

# LADY BAY COMMUNITY FUND

## Application Form Guidance

Please read this guidance to ensure that you include **all** the required information. This will enable the Committee to process your application more swiftly and will avoid the disappointment of having your application rejected. We also request that you provide a **paper copy** of the form.

Please be aware that the Community Fund **cannot** be used for business start-up costs, such as insurance, professional fees, marketing or advertising.

1.	Name of Group or Individual	Self-explanatory
2.	Contact Name/Cheque payee name (if different)	Please ensure that a <b>specific</b> individual is named for contact purposes, AND that the <b>cheque payee</b> is named if different
3.	Address	Self-explanatory
4.	Telephone Numbers	Landline: Self-explanatory
		Mobile: Self-explanatory
5.	Email Address	Self-explanatory, but please print legibly with any upper or lower case letters and symbols clearly identified.
6.	Amount required	Print outs of pages from advertising leaflets or catalogues etc are acceptable as quotations. <i>You <b>must</b> provide a fully-itemised breakdown (ideally with quotations), to justify the amount being asked for.</i>
7.	Purpose, Project or Purchase. Please provide as much information as possible.	Remember to attach a copy of your latest accounts, and avoid stating you wish to buy "equipment" or "resources". Instead, itemise <b>exactly</b> what you intend to spend the money on: e.g. 3 tambourines / 2 bags of compost / 5 footballs / fees for a musical or theatrical performance etc. You can continue on a separate sheet if necessary.  <i>Charities, businesses and groups <b>must</b> attach a copy of their latest annual accounts for the application to be considered.</i>
8.	Explain how this will benefit the Lady Bay community	Explain <b>exactly who</b> will benefit, and <b>how</b> : e.g. <i>Under 5s will have hands-on gardening experience and gain an understanding of the growth cycle <b>OR</b> a group of vulnerable over 65s will experience companionship and stimulating activity in a safe environment.</i> You can continue on a separate sheet if necessary.
9a.	Have you secured, or applied for, any other sources of funding?	YES/NO                      Self-explanatory
9b.	If 'Yes', please give more details.	Which other bodies have you applied to?
10a.	Have you received money from the Community Fund previously?	YES/NO                      Self-explanatory
10b.	If 'Yes' please give amounts and dates awarded	Please try to check back through your records to find details of previous applications, especially if you are new to your particular role.

If you have any further questions, please contact Maureen [mitchell164@hotmail.com](mailto:mitchell164@hotmail.com) or Sian [santa\\_traff@hotmail.com](mailto:santa_traff@hotmail.com)