

The Lancaster District Community Wellbeing Fund

Guidance Notes

The Lancaster District Community Wellbeing Fund is a small grants programme for community groups within the Lancaster District. The programme is aimed at smaller local organisations - with an annual income of less than £25,000 - within the voluntary, community and faith sector providing activity to make a positive difference to the lives and wellbeing of adults. The Lancaster District Community Wellbeing Fund offers funding from £500 to £2,000 to expand your activities to reach more people or to support new project activity taking place within the boundaries of the Lancaster District. As the funding aims to reduce health inequalities, we will prioritise projects that work with people who are experiencing challenges. Successful applications cannot reapply for funding the same project, and organisations can only receive further funding once a completed progress report form has been returned.

The fund is administered by Lancashire County Council on behalf of Lancaster City Council.

The panel will meet to agree and distribute grants approximately quarterly. As there are limited funds available, the fund will close as soon as all of the funding has been allocated. The date of the next deadline can be found at: <https://www.lancashire.gov.uk/benefits-and-grants/grants-and-funding/community-project-support/>

Who Can Apply

You Can Apply if your Organisation is a:	We cannot accept applications from:
Voluntary or community organisation	Individuals
Registered charity	Organisations that are aimed at generating profits
Constituted group or club	Schools
Community interest company (CIC)	
Town & Parish Councils	
Faith Organisations	

What can you spend the money on?

Yes	No
Equipment	Statutory activities
Venue hire	Political or religious activities
Training	Activities already taking place
Activity session fees	One-off events
Sessional staff	Salaries

How will my application be assessed?

A panel representing local government, NHS and voluntary sector partners will meet to discuss all applications meeting the basic criteria. The key question asked of each application will include:

- Who will it benefit
- How you have identified a need for your project
- What will your project do
- Are costs reasonable
- Is there a detailed breakdown of costs i.e. cost per session
- Additional sources of funding
- Sustainability of your project

Your Organisation

We want to know about your group/organisation. This helps us to understand what type of group you are and how you manage your finances. It is important that we are confident that if we provide you with a grant, you have the right procedures in place to meet our terms and conditions.

Name of Your Organisation: Insert the name of your Organisation

Please tell us in no more than 300 words what your organisation does: This is your opportunity to provide information on the work your organisation currently carries out in the Lancaster District.

Your Project

This section is your opportunity to tell us about your project. You will need to tell us what it is you wanted to do and why, where your project will be delivered and who with.

Tell us in no more than 300 words what your project is going to be about (what is it you want to do, who it will include and who it will benefit, how many people will benefit?):

This is your opportunity to describe your project. We want to know what activities you plan to carry out using our grant. Be specific about what it is you will do, how you will do it and what you would spend the grant on. We are interested in knowing who and how many your project will benefit. You may not have exact figures but please give us an estimate of the number of people you think will benefit.

Tell us where your project is going to take place: Your project may be at a specific location or across the district. If you are undertaking work at a club, then please provide the address.

Tell us if you are aware of any other groups or organisations that provide a service similar to your group or proposed project. (If you are aware of any please tell us why you feel your project should be funded): It is important that we are confident that projects we fund don't do similar activities or deliver similar services that are already going on in the area you are working. If there are similar projects you must explain to us why yours is different and is not simply delivering the same service as an existing group.

Funding

So that we can understand what support you need from us in terms of a grant, we need to know how much your whole project costs and what contribution you require us to make.

What is the total Cost of your Project? This is the amount that your project will cost in full. The total cost of your project could be higher than the amount you request from us. For example, your project could cost £1,500 but you only need £1,000 from us.

How much are you requesting in Grant from us? This is where you tell us how much money (grant) you require from us.

Please provide a breakdown of the costs, stating the cost of each item/activity needed to complete the project

Sometimes other people or organisations offer help for projects as a direct contribution, this is known as in-kind support. Are you receiving any in-kind support and can you put a value on this?

Sustainability

It is important that you have considered what happens beyond the life of our funding. Will your project continue? Will there be a lasting change and benefit?

Tell us in no more than 300 words what you think will be the lasting impact of your project. This could be a lasting structure or improvements, it could be the lasting change in people's lives or it could be a stepping stone to further funding and continuation of your project and how sustainable it will be.

This question is asking you to consider the sustainability of your project. This could be how you intend to continue your project beyond the life of our funding, the physical longstanding benefits such as new facilities, or it could be methods of continuation through volunteer support, a skills base and cascaded training.

Signatories

Who signs your application is important to us. At least one of the signatories should be the appropriate members of your management committee/group. This should be your Chair, Chief Officer or Chief Executive Officer. We also require that both signatories must be unrelated and live at separate addresses.

By signing the application form you will be confirming the following:

That you are authorised to sign the application on behalf of your group

That if we offer you a grant we will require from you documentation that is relevant to your application

These may include

- Governing Document
- Independently Inspected Annual Accounts
- Public Liability and or Employers Liability Insurance
- Policy on Safeguarding Vulnerable People
- Confirmation of DBS (Disclosure & Barring Service) Checks
- Any relevant lease and/or planning consents
- Any other document that we deem necessary relevant to your project and activities

If you need any help with any of these please contact us at lancasterdistrictcwf@lancashire.gov.uk and we can assist you.