

Sample form, not for offline completion.

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Community Pots (£1k-£5k)

Community Pots - grants from £1,000 to £5,000

What is Closing Loops?

Closing Loops is a five-year £1.5 million project led by FoodFutures, North Lancashire's sustainable food partnership.

The scheme is delivered by six local organisations (LESS, Lancaster District CVS, Eggcup, Global Link, Shared Future CIC and Scientists For Global Responsibility), and is funded by The National Lottery Community Fund.

Thanks to National Lottery players, it is supporting community-led action and local initiatives to transform waste into a valuable resource, aiming to stimulate a zero-waste, circular and regenerative local economy.

As part of this, £300,000 in small grants will be available through the 'Pots of Possibility' Fund to enable community groups, organisations and social enterprises in North Lancashire to develop creative ideas that help communities and the environment to flourish.

The Pots of Possibility Fund

The 'Pots of Possibility' scheme will offer:

- Community Pots of up to £5,000 to support pilot projects, test the feasibility of new ideas and support community projects
- REconomy Pots of up to £10,000 will be awarded to grow ideas and scale up pilots that contribute to an ecosystem of regenerative initiatives and enterprises locally.

This application form is for Round 1 of the Community Pots (£1000 to £5000). The deadline for applications is Thursday 27th April 2023.

Round 1 of the REconomy Pots will be launched in May 2023, and there will be a further round of the Community Pots in the autumn. Following this, there will be an annual round for each Pot.

The fund will support projects within the Lancaster district, defined as the political boundaries of Lancaster City Council.

The 'Pots of Possibility' fund will support ideas and projects that address climate change locally, through reducing what we consume and waste whilst building the health, wellbeing and resilience of our communities and environment.

We're looking for project ideas that fit into any of the Closing Loops project themes:

- Growing, cooking and eating local, seasonal and sustainable food.
- Initiatives that inspire people around sustainable consumption and zero waste practices
- Initiatives around composting
- Regenerative enterprises or initiatives for materials currently going to waste (for instance food, textiles, packaging, electronics and more)- with a focus on reducing consumption or reusing and repurposing of materials.
- Creating regenerative enterprises or initiatives that enable the sharing and repurposing of resources (tools, materials, spaces and skills) within our communities.

The fund could be spent on a range of things that will help make an idea a reality. For example staff time to run events or organise days that help share skills locally; for feasibility work or to support training or strategy development. We are open to hear your suggestions if you think they will help make an idea a reality.

In filling out this form please take the time to reflect and discuss answers with your team and those who will benefit from your idea. Please also read the background information and the section on who is eligible to apply, before filling in this form and make sure you answer all questions.

Although there are word counts on many of the questions, these are maximums and you don't have to use all the words.

If you're a community group without any kind of governing document, we can work with you to find an organisation that is eligible to apply and willing to work in partnership with you to deliver your project. The partner organisation will need to pass all our normal due diligence checks, and will sign our grant agreement - so they will be legally responsible for the project and its finance.

What do we need in order to apply?

Any organisation applying should read the [Pots of Possibility Community Pot information and guidance document](#), even if you have applied for funding through the LDCVS Bay Foundation before, because this fund is very different from others we have offered.

It is very helpful to us if you can upload as many of the following documents as possible, at the time of application. You can submit your application without them, but if your application is successful we cannot issue a grant agreement until we have seen and checked them.

- A bank statement (see guidance for more information)
- Your most recent accounts
- Your organisation's memorandum and articles of association, certificate of incorporation, constitution, or rules.
- If your project works with children, young people or adults at risk of harm, your safeguarding policy which explains how they'll be safe.
- If your project includes activities which require public liability insurance and you already have cover, the certificate of insurance.
- If your project requires people in your organisation who are running activities to have special qualifications, memberships or affiliations, and these are already in place, evidence of them.

- If your project benefits the public through changes to land or buildings, evidence of ownership or tenancy (see guidance for more information).

If you have questions

Contact LDCVS by email at hello@lancastercvs.org.uk or by telephone on 01524 555900 for support on questions about the online application process, eligibility, documentation, and timescales. We also provide advice to grant holders about their grant agreement, payments, and the monitoring and evaluation process.

Contact Rachel Marshall, Closing Loops Project Coordinator by email at rachel_cl@lessuk.org to get advice about Closing Loops themes, discuss project ideas, and find out more about the fund's approach to zero-waste and regenerative enterprises.



Select the fund you are applying to, and give your application a name. To help identify applications, particularly for organisations that apply regularly, choose a name which describes the work or project you want to fund.

Application name

If you can answer yes to the questions below, your organisation is eligible to apply. We'll check this information using documents you will provide later in the process.

If you can't answer yes to all the questions, you might still be able to apply. Contact us if you need further advice because we may be able to help.

Does your organisation have at least two unconnected people on the board or committee?

☐ Yes

☐ No

By unconnected, we mean not a relation by blood, marriage, civil partnership, in a long-term relationship or people living together at the same address.

Will you complete your project in around 12 months?

☐ Yes

☐ No

We know it's not always possible to complete a project in 12 months for lots of reasons. So we can consider projects which are slightly longer than this. We will also consider applications for one-off events.

Are you applying for funding to pay for things you **haven't** already spent money on?

☐ Yes

☐ No

We can't pay for costs or activities that have already happened.

Do you have a UK bank account or building society account? It needs to be in the legal name of your organisation, with at least two unrelated people who are able to manage the account.

☐ Yes

☐ No

This should be the legal name of your organisation as it appears on your bank statement. This will usually be the same as your organisation's name on your governing document.

Do you produce annual accounts (or did you set up your organisation less than 15 months ago and haven't produced annual accounts yet)?

☐ Yes

☐ No

By annual accounts, we mean a summary of your financial activity. If you are a small organisation, this may be produced by your board and doesn't have to be done by an accountant.

Tell us about your project idea. The word counts are limited because these should be a short summary, and you don't have to use all the words available.

Why is your project needed?

200 words

Tell us briefly about things like:

- what motivated your ideas for this project;
- the problems or issues your project will tackle;
- or the opportunities your project will make the most of;
- or the changes your project aims to make.

What would you like to do?

200 words

Tell us about the specific activities you have in mind for your project. They could be things like:

- running events or taking part in other people's events;
- publishing content like websites, videos, podcasts or books;
- providing training or education;
- purchasing and using equipment or services;
- or anything else that you'd like to do.

Who will be involved?

200 words

Tell us about:

- who you have identified as the audience or participants for your project
- who will make your project and activities happen, and whether they are staff or volunteers
- how you will involve these people over the lifetime of your project and after it's finished

When and where will your project take place?

100 words

Tell us about the approximate start and end dates of your project. If it is focused on a specific place then tell us about that as well.

How will your project make a difference?

200 words

Tell us about:

- why you believe that the activities, people and places you have identified will have an impact on the problems, opportunities or changes you described
- the positive impacts your project will have on our environment, community and place
- how you will measure success.

Have you identified any risks associated with your project? How will you minimise the chance of them occurring, or deal with them if you do?

200 words

Risks are things that might go wrong or change. They have an impact on how your project is delivered or whether it can continue at all.

What could happen in the future?

How might you develop this idea, or use what you learn, once any grant funding you receive is over? What might be happening in five years?

Tell us about the outcomes and outputs of your project in numerical terms.

Outcome	Output	Target
1		
2		
3		

For example, an outcome could be "people eat more nutritious food".

The output for this could be "the number of people reporting that they eat locally grown fresh vegetables".

Your target could be "100 people who told us they they previously didn't eat locally grown fresh vegetables now do so at least twice a week".

How much are you applying for from the Community Pots funds?

You can apply for up to £5,000

Will you need to raise additional funds from other sources to complete your project or idea?

☐ Yes

☐ No

This is sometimes called 'match funding'.

How much will your project cost?

This is the cost of everything related to your project, even things you aren't asking us to fund.

For example, if you are asking us for £4,000 and you are getting £5,000 from another funder to cover additional costs, then your total project cost is £9,000. If you are asking us for £4,000 and there are no other costs then your total project cost is £4,000.

List the costs you would like us to fund.

Budget Heading	Cost
1	
2	
3	

You should use budget headings which describe your revenue costs, rather than a detailed list of items. For example, if you're applying for pens, pencils, paper and envelopes, using 'office supplies' is fine. Please enter whole numbers only, and provide a total at the bottom of your list.

By revenue costs we mean short term expenses used to meet the operational cost of running the project.

Any assets (machinery, equipment, land or buildings) you want to purchase or improve at a cost over £500 should be listed separately in the table below.

List any assets over £500 you would like our funding to purchase or improve, and their cost. (optional)

Asset (name of equipment / machinery / land / building etc..)	Cost to purchase or improve
1	
2	
3	

List the cost of any assets you wish to purchase or improve at a cost of over £500.

Assets are capital purchases such as machinery, equipment, land or buildings, or improvements made to them.

Assets under £500 can be included in the Budget Headings table.

Together, the two tables should add up to the total funding you are requesting from us.

Through the Closing Loops project we're looking to support the development of a thriving regenerative economy in North Lancashire. This is one where local enterprises, community groups and organisations are actively contributing to the health and wellbeing of their communities and the environment. It puts life, health and wellbeing at the heart of every decision.

The aim of Closing Loops is to support local people, enterprises and initiatives to get to a place where social and environmental regeneration is at the core of what they do. In this section we're looking to understand what you are currently doing around regeneration but also where you would like to be in future, and what support would enable you on that journey.

How will/does your organisation support the regeneration of the natural resources it depends on?200 words

Please consider how your organisation addresses its direct resource use and the health of the wider environment. Tell us what steps you would want to take in future.

How will/does your organisation support social regeneration?200 words

Consider how you support social inclusion and community connection. How does your organisation enhance the wellbeing of people and the resilience of the communities you are connected to?

How will/does your organisation share key learnings and skills with others?

200 words

Is your group or organisation connected to other organisations and/or wider networks locally and beyond? If yes, please list some of them, share how you are connected to them, and explain how you share learnings.

Are there other kinds of support your organisation would benefit from?

200 words

This could be mentoring, research support, publicity, knowledge sharing, or something else.

The main contact is usually the person filling in the form — so it's probably you. They are the person we can get in touch with if we have any questions.

The main contact needs to be from the organisation applying, but they don't need to hold a particular position.

Please give us the full first and last names of your main contact

Please tell us their home address

Please tell us their email address

We'll use this whenever we get in touch about the project

Please tell us their telephone number

Please tell us about any particular communication needs this person has (optional)

Tell us about your organisation, including its structure and finances, and your ways of working.

What is the full legal name of your organisation?

Does your organisation use a different name in your day-to-day work? (optional)

If so, tell us here.

When was your organisation set up?

Tell us the month and year

What is the main or registered address of your organisation, including the postcode?

- What type of organisation are you?
- ☐ Unregistered voluntary or community organisation
 - ☐ Not-for-profit company
 - ☐ Registered charity (unincorporated)
 - ☐ Charitable Incorporated Organisation (CIO)
 - ☐ Community Interest Company (CIC)
 - ☐ School
 - ☐ College or University
 - ☐ Parish or town council
 - ☐ Faith-based group

If you're both a charity and a company—just pick 'Not-for-profit company'.

What is your accounting year end date? (optional)

Tell us the day and the month.

If we agree to fund your project, we will need this information before we issue your grant agreement. You don't have to provide it now, but it will speed up our processes if you do.

What is your total income for the year? (optional)

Tell us your income in your last full financial year, or your predicted income (not including money you are asking for in this application) if you have not yet completed a full financial year.

If we agree to fund your project, we will need this information before we issue your grant agreement. You don't have to provide it now, but it will speed up our processes if you do.

Bank details (optional)

1	Bank account name	The name of your organisation as it appears on your bank statement
2	The name of your bank	eg. Barclays. We don't need the address
3	Sort code	
4	Account number	
5	Roll number	We only need this if your account is with some types of building society

If we agree to fund your project, we will need this information before we issue your grant agreement. You don't have to provide it now, but it will speed up our processes if you do.

Your senior contact must be at least 18 years old and must hold authority in your organisation to sign the grant agreement if you are successful.

They will be legally responsible for making sure that this application is supported by your organisation, that your project will be delivered as set out in any grant agreement you sign, and that you will take part in grant reports and monitoring.

The senior contact must be a different person from the main contact. The two contacts also can't be:

- married to each other
- in a civil partnership with each other
- in a long-term relationship together
- living at the same address
- or related by blood.

Please give us the full first and last names of your senior contact.

What is their role in your organisation?

This would usually be a formal title related to their position. such as Chair, Treasurer, Reverend, Headteacher, Chief Officer, Trustee etc.

Please tell us their home address

Please tell us their email address

We'll use this whenever we get in touch about the project

Please tell us their telephone number

Please tell us about any particular communication needs this person has. (optional)

You don't need to upload the requested documents now, but we will need this information before we issue any grant agreement. Providing them now will speed up our processes.

Bank statement (optional)



JPEG/JPG, PNG or PDF only.

Please make sure that we can clearly see the following on your bank statement:

- Your organisation's legal name
- The address the statements are sent to
- The bank name and/or logo
- Account number
- Sort code
- Date (must be within last 3 months)

For bank accounts opened within the last three months, we can accept a bank welcome letter. This must confirm the date your account was opened, account name, account number and sort code.

If you're a school using a local authority bank account, we'll need a letter from the local authority dated within the last 3 months. It should show:

- Your school name
- The bank account name
- Account number
- Sort code.

Your most recent annual accounts (optional)



CSV, XLS, XLSX, ODS, DOC, DOCX, ODT or PDF only.

Memorandum and Articles of Association, Constitution, or Rules (optional)



DOC, DOCX, ODT or PDF only.

If you have it, provide documentation that explains how your organisation works, such as:

- Memorandum and Articles of Association
- Certificate of Incorporation
- Constitution
- Rules

Equality, diversity and inclusion policy (optional)



DOC, DOCX, ODT or PDF only.

If your organisation has one, please supply your policy relating to equality, diversity and inclusion or similar.

Safeguarding (optional)



DOC, DOCX, ODT or PDF only.

If your project works with children, young people or adults at risk of harm, provide your policy which explains how they'll be safe.

Public liability insurance (optional)



DOC, DOCX, ODT or PDF only.

If your project includes activities which require public liability insurance and you already have this, provide the certificate of insurance.

Qualifications, memberships and affiliations (optional)



DOC, DOCX, ODT or PDF only.

If your project requires people in your organisation who are running activities to have special qualifications, memberships or affiliations, and these are already in place, please provide evidence.

Changes to land or buildings (optional)



DOC, DOCX, ODT or PDF only

If your project benefits the public through changes to land or buildings, such as starting a farm or garden or conducting a refurbishment, you will need to provide one of the following:

- proof that your organisation owns the property;
- proof that your organisation has a lease on the property that cannot be ended for at least five years;
- or a letter from the owner of the property showing they intend to provide such a lease.

Terms & Conditions

1. By submitting an application to Lancaster District Community and Voluntary Solutions (LDCVS), the organisation named in the application (referred to as “you” in these Terms and Conditions) agrees, if awarded a grant, to:

1.1. hold the grant on trust for LDCVS (referred to as ‘we’ or ‘us’) and use it only for your project as described in your application or otherwise agreed with us, and only for expenditure incurred after the date of your grant award;

1.2. provide us promptly with any information and reports we require about the project and its impact, both during and after the end of the project. These include, but are not limited to the following: at the beginning of your project, a basic equality and diversity monitoring form; half-way through your project, a monitoring report and/or interview; at the end of your project, a final report due within one month;

1.3. act lawfully in carrying out your project in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us about the project or use of the grant and let us know promptly about any fraud, other impropriety, mismanagement or misuse in relation to the grant;

1.4. acknowledge Closing Loops and National Lottery funding using our logos in accordance with the relevant guidelines for recognising your grant, which will be supplied to you by email;

1.5. hold the grant in a UK based bank account or building society account, which is in the legal name of the organisation that is applying for funding;

1.6. adhere to our guidance on financial controls and banking arrangements, ensuring that no single individual has sole responsibility for any single transaction from authorisation to review and completion and that the account is managed by at least two unrelated and authorised individuals in your organisation;

1.7 maintain a register of assets purchased using Closing Loops Funding and share it with us during monitoring and evaluation meetings, maintain insurance covering these assets, depreciate these assets correctly according to your accounting practices, and tell us if you intend to sell an asset within five years of the end of the project. For the purpose of this clause 1.7, an asset is

any piece of equipment or machinery costing over £500, or the purchase or refurbishment of any land or building costing over £500.

1.8 immediately return any part of the grant that is not used for your project or which constitutes an unlawful subsidy;

1.9. comply with The National Lottery Community Fund's safeguarding policy for grant holders, which will be supplied to you by email;

1.10 We may commission research into and/or evaluation of your funding. You confirm that you will co-operate with any research or evaluation-related activities which we carry out and further confirm that we may use any part of your application and/or project information for research or evaluation purposes.

1.11 comply with data protection laws and obtain the consent of your beneficiaries for us and you to receive and process their personal information and contact them;

1.12. keep accurate and comprehensive records about your project both during the project and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant, such as original paper or electronic receipts, invoices, and bank statements;

1.13 allow us, representatives of The National Lottery Community Fund and/or the Comptroller and Auditor General reasonable access to your premises and systems to inspect project and grant records; and

1.14 LDCVS, FoodFutures, the Closing Loops Partnership and/or The National Lottery Community Fund publicising and sharing information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way.

2. You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations. You must let us know if any of these situations have occurred or are likely to occur.

2.1. You use the grant in any way other than as approved by us or fail to comply with any of these Terms and Conditions.

2.2. You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the objectives agreed with us.

2.3. You have match funding for the project withdrawn or receive or fail to declare any duplicate funding for the same project costs as funded by the grant.

2.4. You provide us with false or misleading information either on application or after award of the grant, act dishonestly or are under investigation by us, a regulatory body or the police, or if we consider for any other reason that public funds are at risk or you do anything to bring us or the organisations we work with and receive funding from into disrepute.

2.5. You enter into, or in our view are likely to enter into, administration, liquidation, receivership, or dissolution.

2.6. You receive any grant money incorrectly either as a result of an administrative error or otherwise. This includes where You are paid in error before You have complied with your obligations under these terms and conditions and Offer Letter. Any sum, which falls due under this paragraph 2.6, shall fall due immediately. If you fail to repay the due sum immediately, or as otherwise agreed with us, the sum will be recoverable summarily as a civil debt.

3. You acknowledge that:

3.1. the grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant;

3.2. we will not increase the grant if you spend more than the agreed budget and we can only guarantee the grant as long as The National Lottery continues to operate and we receive sufficient funds from it;

3.3. the grant is not consideration for any taxable supply for VAT purposes;

3.4. we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law;

3.5. these Terms and Conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 1.2, 1.4, 1.6, 1.7, 1.9, 1.10, 1.11, 1.12, 1.13, 1.14, 3.4 and 3.5 shall survive expiry of these Terms and Conditions; and

3.6. if the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these Terms and Conditions shall be deemed to be the equivalent of your signature on that agreement.

☐ You have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this application and you understand that your organisation will need to accept the terms and conditions above if you are offered a grant.

☐ All the information you have provided in your application is accurate and complete; and you will notify us of any changes.

☐ You understand that we will use any personal information you have provided for the purposes described under the Data Protection Privacy Notice (<https://lancastercvs.org.uk/wp-content/uploads/2022/03/Data-Protection-Privacy-Notice-Onward-Granting.pdf>) and Data Protection Policy (<https://lancastercvs.org.uk/wp-content/uploads/2021/08/Data-Protection-Policy.pdf>)

Full name of person completing this form

Position in organisation

