

Lancaster Community Fund - Guidelines

Overview

The Lancaster Community Fund was set up following the transfer of several charity funds which had been left to Lancaster City Council in bequests and endowments but over the years had fallen dormant. The fund will also distribute additional grants from Lancaster City Council, on an ad hoc basis.

Who can apply?

You must be working within the voluntary, community and social enterprise sector providing activity to make a positive difference to the lives and wellbeing of people and communities.

We would like to encourage all voluntary or community groups to apply and we specifically welcome applications from new and small grassroots groups. Those without a formal constitution are asked to seek support from an established organisation or group. If you are unsure how to go about this, please get in touch with us.

You will also either need to be a current member of Lancaster District CVS to apply for an award or be happy to sign up for membership if awarded a grant. If you are not sure whether you are a current member, please contact sharonphillips@lancastercvs.org.uk to check your status. [Join online here](#) - it only takes a few minutes to complete.

How much is available?

Grants of up to £1,000.

Please note, if you are looking to use a Lancaster Community Fund award either as match funding for other applications or towards a crowdfunding appeal, make sure that this is clearly stated in your application. In these circumstances, the panel may choose to award a grant in principle but hold the money until a time where you have achieved the total you require to deliver your project.

What is the focus of the fund?

The fund has three main priorities:

- Projects that increase community involvement, build community wealth and resilience.
- Projects that contribute towards carbon reduction and a more sustainable district.
- Projects that contribute to individual and community wellbeing.

Which areas are covered?

The Lancaster district as defined by Lancaster City Council's limits i.e., Lancaster, Morecambe, Heysham, Carnforth and surrounding rural areas.

Criteria

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

Examples of the sorts of projects that may be funded

- Equipment for youth club
- Activities for young people
- Training for volunteers
- Community sports activities
- Projects to reduce social isolation for vulnerable groups
- Cleaning up of grot spots
- Improvements to outdoor public spaces
- Social enterprise activities
- Money advice projects

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.

- Your governing document i.e., your constitution or rules
- The group's latest annual accounts or income/expenditure document
- A recent bank statement for your group
- Relevant policies, which have been reviewed in the last 2 years.

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.

Reporting

If you are awarded a grant, we will ask you to complete an online report, telling us about what your project achieved. You'll complete your report through the same online system you used to apply.

If your organisation has previously been awarded a grant from the Lancaster Community Fund or another fund we administer for which the report is overdue, we will need to agree a new deadline for the outstanding report before releasing your grant payment.

Key Dates

Round 1 Launch - 09th May 2024
Deadline for Applications - Fri 7th June 2024
Panel Meets - Wednesday 19th June 2024

Round 2 Launch - 03rd October 2024
Deadline for Applications - 1st November 2024
Panel Meets - Wednesday 13th November 2024

Launch 3 Launch - 30th January 2025
Deadline for Applications - 28th February 2025
Panel Meets - Wednesday 12th March 2025

If you have any queries about the fund, or about how to apply, please do not hesitate to get in touch with us by emailing funding@lancastercvs.org.uk or by ringing CVS on 01524 555900