



## Torbay Lottery

### Small grant fund - application form 2024/2025

**The Torbay Lottery funding panel is able to make monetary awards up to £2,000 for charity, voluntary and community sector organisations.**

Funding can be made towards costs to cover the specific outlay of an activity or for the purchase of small items of equipment. It is essential you refer to the policy to ensure your application supplies all the information needed for the funding panel to make a decision.

### **The vision for the Torbay Lottery small grants fund**

Torbay Council recognises the value that independent, not-for-profit charity, community and voluntary sector organisations have in the local community. The introduction of the Torbay Lottery and its good causes funding programme demonstrates Torbay's commitment to deliver and support a successful third sector, which have a beneficial impact on the local community and support the strategic themes of the Torbay – Community and Corporate Plan.

The criteria for the Torbay Lottery funding programme reflects the Torbay Council's Community and Corporate Plan Priorities. Your application should demonstrate how you contribute towards one of the criteria listed in the policy.

### **Timescale for funding decisions**

Decisions on funding applications are considered once a year (see below timetable). We will let you know if you have been successful within 6 weeks of the application deadline - so please take this into consideration when planning your activity.

#### **Deadlines for Return of Forms:**

##### **2024/25 timetable for applications**

The funding panel will meet: 19 March 2025

Please return your application forms **no later than:**

**3 March 2025 at 4.00 pm**

Any applications received after this date will be considered at the next panel meeting.

Please return your completed application forms to: [torbay.lottery@torbay.gov.uk](mailto:torbay.lottery@torbay.gov.uk)  
If you do not have an email account you can post your application to:

**Torbay Lottery, c/o PA to the Chief Executive, Town Hall, Castle Circus, Torquay, TQ1 3DR.**



## **Torbay Lottery - small grant fund- application form 2024/25**

**1. Name of your organisation:**

**2. Landline no:**

**Mobile Telephone:**

**Email:**

**3. Contact Name** (please provide the names of two people who are able to discuss the application).

**Main contact:**

**Second contact:**

If we need to ask you for some more information about this application what is the best day / time to call you?

**4. Your organisation address:**

**Address for correspondence:**

**5. Does your organisation have a bank account?** If yes, please give details

**Name of Account:** e.g. Anytown Community Group

**Bank Address:**

**Sort Code:**

**Account Number:**

**How many signatories are required to sign cheques?**

*(Please note: funding awards will be made by BACS transfer into the account shown above).*

6. a. How much funding do you require from the Torbay Lottery?     £.....  
 (Maximum of £2,000)
- b. What was the annual income of your organisation last year?     £.....
- c. What is the projected income for your organisation this year?     £.....  
 This should be the same as at question 16.

**Which of the criteria outlined in the policy (section 3.3) does your application best fit? Please tick all that apply.**

<b>Community and People:</b>	
Ensure our town centres are safe and welcoming for all.	
Keep children safe in their communities and provide safe environments for our young people to thrive in.	
Ensure early intervention is effective and targeted.	
Provide the best care and support available so that residents are empowered to achieve what matters most to them.	
Provide clear signposting for those needing our help.	
Support and encourage community action.	
Improve wellbeing and reduce social isolation.	
<b>Pride in Place:</b>	
Draw investment into our towns and breathe life into our town centres, partnering with the private sector to deliver major projects.	
Maximise heritage and cultural opportunities for the enjoyment and benefit of residents and visitors.	
Ensure the effective operation of SWISCo to have resources to reinvest in Torbay.	
Deliver priority capital projects within the Council's Capital Programme.	
Improve the delivery, affordability and quality of housing (including housing standards) for residents in Torbay.	
Improve the delivery of our planning service.	
Protect and enhance our lived, built and natural environments, including our green spaces.	

<b>Economic Growth:</b>	
Encourage aspiration, providing opportunities for everyone to raise their skill level, particularly in high value careers.	
Drive training opportunities across all sectors to empower people to improve their skills.	
Improve transport links to and within Torbay.	
Develop a year-round economy.	
Increase the amount of full-time employment opportunities within Torbay.	
Focus on inclusive growth, with opportunities which benefit everyone.	

**7. Please tick one or more of the following which best describes your organisation:**

- Informal group or organisation
- Registered Charity - (please give charity number)
- Company Limited by Guarantee, Company Number
- Community Interest Company
- Other, please describe

**8. In which areas of Torbay does your organisation work?** Torbay Lottery funding can only be awarded to support activities for the benefit of residents in the city.

- All of Torbay**                       **Specific area**   
 (please say where)

**9. How many people are involved in the running of your organisation?**

- Committee Members .....                      Other volunteers .....  
 Do you have any paid staff?                      Full Time .....                      Part Time.....  
 If yes, who supervises them?

**10a. What is your organisation set up to do?** Please write in your own words the purpose of your organisation.

**10b. What do you want the funding for?**

**10c. If you have a constitution please enclose it with your application.**

**10d. How long has your organisation been in existence?**



**15 Does your organisation have the following?**

Please indicate yes, no, or n/a (not applicable) if, for example, you do not employ staff

Contracts of Employment for paid staff .....	Terms of Employment .....
Induction Manual .....	Public Liability Insurance .....
Professional Indemnity Insurance .....	Employers Liability Insurance .....
Complaints Procedures .....	Health and Safety Policy .....
Disciplinary/Grievance Procedure .....	Volunteer Policy .....
Safeguarding policy .....	Equalities policy .....

**16 Please provide details of your organisation's budget for this financial year: (2024/25) Where does your money come from throughout the year?**

<b>Income (£)</b>	
Grants (confirmed)	
Grants (not yet confirmed)	
Sale of goods or services	
Subscriptions / membership fees	
Other Income (please state):	
<b>Total anticipated income for the financial period 2024/25</b>	<b>A</b>

❶ This should be the same as at question 6c

<b>Expenditure (£)</b>	
Salaries / Wages / Staff Recruitment	
Volunteer Costs (expenses, training, etc)	
Venue Costs (rent, heating, lighting, etc)	
General Running Costs (post, phone, insurance, etc)	
Other Costs (please state):	
<b>Total anticipated expenditure for the period 2024/25</b>	<b>B</b>

<b>Total anticipated surplus/deficit for 2024/25 (A minus B)</b>	<b>❷ + / -</b>
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❷ Please note: a surplus means that you expect to raise more money than you need i.e. A is bigger than B. A deficit means that your committed expenditure exceeds the amount of money you think you are going to receive i.e. B is bigger than A.

## Does your organisation have any reserves?

(Financial reserves can be one of three types. General Free Reserves can be used to pay for any activity that furthers your organisation's aims and objectives. Restricted Reserves are monies that must only be spent on a specific activity e.g. a grant given to buy a photocopier. Designated Reserves are made when your organisation decides to put money aside for a later purpose e.g. for children to attend a major sports event, but may later choose to use the money for a different purpose e.g. if the event is cancelled).

General Free Reserves	£.....
Designated Reserves	£.....
Restricted Reserves	£.....
Total Monies Currently at Bank	£.....

- 17. Please attach the following documents. Failure to do so will make your application ineligible.** (Wherever possible please provide these documents electronically to speed up your application).

**Last three months bank statements:** this must include all three of the following: account number, sort code and name of the account  
e.g. Anytown Community Group

**Additionally:**

**Two quotes from suppliers** - if you are seeking funding to purchase equipment etc.

## **Declaration**

**2 signatures are required (one must be a member of the management committee) - these can be scanned signatures so that your application can be submitted by email.**

**Declaration: I confirm that the information provided is true and that my organisation has charitable aims and objectives and is a not-for-profit organisation:**

**Signed:**

**Date:**

**Position in Organisation:**

**Signed:**

**Date:**

**Position in Organisation:**

\* The information you have provided will be used for the administration of the Torbay Lottery fund applications. Torbay Council is registered under the Data Protection Act 1998 for these purposes. We may check information that you provide, or information provided by a third party, with other information we hold, to check the accuracy of information and to protect public funds in other ways, as permitted by law. We may also share this information with other bodies administering public funds for these purposes. *We will not disclose information about you to anyone, unless the law permits us to.* The Council is the Data Controller for the purposes of the Data Protection Act 1998.

If you want to know more about the information we have about you, or the way we use your information, please write to the Council's Data Protection Officer, Torbay Council, Information Compliance Team, Town Hall, Castle Circus, Torquay, TQ1 3DR.

Please return your completed application form and supporting documents to:  
[torbay.lottery@torbay.gov.uk](mailto:torbay.lottery@torbay.gov.uk)

If you do not have an email account or you are not able to provide scanned copies of supporting documents you can post your application to:

**Torbay Lottery, c/o PA to the Chief Executive, Town Hall, Castle Circus, Torquay, TQ1 3DR.**