**PORTSMOUTH COMMUNITY LOTTERY GUIDANCE NOTES**

Before you begin, please read the Portsmouth Community Lottery Policy to ensure your application gives all the information that is needed for the funding panel to make a decision. You can find a copy of the Portsmouth Community Lottery Policy on the [Portsmouth Lottery page](https://hiveportsmouth.org.uk/portsmouth-community-lottery-1), which is on HIVE Portsmouth Website

The Guidance Notes below will also help you complete your application;

**Contact details**

You’ll need to give the names and contact details and dates of birth of two people from your organisation, one of whom will be the legally responsible contact for any grant awarded.

**Organisation details**

What type of organisation are you? What is its full legal name and address and postcode? If your organisation is a Registered Charity or Company Limited by Guarantee please include the relevant registration number.

## Where in Portsmouth does your organisation operate? Please note that Portsmouth Lottery funding can only be awarded to support activities for the benefit of residents in the city (Postcodes PO1 - PO6).

When did your organisation first start meeting or running activities or projects? Please state the date of your last AGM if applicable.

* **Question 7**

Describe the usual activities/services your organisations provides

If you are a new group, describe the services activities you plan to provide.

* **Question 8**

If you are a new group please estimate how many people you hope to help/support

* **Question 9**

Describe how the money you are applying for will be used. Is it for a specific project, piece of work?

* **Question 10:**

Funding will be awarded to those good causes that can demonstrate support for:

|  |  |  |
| --- | --- | --- |
| Community Development and Support |  | Community Development and support - Older People |
| Disability |  | Social inclusion |
| Health and Wellbeing |  | Poverty and Disadvantage |
| Social Enterprise |  | Social Inclusion |
| Supporting Family Life |  | Employment and Labour |
| Counselling/advice/Mentoring |  | Racial and Cultural Integration |
| Education and Training |  | Sports and Recreation |

Please state which of these criteria your application best fits. Please ensure that you only select **ONE** of the above list

* **Question 11**

Please note that this figure should be the same as in Column A of Question 12

**Finance and Management**

* Please complete the financial breakdown in full. Total both columns.
* Tell us where else you are applying for funding if applicable; and if you are awaiting a decision what date an outcome is expected.
* Last year's annual income: Please insert the total amount of income as shown in your organisation accounts.

**Bank statement**

To be eligible for funding you need to have a bank account in the name of your organisation.

When you apply, you’ll need to attach a copy of a recent (within the last three month) bank statement from your organisation. It **must show** the:

* organisation’s legal name
* address the statements are sent to
* bank name
* account number and sort code
* date

**Funding for equipment:**

If you are requesting funding to buy equipment the panel might ask that you share this with other organisations if it is appropriate to do so. Please can you tick to confirm that you will be willing to do this.

**Insurance:**

Organisations or groups involving volunteers should have:

* **public liability or employers’ liability insurance** – this provides cover for the organisation if a volunteer is harmed due to the organisation’s negligence
* **public liability insurance** – this covers the organisation and the volunteer if a third-party is injured through the volunteer’s actions.
* If your organisation delivers services such as advice, specifications, training or design work for a fee, it may also need **professional negligence insurance**

We may ask to see your insurance policies if we offer you a grant

**Policies and Procedures**

Policies and procedures help to create a safe and accessible environment for your activities, and enable your organisation to run consistently, smoothly and fairly. They’re also needed to meet legal, contractual and funding requirements.

Please indicate which policies and procedures your organisation uses. We ask if you have the following policies and procedures:

Safeguarding Policy:

* Please note that if you are applying for a project to work with children, young people or vulnerable adults, you **must** have a policy that explains how you will make sure they will be safe. We may ask to see this if we offer you a grant. For more information about Safeguarding please go to <https://www.portsmouthscb.org.uk/> or <https://learning.nspcc.org.uk/safeguarding-child-protection/> for information about Children's Safeguarding. For information about vulnerable adults please go to <http://www.portsmouthsab.uk/>

Contracts for paid staff and Disciplinary/Grievance Procedure:

* If you are an employer you must comply with employment legislation

Other essential policies and procedures

* Please indicate if you have policies and procedures with policies such as Data Protection and GDPR, Health and Safety, Complaints and Equalities. You can find out more about essential policies for Voluntary Organisations by going to [this link](https://knowhownonprofit.org/organisation/operations/policies-and-procedures)

Volunteer Policy

* If your organisation involves volunteers we would expect you to have a Volunteer Policy - you can find out more about Volunteer Policies at <https://knowhownonprofit.org/your-team/volunteers/keeping/policy>

Please note that we may ask to see your policies if we offer you a grant

**Please complete and sign the Declaration. Two signatures are required (one must be a member of the management committee)**