

## Lancaster Community Fund Queen's Jubilee Pop Up Fund Guidelines

### Overview

We have ring-fenced £1000 from the Lancaster Community Fund to help communities wanting to come together to connect and celebrate The Queen's Platinum Jubilee weekend. Money will be distributed in sums of £50 or £100 to help with providing the party resources your group needs to make it a celebration to remember.

### Who can apply?

You must be working within a group or organisation in the voluntary, community and social enterprise sector and be planning an activity, party or celebration event to celebrate The Queen's Jubilee, which people accessing your service can attend. Your event must take place sometime between 27<sup>th</sup> May and 12<sup>th</sup> June (the Jubilee Weekend is 2<sup>nd</sup>-5<sup>th</sup> June).

You will also need to be a current member of Lancaster District CVS to apply for an award. If you are not sure whether you are a current member, please contact [sharonphillips@lancastercvs.org.uk](mailto:sharonphillips@lancastercvs.org.uk) to check your status. If you need to update your membership, you can do so by following this link <https://lancastercvs.org.uk/join-us-today/> - it only takes a few minutes to complete.

### What is the focus of the fund?

The fund is to help with the purchase of resources that will help make your party or activity an event to remember. For example:

- Jubilee Flags or memorabilia
- Balloons
- Bunting
- A celebration cake / cakes
- Party packs for attendees

Money received from the fund can't be used to purchase alcohol.

### How much is available?

£50 or £100 is available depending on the size of your party

### **Which areas are covered?**

The Lancaster district as defined by Lancaster City Councils limits i.e., Lancaster, Morecambe, Heysham, Carnforth and surrounding rural areas. We are keen to ensure a good geographical spread so will be looking to choose a selection of applicants from across the district. We aim to distribute:

- 6 x £100 awards
- 8 x £50 awards

### **Criteria**

Priority will be given to those groups working in disadvantaged and rural areas of the community and to smaller grassroots groups with low-income levels.

The on-line application is quick and easy, reflecting the small award amounts.

### **Supporting documents**

To support your application, we recommend that you enclose any of the documents you have from those listed below. If you are struggling to supply these, please contact us for advice and support.

- A copy of your governing document i.e., your constitution or rules
- A copy of a recent bank statement for your group

All applicants must ensure that they hold relevant policies and procedures in place to undertake activities, such as safeguarding policies, DBS checks and/or a health and safety policy, depending on proposed activity.

### **Closing Dates**

Friday 6<sup>th</sup> May at 5pm. You will be informed if you have been successfully awarded the funds by Friday 13<sup>th</sup> May

If you have any queries about this pop-up fund, or about how to apply, please do not hesitate to get in touch with us by emailing [sharonphillips@lancastercvs.org.uk](mailto:sharonphillips@lancastercvs.org.uk) or by ringing CVS on 01524 555900