**Please note that this is not the application form and should not be emailed to the Trust**.

28 Charlotte Square,

Edinburgh, EH2 4ET

Tel: 0131 322 9399

info@postcodecommunitytrust.org.uk

www.postcodecommunitytrust.org.uk

**Welcome to our application form 2024**

What postcode do your activities take place in? If you work across multiple areas you can use any postcode where your services are provided. We prioritise organisations that operate in the most deprived 15% of the Index of Multiple Deprivation.

Enter the postcode where your activities will take place to find the correct trust for your area

**Postcode Community Trust Application 2024**

Please ensure you have read our [funding guide (opens in new window)](https://www.postcodecommunitytrust.org.uk/media/5wxpztg1/postcode-community-trust-funding-guide.pdf) before you proceed.

**Privacy statement**

We understand that applicants often have personal reasons for supporting or working with charities. However, please do not disclose such personal information on our forms. The personal data we require is limited to that which is specifically requested on the form which is used to identify you as the applicant on behalf of your organisation and your referees. We do not require any other personal information. Providing personal information will not assist your application and may result in it being rejected.

Application details will be shared with our partner organisation, Brevio Ltd, for the purposes of conducting due diligence checks on applicant organisations, Directors, and Trustees. Brevio Ltd may utilise data held with Companies House, OSCR and the Charity Commission for an Experian background check. Brevio Ltd may be in touch with the main contact provided in this application for clarification purposes.

Application details will also be shared with Citizens UK Charity, who manage the Living Wage Foundation. This will allow us to report on whether organisations applying to the Trust are living wage employers and whether they pay the living wage to staff.

\* I have read and understood the [Information and Data protection Terms (opens in a new window)](https://www.postcodesocietytrust.org.uk/about-us/privacy-policy)

**Organisation name**

This must match the exact name on your organisation’s governing document, annual accounts, and bank account.

**Organisation address**

**Town**

**Postcode**

**About your organisation type (please note, not all these entries will appear on your form, and are dependant on your choices based on your organisation type)**

**Which applies to you?**

- Registered Charity \*

- Charitable Community Benefit Society \*\*

- Parochial Church Council \*\*\*

- Neither of the above \*\*\*\*

**Who are you registered with? \***

- Registered with Charity Commission (England and Wales)

- Registered with Scottish Charity Regulator (OSCR)

- Both of these

**Charity Commission Charity Number \***

**Charity Commission Charity Suffix (If your Charity Commission number does not have a suffix, please enter “0”) \***

**Financial Conduct Authority (FCA) Mutuals Public Register number \*\***

**Which of the following applies to your Parochial Church Council? \*\*\***

- Excepted from Charity Commission registration – i.e you do not submit yearly returns to the Charity Comission

- Full Charity Commission registration – you have your own Charity Commission registration and submit annual returns to the Charity Commission

**What type of organisation are you? \*\*\*\***

- Exempt or excepted charity

- Constituted voluntary organisation with no charity number (incl CASCs)

- Community Interest Company (CIC schedule 1)

- Community Interest Company (CIC schedule 2)

- Companies limited by guarantee with an asset lock

**Are there are any for profit companies affiliated with your organisation. By affiliated we mean shared directors, staff, or similar services being provided. Yes/No**

**If yes, please provide details of the companies here.**

**General eligibility questions**

These statements must all be true to be eligible to apply for funding through the Trust.

**Have you read our Funding Guide?**

We have read the Funding Guide and understand that this application will not be considered if the criteria is not met.

**Governing Document requirement**

We have a governing document in the name of our organisations with clear charitable objectives/aims.

**Funds need to be spent in GB**

We are GB based and understand all fund will need to be spent on activities in GB.

**Governance requirement**

No more than 50% of Trustees/Directors/Committee members are related

**Bank account requirement**

We have a UK bank account in the exact name of the organisations that is applying with two unrelated signatories.

**No outstanding funding review**

Our organisation does not have an outstanding review our evaluation form for a previous grant supported by players of People’s Postcode Lottery.

**Your work is not wholly restricted to the promotion of religion**

Our governing document has at least one object which is non-religious in nature.

**We have not funded you in the last 12 months**

We have not received funding through any Postcode Trust within the last 12 months (this is counted from the date payment was received into your organisations’s account).

**Your organisation has been operating for over 1 year and has a set of signed accounts**

Our organisation has been operating for 12+ months **and** we have a signed set of accounts that have been audited/independently examined if required.

**Your organisation has all relevant policies in place at the time of this application.**

☐ Our organisation has all relevant policies in place (safeguarding etc)

**Funding theme and prioritised groups**

We aim to support organisations whose aims and objectives align with one of our Trust’s funding themes. Please select one of the following funding themes which best fits with your organisation’s purpose:

* Enabling participation in physical activity
* Enabling participation in the arts
* Improving biodiversity and responding to the climate emergency
* Improving green spaces and increasing access to the outdoors
* Preventing or reducing the impact of poverty
* Providing support to improve mental health (please note; we will only fund organisations that are actively supporting mental health issues, not general mental wellbeing activities)
* Supporting marginalised groups and tackling inequality

**Are your organisation's main activities focused on supporting any of our priority groups? By this, we mean the majority of your activities are specifically aimed at supporting this group. If they are, please make sure this is clear from your application.**

Specifically set up to support LGBT+ people

Specifically set up to support disabled people

Specifically set up to support communities experiencing racial inequity

**About your organisations finances**

**Has your organisation undergone a change in its legal structure (e.g. from a CIC to a Registered Charity) within the past 2 years or so? Y/N**

**Has your organisation been in operation for 12 or more months? Y/N**

**Do you have a set of signed accounts that have been audited/independently examined if required? Y/N**

We provide funding to organisations with an income less than £1 million and we will priorities prioritise organisations with an income of £250,000 or below.

We will fund no more than 1/3 of your organisation’s overall income. Your answer below must match the income in the accounts that you submit with your application. Your application will be ineligible if the figures do not match.

**What was your organisation's total income in the last financial year?**

**How we work out our funding priorities**

Our funding rounds are always oversubscribed, meaning it is not always possible to fund all strong applications. To support decision making, priority will be given to charities and good causes which meet some or all of the following criteria:

Criteria 1: Funding organisations with an annual income of £250,000 and below

Criteria 2: Funding for communities that rank as being within the 15% most deprived on the Index of Multiple Deprivation

Criteria 3: Funding for groups that are set up to support people from the following minority/marginalised groups

* Specifically set up to support LGBT+ people
* Specifically set up to support disabled people
* Specifically set up to support communities experiencing racial inequity

**What are your organisations social media handles?**

For example, Facebook, Twitter, Instagram

**What is your organisation’s website?**

**How many Trustees does your organisation have?**

Please enter a number. If none, enter '0'. No more than 50% of Trustees/Directors/Committee members can be related

**For Scottish charities only: Please provide the full names of each of your Trustees.**

**Are any of your Trustees/Directors/Committee members related? Y/N**

**How many paid employees does your organisation have?**

**Is your organisation an accredited Real Living Wage Employer? Y/N**

**If your funding request will be used towards staff costs, will these staff be paid in line with the Real Living Wage? Y/N**

**If you are not an accredited Real Living Wage Employer or requested staff will not be paid a living wage, please explain why:**

**How many volunteers does your organisation have?**

**Does your organisation have a reserves policy? Y/N**

**If yes, what is your organisation’s policy for reserves?**

**If no, why do you not have a reserves policy?**

**What are your current reserves?**

**Has your organisation incurred any significant losses or debts in the last 3 years? Y/N**

**If Yes, please provide details of any significant losses incurred in the last 3 years or significant debt. Details should include an explanation of any action taken to mitigate losses, and any repayment arrangements for debts:**

**What does your organisation do and how are you [insert funding theme] (1000 characters)**

Please provide details about your organisation, what your main activities are and how you meet the chosen theme.

**You have outlined how your organisation [insert funding theme]. Who are the people that you support? (750 characters)**

Please also include what challenges they experience, how this challenge was identified and how you support them to meet these challenges.

**Please explain how the people you support have an input into the services you provide. (750 characters)**

If you do not have people who use your services, e.g. a conservation group, please explain how you decide on your activities.

**When would your organisation finish spending these funds? (Format: DD-MMM-YYYY)**

We will send you a review form 30 days before this date to be completed.

**How much funding are you requesting from the Trust?**

You can apply for between £500 and £25,000. We do not offer more than 1/3 of your total income entered earlier in this form. For example, if you are requesting £25,000, your most recent annual income must be at least £75,000.

**Supporting Document Upload**

This should clearly show your organisations Objects, or the CIC36 statement for Community Interest Companies. An asset lock and dissolution clause should also be present. Failure to upload the correct documents will render your application ineligible.

Governing Document

Latest Signed Accounts

**Main Contact Details**

**We will use these details to contact you as the applicant and lead for the funding. You will receive an email to this address following the successful submission of this form.**

First name

Last name

Email address.

Phone number.

Mobile

**Referees**

**We require the details of two contactable referees for your organisation.**

**These can be from any of the below:**

* a partner organisation that you have worked with
* a funder of a project that you have delivered
* a contact at your local authority
* a contact from a third sector support organisations

**These cannot be:**

* a member of your organisation, including a trustee
* a third party confirming on your referee’s behalf
* someone that does not know you (the applicant)

Referees must be contactable using the details provided in order for us to make a prompt assessment. Contact will be made within four weeks of your submission. **Please ensure that you obtain prior consent from both referees before including them in the form.**

We will keep the information you have provided, and their reference, for up to three years. This is to show that due diligence has been carried out on your organisation, ensuring funds awarded have been used for charitable purposes.

**Please provide a professional/organisation email address where possible.**

**Referee 1: Referee 2:**

Full Name Full Name

Job title Job Title

Contact number Contact number

Email Email

**How did you hear about our funding opportunities?**

- Funding workshop/Local MP

- Press

- Another organisation

- A Player of People's Postcode Lottery

- From a previous applicant

- I am a previous applicant

- Web/Internet search

- Grants/organisation Newsletter

- A local Community Voluntary Service (CVS)

- Social Media

- Other

**\*We like to tell players about the groups that are supported, your answers to these questions do not form part of the assessment of your funding application and will only be used if your group is awarded funding.** **Please briefly explain what your organisation does for your community. ( 140 characters)**

**\*Please briefly explain how you are likely to use the grant if you are successful. We understand that because the funding is unrestricted this may change. Eg Funding facilitated a weekly sports group to help improve the mental health of children impacted by the pandemic. (140 Characters)**

**If you would like to receive updates by email and / or information on future funding opportunities, then please tick the boxes below.**

You are not required to complete the direct marketing form. The funding application is not reliant on you completing the direct marketing form. If you do not wish to complete the form, please leave blank.

**News**

**Events**

**Future Funding Opportunities**

**Help Us Learn About Our Applicants**

We would like to ask some questions about the people being supported and your organisation, to help us to understand our applicants and funding better.

This information is being used to inform our own monitoring and strategy and will not be used as the basis of individual funding decisions. You answers will not be used as part of our assessment process.

**Is your organisation led by one or more of the following population groups?**

Communities experiencing racial inequity

People with disabilities

Faith communities

LGBT+ people

Migrants

Older people

Younger people

People who are educationally or economically disadvantaged

Women and girls

**Does your organisation support, one or more of the following population groups?**

Communities experiencing racial inequity

People with disabilities

Faith communities

LGBT+ people

Migrants

Older people

Younger people

People who are educationally or economically disadvantaged

Women and girls