**You’re applying for money from the Somerset West Lottery Community 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 set the word limit for each question to 1000. We don’t expect anyone to write 1000 words for any of their answers, but we hope this makes it easier to write your answers. In most cases, a few hundred words will do.

In the online form, you need to provide some basic information:

* Your group’s name, address, website, and income last year.
* Your name and contact details.
* Your group’s bank details.
* The contact details of someone who can endorse your work if you’re a new group.

You should gather this information together before you start.

The form then gives you more space to answer four questions:

**What does your group do and what’s the best thing it’s achieved in the last year?**

*Use this section to give us a clear idea of why your group exists. Here's an example. “We run a weekly friendship group for teenagers with special educational needs. We started our group five years ago because we thought children were missing out on a good social life. We’ve now got 40 members from our town and the surrounding villages. In the last year our membership has grown by 25%, which we’re proud about…”*

**What would you do with the money if we gave it to you?**

*Use this section to tell us what activities our money would pay for. Be specific about the number of sessions or things it would pay for and give us costs for each item. Here’s an example. “We’re applying to pay for our weekly friendship group. We need the money to help pay for the hire of our local hall for 25 sessions (£500) and to pay for a bus for four outings (£500). Our members all pay towards our activities, but it’s not enough to cover all the costs. A grant would help us keep our club affordable for everyone for one year…”*

**Why do you think it’s important that we give you the money?**

*Use this section to tell us what problems your group helps to solve in the community. If you’re working in a particular place, then tell us why it might need money more than other areas. Here's an example. “Most of our members go to special school and are starting to think about what they’ll do when they leave. When you leave school to go to college or find a job it is stressful for them. It's important they have a peer support network that continues through these years. All our families have caring responsibilities for their children. This means they have less disposable income than many other people…”*

**Can you tell us how you have helped a couple of people in the past and how their lives are different because of it?**

Use this section to give us some anonymised case studies. This is a chance to show us the difference you make in people’s lives. Here’s an example. “*Adam was one of our first members. He was lonely and rarely went anywhere on his own without his parents. When he first came to our group, he was shy and nervous. Then he made new friends and has been ever-present for the last three years…”*

Finally, you must also attach the following documents to your online form:

* governing document or set of rules
* the names and addresses of the people who run your group
* your group’s most recent accounts
* a recent bank statement. We need to see the bank name, your group's name, the address where statements go, the account number and the sort code
* safeguarding policy if your work needs one.

Again, you should try and gather this information before you start.

**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.**