people 'take part' in their local community, and which meets one of the 21 Sustainable Community Strategy's Priorities under the headings:

- Children and Young People
- Education Skills and Opportunities
- Health and Wellbeing
- The Economy
- The Environment
- Safety
- Valuing People

The Sustainable Community Strategy's 21 priorities are listed on the last page of these guidance notes. A copy of the Sustainable Community Strategy which lists the 21 priorities can be downloaded from: <http://www.lancaster.gov/lsp> It is also available from CVS as a paper copy or electronically.

**If you have difficulty in deciding whether your project may be eligible, please contact the CVS who will be able to offer further guidance.**

## **Filling in the form:**

- **Name of lead organisation:** include the full name of the lead organisation and where you are based.
- **Other Organisations involved:** which other organisations are you involved with in delivering this project?
- **What Does the lead organisation do:** please provide a description of what your Organisation does. The more detail that you can provide the better. Remember the Assessors may not be familiar with your Organisation, what it does or who will benefit from it.
- **Contact Person:** give the full name of the contact person and their address (including postcode) also provide a phone number and if possible an Email address.
- **Referee:** you will need to provide us with the name and contact details of an independent referee. The referee could be a member of your local residents group, a local housing officer, a local councillor or other community person, but the referee can not be a relative. The purpose of the referee in supporting your application is to act an independent confirmation that your organisation(s) has the ability to deliver this project.
- **How much money are you requesting:** please state here the total amount of money you are requesting from Lancaster Community Grants.
- **What would you do with this money/ what is it for:** please provide details of what you intend to use the funding for, it is essential that you itemise elements of the funding. If you need the funding to be in place by a particular date, please identify this. All projects will be checked to see if they are value for money, so, please make sure your budget is realistic. (Point to remember, when preparing your budget ensure your quotes include items such as VAT and P&P) All funds must be expended by the end of March 2010. If you intend to raise money in other ways, please provide details of how this money is to be raised, for example a contribution from your main fund or a fund raising event and how much you expect to raise by each method.
- **Will the grant be spent on an activity which will contribute to any of the 21 Sustainable Community Strategy Priorities:** please identify up to 3 of the priorities which you project contributes to and provide a short explanation. (If it only contributes to 1 priority that is fine).
- **Payment & Bank details:** If successful, your funding will be paid by cheque, in accordance with a payment schedule, which should be paid into a bank account, please therefore provide the full name of the organisational account to which the cheque should be made payable.
- **Signature:** An authorised signatory who is also a bank signatory of your Organisation must sign the application form, print their name, position in the organisation and then date their signature. Signatories must be aware that in signing this document you are also agreeing that if you do not spend this grant in accordance with your application and the offer letter your organisation may be subject to 'claw back', additionally that you/ a member of your organisation will take part in any celebratory events organised by the LDLSP.

## **Additional points to remember:**

- Please send completed forms, together with any supporting information to the address below.
- Please ensure you have included the check sheet with your application, to ensure that you have enclosed all the relevant paperwork.
- Please ensure that the correct postage is used – completed applications usually weigh more than standard rate, and therefore if incorrect postage is used it may be held at the

post office, possibly missing the deadline and incurring a surcharge which we will have to pay.

- If you need any more help with any part of the form please contact Lancaster District CVS at the phone number/ address or email below.
- Please be aware that we may contact you to request further information.

### **How do the Community Grants work?**

During 2009/10, the Assessors, who are local people representing their local communities in conjunction with representatives of the LDLSP intend to meet five times, in order to make their funding recommendations to the LDLSP – as set out in the timetable below. Applicants are asked to complete a simple form and submit a copy of their constitution and their latest bank statement (unregistered groups) or statement of accounts (registered charities companies limited by guarantee etc). The Council for Voluntary Service (CVS) acts as administrator and also provides support to any organisation needing help with their application.

In addition to providing evidence of your spend in accordance with a payment schedule will also be expected to acknowledge that your funding came from LDu,LSP when you publicise the results of your project and to take part in celebratory events organised by the LDLSP.

### **Timetable for distribution**

Round	Deadline Date
1	16 <sup>th</sup> March
2	6 <sup>th</sup> May
3	8 <sup>th</sup> July
4	3 <sup>rd</sup> September
5	4 <sup>th</sup> November

Grant applicants will be informed of the outcome of their application **within 4 weeks** of the application deadline.



**Community Grants**  
C/O Lancaster District Council for Voluntary Service  
Trinity Community Centre, Middle Street,  
Lancaster LA1 1JZ  
Tel: 01524 555900  
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Reg Charity Number – 502265

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