

Sample form, not for offline completion.

Visit <https://morecambebay.grantplatform.com> to apply.



Your Pots (£5k-£10k)

Pots of Possibility - Your Pots

The Closing Loops project supports community-led action and local initiatives to create a zero-waste, circular and regenerative local economy in Lancaster District. As part of the project £300,000 in small grants is being distributed through the Pots of Possibility fund for community groups, organisations and social enterprises to develop creative ideas that enable people and the environment to thrive.

'Your Pots' are grants of between £5,000 and £10,000, awarded through a participative budgeting process, where people attending a public event will have the chance to vote on the projects they think should receive grants.

Applying for a Your Pots grant

Read the Your Pots Guidance document, even if you have applied for funding through the Bay Foundation before, because this fund is very different from others we have offered.

Make sure you meet the eligibility criteria before you apply. You must also be happy to attend the Your Pots Your Say Voting Day on 16 November 2024

Stage 1: Make an expression of interest

Use this application form to tell us about your project. You can do this between 10am on 1 September 2025 and 11:59pm on 30 September 2025.

Applications will be checked for eligibility by an independent panel, to make sure that they meet the fund criteria. You will have an opportunity to resolve any queries at this stage.

Stage 2: Record a video and attend the Your Pots Your Say Voting Day

If your application passes the verification process you will be invited to work with Lancaster District CVS to record a

simple two-minute video about your project. Your video, and those of all the other eligible projects, will be available for people to view online and will also be played at the Your Pots Your Say voting day.

The Your Pots Your Say voting day takes place on 15 November at The Storey, Lancaster. All the eligible projects will have a stall where they can meet members of the public who will be casting their votes to make recommendations about who receives a grant. The project videos will also be playing in a side room for attendees to watch before making their decision.

If you (or another representative of your organisation or project) cannot attend on 15 November, you cannot apply for this round of 'Your Pots'.

If you have any questions

If you have a question about your project's eligibility or how to apply, please email hello@lancastercvs.org.uk or telephone 01524 555900.

If you have a question about regeneration, the social or environmental aims of Closing Loops or using second-hand/shared community resources, please email jo_cl@lessuk.org

If you have questions about 'participatory budgeting', you can contact Jez Hall, of Shared Future CIC, who is advising on how this process will run. Jez has supported many similar PB initiatives over many years. Contact Jez at jez.hall@sharedfuturecic.org.uk

We're also offering drop-in sessions where we'll be taking questions about all aspects of the fund, and 20 minute informal online pitching sessions where you can get some feedback about your project idea.

Drop-ins are being held on:

- 2 September, 2pm - 4pm at The Cornerstone (Sulyard Street, Lancaster LA1 1PX)
- 8 September, 10am - 12 noon at The Link (11-13 West Street, Morecambe LA3 1RB)
- 9 September, 4pm - 6pm at Carnforth Library (65A Lancaster Rd, Carnforth LA5 9DZ)

There's no need to book for either of these sessions - just turn up!

Online pitching and feedback sessions are being held at various times on 17, 24 and 25 September, via Zoom. [Find out more and book a session here.](#)



Start Here

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

Eligibility

If you can answer yes to the questions below, your organisation is eligible to apply. We will 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.

If you're making an application as part of a partnership, these questions apply to the lead partner only. Not all of the opportunities we offer permit partnership applications.

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

only

asking us for funding for things you will spend money on in the future?

☐ 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.

Will you be available for an online meeting to record a short video about your project in mid-October?

☐ Yes

☐ No

We'll offer you a range of dates and times and help you through the process. If the person filling out this form isn't available, you should still answer Yes if someone else involved in your project can do this instead.

Will you be available to attend the Your Pots Your Say Voting Day on 15 November 2025?

☐ Yes

☐ No

If the person filling out this form isn't available, you should still answer Yes if someone else involved with your project can attend instead.

Pots of Possibility: Your Project

Tell us about what motivated your project idea, the problems you'd like to solve, and how things will change. The word counts are limited because these should be a short summary, and you don't have to use all the words available.

Which of the Closing Loops themes does your project fit?

☐ Repair: Reusing, repurposing and repairing materials currently going to waste (e.g. textiles, electronics, packaging, surplus food, etc)

☐ Shared Resources & Community Space: Sharing resources (e.g. tools, materials, skills, etc) or repurposing unused space for community benefit

☐ Communications, Arts & Festivals: Inspiring people to use and buy things more sustainably and to produce less waste

☐ Food Related Projects: Growing, cooking and eating food that's local, seasonal and sustainably produced.

You can choose more than one theme.

Summarise your project in up to twenty words.

20 words

Imagine that you're talking to somebody you've just met and who knows nothing about your idea.

We'll use this summary online and in materials for the Your Pots Your Say Voting Day.

For example, an organisation that created a community growing space described their project as: "Reinstate a vegetable patch, bringing community members into the outdoors, helping mental health, and building community knowledge about growing food."

What problems or issues will your project tackle?

200 words

Tell us about the specific problems or issues you have identified in your community that your project has been designed to address.

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.

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

How will your idea support environmental200 words

and

social regeneration in the Lancaster District?

A regenerative economy is about more than money. It's a network of local people, organisations and businesses who live and work in a way that protects and restores the environment, builds healthier communities, improves people's wellbeing and supports social and environmental regeneration.

Tell us about about how your idea will contribute to this and how you will measure success.

How much are you applying for from the Your Pots fund?

You can apply for between £5,000 and £10,000.

Will you need to raise additional funds from other sources to do everything you've told us about?

☐ Yes

☐ No

This is sometimes called 'match funding'.

Will you use our funding to buy assets?

☐ Yes

☐ No

For the purpose of this fund, an asset is any single item of machinery or equipment, land or building, or improvements made to land or buildings, which will cost over £500.

List the revenue costs you would like us to fund. This doesn't include any revenue costs you will find funding for elsewhere.

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.

Have you identified any risks associated with your project? How will you minimise the chance of them occurring, 200 or deal with them if they do? 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.

Pots of Possibility: Your Organisation

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'.

Pots of Possibility: Main Contact

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)

Pots of Possibility: Logo & Images

Upload your organisation's logo (if you have one) and up to three images or presentation slides which illustrate your project.

These will help us to create materials for use at the Your Pots Your Say voting day, including your project's video.

Logo

Your logo should be sent as the largest, most high-quality version you have as it will be used on printed materials as well as on the web.

Images or Slides

Your three images or presentation slides can be single photographs or drawings, or they can be collages of pictures and text, but bear in mind that they should be legible when viewed on a mobile phone or laptop as well as on a big screen in public.

If you send presentation slides, they should be in 16:9 (widescreen) ratio rather than 4:3 (standard), and should not contain any animations, audio or video. Use these links to find out how to change the size of your slides in [Microsoft PowerPoint](#), [Google Slides](#), and [Apple Keynote](#).

If you send images, they must be no larger than 3,840 x 2,160 pixels.

Does your organisation have a logo?

☐ Yes

☐ No

Upload your slides or first image here



If needed, upload your second image here (optional)



If needed, upload your third image here (optional)



Pots of Possibility: Your Project (optional questions)

If you have fully completed the Your Project tab then you have told us everything about your idea that we need to know right now.

You don't need to answer the optional questions below, but thinking about them now may help you to prepare to record your video.

If your project is one of those selected at the public voting event, you will need to answer these questions before we can issue a grant agreement.

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

Outcome	Output	Target
1		
2		
3		

For example, an outcome could be "people throw away fewer homewares, books and toys".

The output for this could be "host five give and take days where people contribute their unwanted items".

Your target could be "100 people contribute one or more items at each give and take event".

What could happen in the future? (optional)

200 words

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?

Pots of Possibility: Your Organisation (optional questions)

If you have completed the Your Organisation tab then you have told us everything about your organisation that we need to know right now

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



What is your accounting year end date? (optional)

Tell us the day and the month

What was your total income last 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.

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	e.g. 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.

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.

Pots of Possibility: Senior Contact (optional questions)

Please read this information carefully. Your main and senior contacts must be different people, and your senior contact will be have specific responsibilities.

You don't need to tell us about your senior contact now, but if your project is selected at the public event, we will require their information before we can issue a grant agreement. Supplying their information now will speed up our processes.

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. This usually means they should be a senior member of your board or committee, such as the Chair or Treasurer.

They will also 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. (optional)

What is their role in your organisation? (optional)

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 (optional)

Please tell us their email address (optional)

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

Please tell us their telephone number (optional)

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

Terms & Conditions

Review and agree the terms and conditions of this grant programme

Terms & Conditions

1.0 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.

2.0 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.

3.0 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

