**You’re applying for money from the Somerset Fund**

We’ve created this document so you can see the questions you need to answer in our online form.

You can use it to draft your answers if you want. But you still need to complete our online form, if you can.

A lot of people told us they didn’t like having a fixed number of words to answer questions in our online form. To make this easier, we’ve made the word limit 1000 for each question. We don’t expect anyone to write 1000 words for any of their answers, but we hope this makes it easier for you to fill out the form. In most cases, a few hundred words will do.

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| **Tell us about your charity or community group** |  |
| Name of your organisation |  |
| Address of your organisation |  |
| Website |  |
| Telephone |  |
| General/office email |  |
| What was your group’s income in the last year? |  |
| And what is the group’s current unrestricted reserve? |  |
| What does your group do and what’s the best thing it’s achieved last year? | You must answer this question. What you write will help us understand why your group exists and whether you meet the criteria for the fund. You could start your answer like this: *“We run a youth club in our community that has 35 members. We started our club 5 years ago because we saw that young people in our area had nowhere to go and build positive relationships. In the last year..."*  1000 word limit but aim to write 100 to 200 words. |
| When did your group start? |  |
| What type of group is it? |  |
| Main contact person name and contact details |  |

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| **Tell us how you would use the money if we gave it to you** |  |
| When would you want to start and finish spending the money? |  |
| What would you spend the money on if we gave it to you? | You must answer this question. What you write will help us understand what you will do and whether this is good value for money. You could start your answer like this: *“We’re applying to pay for two trips for our youth club. We need the money to help pay for the bus. Our members pay towards activities, but it’s not enough to cover all costs. A grant would..."*  1000 word limit but aim to write 100 to 200 words. |
| Please tell us how this will make things better in your community. Who benefits and how? And how are you making sure nobody is left out of these benefits? | You must answer this question. What you write will help us understand the difference you make in people's lives. For example, are they healthier, less isolated and lonely, etc. You could start your answer like this: *"We want our hall to be accessible to everyone in our community because we know it allows people to maintain strong relationships. We've worked hard to make it more accessible..."*  1000 word limit but aim to write 100 to 200 words. |
| Please provide a postcode which represents the geographical area the money will benefit. This could be your organisation's address, or a local public building |  |
| Please confirm which local authority area this is in. Remember that this fund is only for groups based in the county of Somerset (but not North Somerset or BANES) | Drop down list to select either Mendip, Sedgemoor, Somerset West and Taunton, or South Somerset |

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| **Tell us who will benefit from this money** |  |
| How many people do you think will directly benefit from this funding? | Number only. |
| Which group of people do you think will be the mainly benefit from this money? | Drop down list |
| How old do you think most of them will be? | Drop down list |
| And which ethnic group will most of them come from? | Drop down list |

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| **Your budget, documents and declaration** |  |
| How much money are you asking us for? |  |
| Please provide a simple breakdown of how this would be spent and tell us if this is all the money you need, or whether you are applying for more from someone else. | You must answer this question. What you write will help us understand what you will do and whether this is good value for money. You could start your answer like this: “We are applying for all the money we need from you. Bus hire - £500; volunteer expenses £100..."  1000 word limit but aim to write 100 to 200 words. |
| Which bank does your group hold its account? |  |
| What’s the account name? |  |
| What’s the account number? |  |
| What’s the sort code? |  |
| Please click on ‘add document’ below or the attachments button at the bottom of the form to upload your supporting documents | You must attach the following documents to your online form:   * your governing document or set of rules * your most recent accounts * the names and addresses of the people who run your group, if it is not registered with the Charity Commission or Companies House * your safeguarding policy * a bank statement from within the last three months. This can be a scanned paper statement, or a copy downloaded from an online account. We need to see the bank name, your group's name, the address where statements go, the account number and the sort code. You may redact transactions if needed.   You can also post documents to us at Somerset Community Foundation, The Royal Bath and West Showground, Shepton Mallet, Somerset BA4 6QN |
| Sign the declaration | I confirm that:   * I am authorised to make this application on behalf of the above organisation. * to the best of my knowledge, all the information I have provided in this application form and attached documents is correct. I understand that Somerset Community Foundation takes a zero tolerance approach towards fraud and may prosecute and recover funds if necessary.   **Conditions of Grant**  I understand that:   * any grant is awarded on the basis of the information supplied in this application. * any and all monies awarded must be used for exclusively for charitable purposes. * an End of Grant Form will be completed and returned to Somerset Community Foundation. * public information about any grant awarded may be shared in open datasets. No personally identifying information will be published. * failure to comply with any of the above conditions will impact on future applications for funding and in serious cases may result in grant monies being reclaimed. |

**Please contact us if you can't use the online form, or attach any of these documents. We'll support you to make your application in another way. It's usually best to email us on info@somersetcf.org.uk but you can also call on 01749 344949.**