

Firsby Group Charitable Trust

It is important you read these Guidance Notes before completing your application form

INTRODUCTION

The Firsby Group Charitable Trust (FGCT) (Charity Registered in England; charity number) provides financial management of donated, bequeathed and community grant funds with the sole aim of enriching the lives of and providing benefit to the residents of the Parishes of Bratoft, Firsby, Great Steeping, Irby in the Marsh and Little Steeping.

We aim to help create a long-term viable, sustainable ~~&~~and strong community.

The objects of the charity ('the objects') are: To promote and provide community benefits proposed by residents and for the benefit of the five parishes as a community, including administrative and ancillary costs under the headings listed:

- a) Community wellbeing;
- b) Environmental projects;
- c) Community facilities;
- d) Reducing isolation;
- e) Investment.

The grant fund is administered by the trustees of the Firsby Group Charitable Trust.

The total grant fund available is £8,000 per year and the level of award will reflect the amount available to meet overall demand.

Board of Trustees

The board of trustees comprises:

- One Parish Councillor for each of the five parishes of the Firsby Goup; and
- Two community representatives who are resident within the Firsby Group of parishes.

How do we apply?

To apply for funding you should submit an application to the Trust. There are no overall deadlines for receipt of applications, but applications will be considered at meetings held at quarterly intervals with deadlines for applications on: January 31, April 30, July 31 and October 31 respectively.

The decision time in relation to applications will vary accordingly.

You can download an application form and these guidelines from the Parish Council's website parishes.lincolnshire.gov.uk/FirsbyGroup/

Or contact the trust at FGCTrust@outlook.com to request an application form, or write to: The Clerk, Firsby Group Parish Council, Crosslands, Wainfleet Road, Irby in the Marsh, Skegness PE24 5AY.

Please use the notes on the following pages to complete the application form.

Firsby Group Charitable Trust - Application Form Guidance

Section 1 – WHO CAN APPLY?

- 1.1 You can apply if you:
- a) Are an individual living within the parishes that comprise Firsby Group Parish Council: Bratoft, Firsby, Great Steeping, Irby in the Marsh or Little Steeping; or
 - b) Are a community led group based in the five parishes; and
 - c) Are a not-for-profit group with charitable aims, working in, involved with, and benefiting people from the five parishes; and
 - d) Have a bank account in the name of your group, which requires at least two signatories, who should not be related;
 - e) Have a constitution or Articles of Association, dated and signed as “adopted” by the Chair, or other senior office holder on behalf of the group;
 - f) Can spend the grant within one year or return it, or part of it, to the Fund, unless otherwise agreed.
- 1.2 IF YOU ARE APPLYING ON BEHALF OF A GROUP: Please give details of what your organisation does. Do not simply copy the aims and objectives from your constitution. Describe the work your group does in your own words, as this will help with the assessment process. Your group does not need to be a registered charity to apply for a grant but must in some way benefit the local community. *(Maximum of 150 words)*

Please give the name of your group and where you operate *(for example, Happitotz, Great Steeping)*. Please also give the name, email address and telephone number of the person who is making the application on behalf of the group.

Section 2 – WHAT CAN WE APPLY FOR?

- 2.1 Applications can be made for projects/-activities that benefit people in the community and/or advance community development by meeting the Objects of the trust.

In particular the trust will consider applications that meet one or more of the following:

- a) Community wellbeing. This could include (but is not exclusive to) events and activities that reduce isolation, address health issues, deliver advice on benefits and support, broaden social and/or inter-generational interaction, and generally help to develop a sense of wellbeing within the community;
- b) Charitable environmental and nature conservation projects within the five parishes that address the needs of the local community;
- c) Support of community facilities and community groups within the five parishes;
- d) Activities/projects that help to reduce the risk of isolation/deprivation (whether rural, social, financial or educational) for residents within the five parishes.

- 2.2 Grants will not be made to support the following:
- a) Projects that the trustees believe do not benefit the local community;
 - b) Applications from groups without a constitution (*a model constitution can be supplied*);
 - c) The advancement of religion or politics or which may, in the trustees' opinion, lead to discrimination in any form;
 - d) The repayment of loans or payments of debts;
 - e) Costs already incurred or activities which take place before a decision is made (retrospective funding);
 - f) Payments towards areas generally understood to be the responsibility of statutory authorities;
 - g) Capital expenditure (such as renovation work to community buildings) which can be eligible for funding from other grant sources (such as Lottery funding).

Section 3 – DETAILS OF FUNDING REQUESTED

3.1 It is important that you provide a detailed breakdown of all the costs for your project, and for applications in excess of £500 provide at least two quotes/estimates from suppliers.

For example, if you are applying for funding for catering equipment to start a luncheon club, it is important that you provide an itemised and costed list. It is not enough to say that you want equipment without itemising the costs and the intended use and benefit to the community.

- 3.2 If you are asking for a contribution toward the costs of a more expensive project it is important that you provide us with a detailed breakdown of the total costs and the contribution you require. In addition you will have to demonstrate how you are going to raise the balance required to undertake the project you are planning.
- 3.3 You will need to inform the trust when you have received the remainder of the balance from other sources so that we may release the funds to you.
- 3.4 No group or individual may make more than one application in any financial year.
- 3.5 The total grant fund available is £8,000 per year and the level of award will reflect the amount available to meet overall demand.** The maximum amount for any application will be:
- a) Applications from a community group £800;
 - b) Applications from individuals £250.
- 3.6 If your application is for funding for a building or land used by the community then the trust needs to know how this grant will make a difference to the usage of the building/land. You should also inform the trust whether you own the building and if not how long your lease is, and supply a copy of the lease with your application. You must have any statutory consents (such as planning permission) and

landowner agreements in place where necessary. **Please note: the trust will not consider applications towards refurbishment of community buildings where other grants could be applied for, such as Lottery funding.**

- 3.7 If your application for funding is to purchase equipment for your group, you need to tell us what the equipment will be, and the difference this grant will make to the organisation and the community.

Section 4 – FINANCIAL INFORMATION

- 4.1 **GROUPS:** A copy of your latest approved annual accounts must be included with your application, preferably electronically. The trustees will be unable to process your application if you do not submit these or if you include a set of accounts that are out of date. Groups who have not yet completed one full year must provide a **projection of income and expenditure for the group's first year of operation**, and also complete Section 4 with any information relevant to this. Please also include any evidence of funding pledged or secured, and details of **all** your group's income and expenditure, not just that which relates to the project for which you are applying.
- 4.2 Please also tell us about any unrestricted reserves you have. If you are not using these for the project you are applying for help with, please explain why. (*Unrestricted* reserves are general funds held by the organisation, as opposed to *restricted* reserves, which will have been provided by a funder or donor only for a particular purpose or project). Applicants whose accounts show unrestricted cash reserves well in excess of the grant requested, may be given low priority.
- 4.4 Applications for goods or services purchased prior to the date of grant award will not be eligible.
- 4.5 **INDIVIDUALS:** You must provide details of the costs for your project. The majority of Section 4 on the form may not be relevant to your application. Payment of grant will not be made to individuals; if an application from an individual is granted, the monies will be paid directly to the supplier by the trust.

Please Note - Please complete all the relevant boxes and supply the supporting documents required, otherwise your application will be returned to you with a request to complete the missing information or documents. Only when the completed form and all the information has been received can the trustees start the assessment of your application.

WHAT HAPPENS NEXT?

As soon as the trustees have received a completed application form with all the necessary documentation, you will receive an acknowledgement letter or email.

This will contain a reference number and it is important that you quote this if you contact the trust again.

When a decision has been made about your application you will receive a letter or email informing you of the trustees' decision.

The trustees may attach conditions to an offer of grant and may offer an amount less than requested by the applicant.

The panel's decision is final.

Applications can be submitted throughout the year and each application will be considered on its merits at the trustee's next quarterly meeting.

If your application is refused, feedback will be provided.

It would assist in processing the award if the application and supporting documentation could be submitted electronically via email to: FGCTrust@outlook.com – electronically signed forms are acceptable.

Alternatively, completed and signed application forms can be sent to: The Clerk, Crosslands, Wainfleet Road, Irby in the Marsh, Skegness, Lincolnshire PE245AY.