



Torbay Lottery

Small grant fund- application form

The Torbay Lottery funding panel is able to make monetary awards up to £5,000 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 ambitions and targeted actions of the Corporate Plan.

The criteria for the Torbay Lottery funding programme reflects the Torbay Council's Corporate 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 twice 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:

2017/18 timetable for applications

The funding panel will meet: 11 September 2017 and 12 March 2018

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

1 September 5.00 pm for 11 September panel

2 March 5.00 pm for 12 March Panel

Any applications received after these dates will be considered at the next panel meeting.

Please return your completed application forms to: 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 Assistant Director Community and Customer Services, Town Hall, Castle Circus, Torquay, TQ1 3DR.



Torbay Lottery - small grant fund- application form

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. **How much funding do you require from the Torbay Lottery?** £.....
(Maximum of £5,000)

What was the annual income of your organisation last year? £.....

What is the projected income for your organisation this year? £.....
This should be the same as at question 18.

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

Ambitions:

- a prosperous Torbay
- a healthy Torbay

Targeted actions:

- protecting all children and giving them the best start in life
- working towards a more prosperous Torbay
- promoting healthy lifestyles across Torbay
- ensuring Torbay remains an attractive and safe place to live and visit
- protecting and supporting vulnerable adults

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?
If yes, who supervises them?

Full Time Part Time.....

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?**
- 11. Does your organisation work with others in Torbay providing similar services?** Please tell us who, what do they do, how do you work together.
- 12. How many people/members belong to your group/organisation?**
- 13. How do you safeguard / manage your money?** Briefly describe the methods you use.
- 14. How does your group ensure equal opportunities in delivering its activities?**



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: (2016/17) Where does your money come from throughout the year?

INCOME (£)	
Grants (confirmed)	
Grants (not yet confirmed)	
Sale of goods or services	
Subscriptions / membership fees	
Other Income (please state):	
Total anticipated income for the financial period 2016/17	A

❶ This should be the same as at question 6

EXPENDITURE (£)	
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):	
Total anticipated expenditure for the period 2016/17	B

Total anticipated surplus/deficit for 2016/17 (A minus B)	❷ + / -
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② 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

Latest audited annual accounts

If you do not have any annual accounts please enclose a copy of one of the following:

Cash Book entries for the last 3 months and/or

Income and Expenditure for the 12 months prior to your application

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

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 Assistant Director Community and Customer Services,
Town Hall, Castle Circus, Torquay, TQ1 3DR.**