

YOU'RE APPLYING FOR MONEY FROM SOMERSET COMMUNITY FOUNDATION'S WESSEX WATER 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 made the word limit 500 for each question. **We don't expect anyone to write 500 words for any of their answers, but we hope this makes it easier for you to fill out the form.**

YOUR GROUP	EXPLANATION	WORD COUNT IF APPLICABLE
What's your group called?	Tell us the full name of your group as shown on your governing document.	20 words
What type of group is it?	Tell us if it is a charity, community group, social enterprise or something else.	
Are you part of a larger regional or national organisation?	Tell us if you are a part of a larger regional or national organisation.	
When did your group start?	Tell us the date it was set up.	
What was your group set up to do?	Tell us why it was established and who it serves.	Up to 500, but 50-200 should be enough
What was your group's most recent annual income?	Tell us what your income was in your last accounts. If you're a new group, then enter 0. Enter whole numbers only without £.	
How much money does your group currently have in free reserves?	Free reserves are the funds your group has that aren't already committed or restricted for a specific purpose, project, or future cost. In other words, it's the money you could spend freely to keep your work going. Enter whole numbers only without £.	

Please enter the number of full and part time staff, volunteers and management committee/board of trustees you have in your organisation	In the relevant boxes, please add the number of full and part time staff, volunteers and management committee/board of trustees you have in your organisation	
What's your group's main address and postcode?	Tell us the address and postcode of your group's main headquarters.	
What's your group's main telephone number?	Tell us the main telephone number used by your group	
What's your group's main email address?	Tell us the main email address used by your group	
What's your group's website address?	Tell us the website address for your group, if applicable. You might want to use a Facebook page or other social media page here if you don't have a website.	

YOUR CONTACT DETAILS	EXPLANATION
First name	Please provide the first name of your group's main contact. This will be the first person we contact if we need to discuss your project, and the person we contact with the outcome of your application.
Last name	Please provide the last name of your group's main contact.
Email address	Please provide the email address of your group's main contact.
Telephone number	Please provide the telephone number of your group's main contact.
Role within the group	Please tell us what your group's main contact's role is.
Does the main contact have any additional communication needs?	For example, does the main contact need to access the form in a different format.

YOUR APPLICATION		WORD COUNT IF APPLICABLE
In one sentence, please tell us what this grant would enable your group to do.	Brief description of the main aims of the project.	Up to 25 words only.
When do you want to start spending the grant, if you get it?	Date entry	

When do you think you would finish spending the grant?	Date entry	
Which area (estate, town, village or district) do most of the people who benefit come from?	This might be the same as your group's address, but it might be somewhere else.	
What's the postcode where most of the beneficiaries live?	This might be the same as your group's address, but it might be somewhere else.	
What would you like to do with this grant?	Tell us what it would pay for, like the number of sessions you will run, what you would buy, or how it would contribute to your general running costs.	Up to 500, but 50-200 should be enough
Please explain how you know there is a need for this activity	Tell us about the need for the activity and how you may have consulted others about this need. Tell us here if you know this is something the community wants.	Up to 500, but 50-200 should be enough
How does your project involve your community?	Tell us about how you know your community wants this to happen; who you have spoken to, what you have learned from them, and who you need to work with in your community.	Up to 500, but 50-200 should be enough
What do you hope to achieve with this funding? What outcomes of the Environment Fund does this activity meet? Please refer back to section one of the guidelines	Tell us how your activity meets the outcomes of the Wessex Water Environment Fund and how.	Up to 500, but 50-200 should be enough
What will happen when this project comes to an end? Are there any ambitions for this funded work after the grant comes to an end or do you see it as a one-off project?	Tell us what's next after the funding period comes to an end.	Up to 500, but 50-200 should be enough
Is there anything else you wish to tell us that is not covered elsewhere on this form?		
How do you keep everyone safe?	Tell us about the policies and procedures you have to keep staff, volunteers and the people you work	Up to 500, but 50-200 should be enough

	with safe. This question is about safeguarding, not health and safety.	
BUDGET		
How much money do you need in total to make this happen?	The total cost of the project. Enter whole numbers only without the £.	
How much money are you asking us for?	Tell us exactly how much money you are applying for. Enter whole numbers only without the £.	
If you are not asking for the full amount needed, where is the rest of the money coming from?		
Staff costs - Requested amount	Tell us how much you are requesting for staff costs.	
Staff costs - Total cost	Tell us how much how much staff costs are in total.	
Breakdown – please provide a breakdown of what staff costs this includes	Give us a breakdown of what these staff costs will pay for.	
Volunteer costs - Requested amount	Tell us how much you are requesting for volunteer costs.	
Volunteer costs - Total cost	Tell us how much how much volunteer costs are in total.	
Breakdown – please provide a breakdown of what volunteer costs this includes	Give us a breakdown of what these volunteer costs will pay for.	
Operational/activity costs - Requested amount	Tell us how much you are requesting for operational/activity costs.	
Operational/activity costs - Total cost	Tell us how much how much operational/activity costs are in total.	
Breakdown – please provide a breakdown of what operational/activity costs this includes	Give us a breakdown of what these operational/activity costs will pay for.	
Office/overhead/premises costs - Requested amount	Tell us how much you are requesting for office/overhead/premises costs.	
Office/overhead/premises costs - Total cost	Tell us how much how much office/overhead/premises costs are in total.	

Breakdown – please provide a breakdown of what office/overhead/premises costs this includes	Give us a breakdown of what these office/overhead/premises costs will pay for.	
Capital/equipment costs - Requested amount	Tell us how much you are requesting for capital/equipment costs.	
Capital/equipment costs - Total cost	Tell us how much how much capital/equipment costs are in total.	
Breakdown – please provide a breakdown of what capital/equipment costs this includes	Give us a breakdown of what these capital/equipment costs will pay for.	
Publicity costs - Requested amount	Tell us how much you are requesting for publicity costs.	
Publicity costs - Total cost	Tell us how much how much publicity costs are in total.	
Breakdown – please provide a breakdown of what publicity costs this includes	Give us a breakdown of what these publicity costs will pay for.	
Other costs - Requested amount	Tell us how much you are requesting for other costs.	
Other costs - Total cost	Tell us how much how much other costs are in total.	
Breakdown – please provide a breakdown of what other costs this includes	Give us a breakdown of what these other costs will pay for.	

YOUR IMPACT	
How many people will benefit from this grant?	Be realistic and focus on those who are likely to see a significant change.
Which group of people do you think will benefit the most?	Drop down list. Select 'other' if none of the options matches your work.
How old will most of those people be?	Drop down list.
What ethnicity will most of those people belong to?	Drop down list.
Which gender will most of those people belong to?	Drop down list.

THE DIFFERENCE YOU WILL MAKE	
What issues/challenges do you hope to address?	Please select all that apply from the drop down list.
Please select an option to represent the main type of activity that you are requesting a grant towards	Drop down list.
Please select the main difference your project/activity will make	Drop down list

SUPPORTING DOCUMENTS	
Bank details	
Account name	Tell us the account name for your group's bank account.
Sort code	Tell us the sort code of your group's bank account.
Account number	Tell us the account number of your group's bank account.
Building society number (if applicable)	Tell us the building society number of your group's building society account.
Upload a bank statement from within the last 3 months.	The image must clearly show the bank's name or logo; the account name; the address where the statement was sent; the account number and sort code. If you have a new bank account opened within the last three months, we can accept a bank welcome letter instead of a statement. The letter must confirm the date the account was opened and all of the account details.
Upload your group's most recent accounts.	These should show your group's balance of funds, income and expenditure. If you do not have financial records covering a full year then you will need to provide the records you currently have.
Upload your group's governing document.	You might call this your constitution, articles of association, or set of rules.
Upload your group's safeguarding policy.	This must be up-to-date, within its review period and relevant to your group's work.
Upload supporting documents.	These might include quotes for works, community consultation information or anything else that you think might support your application.

SUBMIT YOUR APPLICATION	
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In order to submit your application, you need to respond to the following statements.	
I have been authorised by my group's governing body to submit this application and accept the terms and conditions on their behalf.	Check box
I have provided accurate and complete information in this application, to the best of my knowledge, and I will notify Somerset Community Foundation if anything changes.	Check box
I understand that Somerset Community Foundation will process and store any personal information provided in accordance with our Data Protection Policy. For more information about how we gather and store data, please read our Privacy Statement .	Check box
If funded, my group is willing to appear in publicity produced by Somerset Community Foundation. We understand that this may not be appropriate for some groups, and it is therefore not a requirement of funding.	Check box

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.