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

**Community Programmes application 2024**

Welcome to our application form.

Please enter the postcode where your activities will take place to find the correct trust for you.

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**Postcode Society Trust application 2024**

Please ensure you have read our funding guide before you proceed.

**Privacy statement**

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 partner organisation, Brevio Ltd, for the purposes of conducting due diligence checks on applicant organisations, Directors, and Trustees. Brevio Ltd may utilise data held with Companies House, OSCR and the Charity Commission for an Experian background check. Brevio Ltd 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.

We work with Clark Communications who provide communication services on behalf of the Trust, who may be provided with your name and image in regard to this service.

I have read and understood the Information and Data protection Terms (opens in a new window)

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**About your organisation**

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Organisation name

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Organisation address

Town

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Postcode

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**About your organisation type**

Which applies to you?

-Registered Charity

- Charitable Community Benefit Society (CBS)

- Neither of the above

Who are you registered with?

* Registered with Charity Commission (England and Wales)
* Registered with Scottish Charity Regulator (OSCR)
* Both of these

Charity Commission Charity Number

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

Financial Conduct Authority (FCA) Mutuals Public Register number

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What type of organisation are you?

* Registered charity
* Charitable Incorporated Organisation (CIO)
* Scottish Charitable Incorporated Organisation (SCIO)
* Parochial church council
* Exempt or excepted charity
* Constituted voluntary organisation with no charity number (incl CASCs)
* Community Interest Company (CIC schedule 1)\*
* Community Interest Company (CIC schedule 2)\*
* Companies limited by guarantee with an asset lock
* Community Benefit Society

\*If CIC is selected

Are there are any for profit companies affiliated with the applicant CIC. By affiliated we mean shared directors, staff, or similar services being provided.

Y/N

If Yes, please provide details of the companies here

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**General eligibility questions**

These statements must all be true to be eligible to apply for funding through the Trust

* We have read the Funding Guide and understand that this application will not be considered if the criteria is not met.
* We have a governing document in the name of our organisation with clear charitable objectives/aims.
* We are GB based and understand all funds will need to be spent on activities in GB.
* No more than 50% of Trustees/Directors/Committee members are related.
* We have a UK bank account in the exact name of the organisation that is applying with two unrelated signatories.
* Our organisation does not have an outstanding review or evaluation form for a previous grant supported by players of People's Postcode Lottery.
* Our governing document has at least one object which is non-religious in nature.
* 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)
* The organisation has been operating for over 1 year and has a set of signed accounts.

**About your finances**

Was your organisation founded more than 12 months ago **and** do you have a signed set of accounts that have been audited / examined if required?

*Please note, we are unable to fund organisations that have been founded in the last 12 months. All organisations applying to us must have a set of accounts – please see our funding guide if you are unsure what is required of organisations applying.*

Y/N

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

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

**Organisation questions**

We aim to support organisations whose aims and objectives align with one of our Trust’s funding themes. Please select one of the following funding themes which best fits with your organisation purpose:

* 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)
* Enabling participation in physical activity
* Enabling participation in the arts
* Preventing or reducing the impact of poverty
* Supporting marginalised groups and tackling inequality
* Improving biodiversity and responding to the climate emergency
* Improving green spaces and increasing access to the outdoors

Does your organisation meet one of our funding priorities (please tick all that apply);

* An annual income of less than £250,000
* Operate in an area that is in the top 15% most deprived (we will use the postcode that you gave at the start of this form to compare against the IMD)
* Is your organisation specifically set up to support one or more of these groups? (please tick all that apply)
1. Specifically set up to support LGBT+ people.
2. Specifically set up to support disabled people.
3. Specifically set up to support communities experiencing racial inequity

What does your organisation do and how are you [INSERT TRUST FUNDING THEME] (1000 Characters)

*Please provide details about your organisation, what your main activities are and how you meet the chosen theme.*

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What are your organisation’s social media handles?

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What is your organisation’s website?

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How many Trustees does your organisation have?

Please provide the full names of each of your Trustees \* For Scottish registered charities only\*

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Are any of your Trustees/Directors/Committee members related? Y/N

How many paid employees does your organisation have?

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Is your organisation an accredited Real Living Wage Employer? Y/N

If you funding request includes staff costs, will this be paid in line with the Real Living Wage? Y/N

Does your organisation have a reserves policy? Y/N

If yes, what are your reserves.

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Has your organisation incurred any significant losses or debts in the last 3 years? Y/N

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 (500 Character count)

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You have outlined how your organisation supports [TRUST FUNDING THEME]. Who are the people that you support or the main environmental issues you address?" (750 Characters)

*Please also include what challenges they experience and how you meet them.*

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Please explain how the people you support have an input into the services you provide. (750 Characters)

*If you do not have people that use your services e.g. a conservation group, please explain how you decide on your activities.*

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When would your organisation finish spending these funds? (Format: DD-MMM-YYYY)

How much funding are you requesting from the Trust?

*Please remember, we will fund no more than 1/3 of your organisation’s overall income*

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**Supporting Documents**

Governance document – attach file.

*Your objects must be clearly stated in your governing document/constitution. If you are a Community Interest Company that has opted to leave the objects section blank, the file you upload must contain the CIC36 “Community Interest Statement” form.”*

Latest signed accounts – attach file.

*These accounts must be signed and if required, independently examined. Accounts must show income and expenditure.*

We would like to ask some questions about the people being supported and your organisation,

to 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

**Main Contact**

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

Phone number

Mobile

**Referees**

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

These can be from any of the below:

* 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.

First name

Last name

Job title

Email

Phone number

**Communicating with players of People’s Postcode Lottery**

How did you hear about our funding opportunities?

Funding workshop/Local MP

Press

Another organisation/Charity

A Player of People’s Postcode Lottery

From a previous applicant

I am a previous applicant.

Web/Internet search

Grants/organisation Newsletter

A local CVS

Social Media

Other

Please specify.

We like to tell players about the groups they have supported. Please briefly explain what your organisation does for your community.

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Please briefly explain how this funding would be spent if you were successful. Because we will be sharing news about your grant after you have been funded please use the past tense to do this. E.g. Funding facilitated a weekly sports group to help improve the mental wellbeing of children impacted by the pandemic.

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**Direct Marketing**

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

* News
* Events
* Future funding opportunities