**Please note that this is not the application form and should not be emailed to the Trust**

28 Charlotte Square,

Edinburgh, EH2 4ET

Tel: 0131 322 9430

info@postcodesocietytrust.org.uk

www.postcodesocietytrust.org.uk

**Welcome to our Community Programmes Funding Application form**

What postcode area do your activities take place in? If you work across multiple areas, you can use any postcode where your services are provided.

We prioritise organisations that operate in the most deprived 15% of the Index of Multiple Deprivation.

**Postcode**

Please provide a valid UK postcode including a space. Eg “EH2 4ET”.

**Organisation Details**

We understand that applicants often have personal reasons for supporting or working with charities. However, please do not disclose such personal information on our forms. The personal data we require is limited to that which is specifically requested on the form which is used to identify you as the applicant on behalf of your organisation and your referees. We do not require any other personal information. Providing personal information will not assist your application and may result in it being rejected.

Application details will be shared with our due diligence partner organisation for the purposes of conducting due diligence checks on applicant organisations, Directors, and Trustees. They may utilise data held with Companies House, OSCR and the Charity Commission for an Experian background check. Our partner may be in touch with the main contact provided in this application for clarification purposes.

Application details will also be shared with Citizens UK Charity, who manage the Living Wage Foundation. This will allow us to report on whether organisations applying to the Trust are living wage employers and whether they pay the living wage to staff.

[ ]  \* I have read and understood the Information and Data Protection Terms (opens in a new window)

**Your Organisation’s Address**

**Organisation Name**

*This must match the exact name on your organisation’s governing document, annual accounts and bank statement (max 80 characters)*

**Organisation Address**

**Town**

**Postcode**

**About Your Organisation Type**

**Which applies to you?** *(Select one)*

[ ]  A charity registered with the Charity Commission in England and Wales or the Scottish Charity Regulator (OSCR)

[ ]  Charitable Community Benefit Society (CBS)

[ ]  Parochial Church Council

[ ]  None of the above

**The following questions will change depending on your chosen organisation type**

**For charities registered with the Charity Commission in England and Wales or the Scottish Charity Regulator (OSCR) only**

**Who are you registered with?**

[ ]  Charity Commission (England and Wales)

[ ]  Scottish Charity Regulator (OSCR)

[ ]  Both

**Charity Commission Number** *(if applicable)*

**Charity Commission Charity Suffix** *(if your Charity Commission number does not have a suffix, please enter “0”)*

**Scottish Charitable Regulator (OSCR) Number***(if applicable)*

**What type of charity are you?**

[ ]  Registered Charity

[ ]  Charitable Incorporated Organisation (CIO)

[ ]  Scottish Charitable Incorporated Organisation (SCIO)

**Are you registered with Companies House?**

[ ]  Yes, we are registered with Companies House

[ ]  No, we are not registered with Companies House

**Companies House Number** *(if applicable)*

**For Community Benefit Societies only**

**Financial Conduct Authority (FCA) Mutuals Public Register Number**

**For Parochial Church Councils only**

**Which of the following applies to your Parochial Church Council?**\*\*\*

[ ]  Excepted from Charity Commission registration – i.e. you do not submit yearly returns to the Charity Commission

[ ]  Full Charity Commission registration– i.e. you have your own Charity Commission registration number, and submit annual returns to the Charity Commission

**Charity Commission Number** *(if applicable)*

**Charity Commission Charity Suffix** *(if your Charity Commission number does not have a suffix, please enter “0”)*

**If you selected ‘None of the Above’**

**What type of organisation are you\*\*\*\***

[ ]  Exempted or excepted charity

[ ]  Constituted voluntary organisation with no charity number (incl CASCs)

[ ]  Community Interest Company (CIC Schedule 1) – Company limited by Guarantee

[ ]  Community Interest Company (CIC Schedule 2) – Company limited by Guarantee/Shares

[ ]  Companies limited by guarantee with an asset lock – (Not registered as a Community Interest Company)

**Companies House Number** *(if applicable)*

**Questions for all applicants**

**Are there any for-profit companies affiliated with your organisation?**

*By affiliated we mean shared directors, staff, or similar services being provided*

[ ]  Yes

[ ]  No

**If yes, please provide details of the companies here.**

*Max 500 characters*

**General Eligibility Questions**
*These statements must all be true to be eligible to apply for funding through the Trust.*

**Have you read our Funding Guide?**

[ ]  We have read the Funding Guide and understand that this application will not be considered if the criteria are not met

**Governing document requirement**

[ ]  We have a governing document in the name of our organisation with clear charitable objectives/aims. For Community Interest Companies, your objects and/or CIC36 document must be included.

**Funds need to be spent in Great Britain**

[ ] We are based in Great Britain and understand all funds will need to be spent on activities in Great Britain.

**People**

[ ]  No more than 50% of Trustees/Directors/Committee members are related.

**Bank Account**

[ ]  We have a UK bank account in the exact name of the organisation that is applying, with two unrelated signatories

**No outstanding review form**

[ ]  Our organisation does not have an outstanding review or evaluation form for a previous grant supported by players of People’s Postcode Lottery.

**Your work is not wholly restricted to the promotion of religion**

[ ] Our governing document has at least one object that is non-religious

**We have not funded you in the past 12 months**

[ ]  We have not received funding through any Postcode Trust within the last 12 months (this is counted from the date payment was received into your organisation’s account)

**Your organisation has been operating for over 1 year and has a set of signed accounts**

[ ]  Our organisation has been operating for 12+ months and we have a signed set of accounts that have been audited/independently examined if required.

**Your organisation has all relevant policies in place at the time of this application.**

[ ]  Our organisation has all relevant policies in place (safeguarding etc)

**Funding Theme and Prioritised Groups**

**We aim to support organisations whose aims and objectives fit with one of our Trust’s funding themes. Please select the theme that fits best with your organisation’s aims and objectives** *(Select one)*

[ ]  Enabling participation in physical activity

[ ]  Enabling participation in the arts

[ ]  Improving biodiversity and responding to the climate emergency

[ ]  Improving green spaces and increasing access to the outdoors

[ ]  Preventing or reducing the impact of poverty

[ ]  Providing support to improve mental health (please note: we will only fund organisations that are actively supporting mental health issues, not general mental wellbeing activities)

[ ]  Supporting marginalised groups and tackling inequality

**Are your organisation's main activities focused on supporting any of our priority groups? By this, we mean the majority of your activities are specifically aimed at supporting this group** *(Check all that apply)*

[ ]  Specifically supporting communities experiencing racial inequity

[ ]  Specifically supporting disabled people

[ ]  Specifically supporting LGBT+ people

**About your finances**

**Has your organisation undergone a change in its legal structure (e.g. from a CIC to a Registered Charity) within the past 2 years or so?**

[ ]  Yes

[ ]  No

**Has your organisation been in operation for 12 or more months?**

[ ]  Yes

[ ]  No

**Do you have a signed set of accounts that have been audited/independently examined if required?**

[ ]  Yes

[ ]  No

We provide funding to organisations with an income less than £1 million and we will prioritise organisations with an income of £250,000 or below.

We will fund no more than 1/3 of your organisation’s overall income. Your answer below must match the income in the accounts that you submit with your application. Your application will be ineligible if the figures do not match.

**What was your organisation's total income in the last financial year?**

**Remaining Organisation Questions**

**What are your organisation’s social media handles?**

**What is your organisation’s website?**

**How many Trustees does your organisation have?**

*Please enter a number. To be considered for funding no more than 50% of Trustees/Directors/Committee members can be related*

**Please provide the full names of each of your Trustees.**

**Are any of your Trustees, Directors, or Committee members related?**

[ ]  Yes

[ ]  No

**If yes, please provide details about the related Trustees, Directors, or Committee members.**

**How many paid employees does your organisation have?**

**Is your organisation an accredited Real Living Wage Employer?**

[ ]  Yes

[ ]  No

**If your funding request will be used towards staff costs, will these staff be paid in line with the Real Living Wage?**

[ ]  Yes

[ ]  No

[ ]  Not applicable

**If you are not an accredited Real Living Wage Employer or requested staff will not be paid a living wage, please explain why.**

**Does your organisation have a reserves policy?**

[ ]  Yes

[ ]  No

**If yes, please provide details of the policy and whether you are currently in line with it.**

**If no, why do you not have a reserves policy?**

**What are your current reserves?**

**Has your organisation incurred any significant losses or debts in the last 3 years?**

[ ]  Yes

[ ]  No

**If Yes, please provide details of any significant losses incurred in the last 3 years or significant debt. Details should include an explanation of any action taken to mitigate losses, and any repayment arrangements for debts.**

**Funding Questions**

**What is your organisation’s mission and what issues are you trying to address? This should have a strong link to your chosen theme (750 characters)**

**How does your organisation work towards achieving its mission? (1000 characters)**

*This should include your organisation’s main activities and the impact your organisation has already had. If you have measured your impact in some way, please let us know how.*

**What expertise or experience is there leading your organisation and how does this help you make a difference? (750 characters)**

*Leaders could include Trustees, Directors, Committee Members or managers. Expertise or experience can include lived experience.*

**How do you engage with your community to make sure you meet their needs? (750 characters)**

*Please detail how you involve your community and how you put your findings into practice.*

**The following question will only appear if you selected that you support one of our priority groups**

**Earlier in the form you said your organisation's main activities focused on supporting the following of our priority groups. By this, we mean the majority of your activities are specifically aimed at supporting this group.**

**Please provide detail on how your organisation’s activities support our priority groups. If more than one is selected, provide detail for each one.**

*Max 500 characters*

**Questions for all applicants**

**When would your organisation finish spending these funds?**

*We will send you a review form 30 days before this date to be completed. This date needs to be after 5 May 2025 and before 5 November 2026.*

**How much funding are you requesting from the Trust?**

*You can apply for between £1 and £25,000 depending on your organisation type. We do not offer more than 1/3 of your total income entered earlier in this form. For example, if you are requesting £25,000, your most recent annual income must be at least £75,000*

**Supporting Documents**

**Upload your Governing Document.**

*The attached governing document must match the name of your organisation and include an asset lock and dissolution clause.*

**Upload your Latest Signed Accounts.**

*The attached accounts must include income and expenditure for a full financial year. They must be signed by a Trustee, Independent Examiner and/or Auditor as required. These accounts can be no earlier than year ending May 2023.*

**Upload your Bank Statement.**

*Must be dated within the last 90 days and have your organisation’s name clearly visible.*

**Main Contact Details**

We will use these details to contact you as the applicant and lead for the funding. You will receive an email to this address following the successful submission of this form.

**First Name**

**Last Name**

**Email Address**

**Phone Number**

**Mobile Number**

**Do you have somebody we can contact in instances where the main contact is unreachable?**

[ ]  Yes

[ ]  No

**If yes, please provide Secondary Contact details**

**First Name**

**Last Name**

**Email Address**

**Phone Number**

**Mobile Number**

**Referees**

**We require the details of two contactable referees for your organisation.**

**These can be from any of the following:**

* **A partner organisation that you have worked with**
* **A funder of a project that you have delivered**
* **A contact at your local authority**
* **A contact from a third sector support organisation**

**These cannot be:**

* **A member of your organisation, including a Trustee**
* **A third party confirming on your referee’s behalf**
* **Someone that does not know you (the applicant)**

Referees must be contactable using the details provided in order for us to make a prompt assessment. Contact will be made within four weeks of your submission. Please ensure that you obtain prior consent from both referees before including them in the form.

We will keep the information you have provided, and their reference, for up to three years. This is to show that due diligence has been carried out on your organisation, ensuring funds awarded have been used for charitable purposes.

Please provide a professional/organisation email address where possible.

**Referee 1**

**First Name**

**Last Name**

**Job Title**

**Email Address**

**Phone Number**

**Referee 2**

**First Name**

**Last Name**

**Job Title**

**Email Address**

**Phone Number**

**Communications**

**How did you hear about our funding opportunities?** *(Select one)*

[ ]  Funding workshop/Local MP

[ ]  Press

[ ]  Another organisation

[ ]  A Player of People's Postcode Lottery

[ ]  From a previous applicant

[ ]  I am a previous applicant

[ ]  Web/Internet search

[ ]  Grants/organisation Newsletter

[ ]  A local Community Voluntary Service (CVS)

[ ]  Social Media

[ ]  Other

**If Other, please specify**

**Direct Marketing**

**If you would like to receive updates by email from People's Postcode Trust and / or information on future funding opportunities, then please tick the boxes below.**

*You are not required to complete the direct marketing form. The funding application is not reliant on you completing the direct marketing form. If you do not wish to complete the form please leave blank.*

[ ] News

[ ] Events

[ ] Future Funding Opportunities

**Help us learn about our applicants**

We would like to ask some questions about the people being supported and your organisation, t o help us to understand our applicants and funding better.

This information is being used to inform our own monitoring and strategy and will not be used as the basis of individual funding decisions. You answers will not be used as part of our assessment process.

**Is your organisation led by one or more of the following population groups?**

[ ]  Communities experiencing racial inequity

[ ]  People with disabilities

[ ]  Faith communities

[ ]  LGBT+ people

[ ]  Migrants

[ ]  Older people

[ ]  Younger people

[ ]  People who are educationally or economically disadvantaged

[ ]  Women and girls

**Does your organisation support, one or more of the following population groups?**

[ ]  Communities experiencing racial inequity

[ ]  People with disabilities

[ ]  Faith communities

[ ]  LGBT+ people

[ ]  Migrants

[ ]  Older people

[ ]  Younger people

[ ]  People who are educationally or economically disadvantaged

[ ]  Women and girls