

# Advice Note on completing the grant application form



## BEFORE YOU START

Please contact the Executive Director to check your charity's eligibility and to discuss your funding request:

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**01481 706360**

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To start your application click on the **How to apply** button. If you need to save and return to your application at a later point, please check the box **Save my progress** and **Resume later** at the top right of the form. This will let you enter an email address and password so that you can continue the form later. When returning to the form click on **Resume a previously saved form**.

It is a web-based form so remember to regularly save.

Please note \* indicates a mandatory field which must be completed to submit the application form.

## PART 1: CHARITY DETAILS

### REGISTERED CHARITY NUMBER

Please provide your charity number gained through the relevant body in:

- **Guernsey & Alderney charities** - Guernsey Registry Charity Statement
- **For Sark charities** - The Greffe Office Sark Certificate
- **For Jersey Charities** - Charity Commission Jersey Registration
- **For English Charities** - Charity Commission for England and Wales Registration

### DATE ESTABLISHED

Date the charity was registered. Please use the dropdown calendar or enter date in the format **DD/MM/YYYY**.

### LEGAL NAME OF YOUR CHARITY

Outline the name of your charity in full. Any abbreviated formats should be placed in brackets after the full name for example,

## “Lloyds Bank Foundation for the Channel Islands (LBFCI)”

### CHARITY ADDRESS

Please complete all fields – building name/number, street, parish/city/town, postcode, island, phone and email address. Website and social media channels (optional).

### Q1. CHARITY CLASSIFICATION

Please choose the classification which best reflects the main focus of the work your charity does.

### Q2. HISTORY AND BACKGROUND

Please include a short history and the aims and objectives for the charity. (250 word limit)

### Q3. MAIN ACTIVITIES/BENEFITS

Please include the activities of the charity including the benefits to the lives of the people you support. (500 word limit)

### Q4. LIVED EXPERIENCE

How does the charity engage with people with lived experience in terms of the running of your organisation and development, delivery and evaluation of services? A person with lived experience is someone who has lived (or is currently living) with the issues the charity is focusing on and who may have insight to offer about the system, services and support as it is experienced by consumers (e.g. a person who was formerly or is currently experiencing homelessness who can offer insight into that experience). (250 word limit)

### Q5. TRACKING PROGRESS

How do you track an individual person's progress? (250 word limit)

### Q6. DIFFERENCES (OUTCOMES)

You must list at least one outcome and up to three outcomes, the most important differences these activities will lead to in the lives of the people you support. Outcomes are the changes, benefits, learning or other effects that result from what the project or organisation makes, offers, or provides. For example, moving people into education, training or employment; reducing substance misuse/addictive behaviour; improved physical or mental health. (50 word limit)



## PART 2: DUE DILIGENCE

### Q7-11. TRUSTEES/ VOLUNTEERS/ STAFF

To give us an idea of the size of your organisation, please indicate in the boxes provided the number of trustees, how regularly they meet, the number of active volunteers and full time and part time staff.

**Q12.** Please tell us about your management structure including names and functions of your Board/Committee and Senior Staff.

### Q13. LINKS TO A NATIONAL CHARITY

If you have links to a national charity, please explain the nature of the relationship with the charity including governance, management, funding and reporting. (250 word limit)

If you are part of a national charity please provide details of your local management structure and operation. Upload any supporting documents. (see PART 4)

### POLICIES AND QUALITY STANDARDS

**Q14.** Registration with the relevant charity regulator. Please check the box that applies.

**Q15.** Registration with the relevant regulatory authority for data protection. Please check the box(es) that apply.

**Q16.** Please indicate in the boxes which of the policies and procedures you have in place. Please note that this is a generic list and not all will be relevant to your charity.

**Q17.** List any quality marks and standards held by the charity and the date(s) awarded, or if you are working towards achieving them. (250 word limit)

### Q18. FINANCIAL OVERVIEW

Please complete the boxes showing your income and expenditure, free reserves and restricted reserves for last year, current year, next year.

Please use full year, budgeted or forecasted figures and not year-to-date figures.

### Q19. KEY FINANCIAL INFORMATION

Please include any key information regarding your future application including significant contracts up for renewal, major grant completing, and new tenders. If you have links to a national charity,

please state the nature of the financial relationship with the charity and if you receive or make a financial contribution to the charity. (250 word limit)

## PART 3: FUNDING REQUEST

### Q20. HOW MUCH ARE YOU REQUESTING FROM THE FOUNDATION

Please indicate the total amount you are requesting from the Foundation.

### Q21. WHAT WILL THE GRANT FUND

Please describe what the grant will fund i.e. core operating costs, specific job role. (500 word limit)

### Q22. EXISTING OR NEW WORK

Please indicate whether this grant application will support existing or new work.

### Q23. PREFERRED START DATE

Please state the day, month and year for when you would like to start spending the grant. Please note you cannot apply for retrospective funding, and the date must not be more than four months from the date of the grant application. Please use the drop down calendar or date format **DD/MM/YYYY**.

### Q24. NUMBER OF PEOPLE

Please enter the number of people who will benefit per year from the grant.

### Q25. DIFFERENCE THE GRANT WILL MAKE (OUTCOMES)

You must list at least one and up to three outcomes, the most important differences these activities will lead to in the lives of the people you support. Outcomes are the changes, benefits, learning or other effects that result from what the project or organisation makes, offers, or provides. For example, moving people into education, training or employment; reducing substance misuse/addictive behaviour; improved physical or mental health.

If the funding request is for core operating costs the outcomes should be the outcomes listed in Part 1. If the funding request is for specific services/activities please make sure the outcomes are specific to these services/activities.

The Foundation will use these outcomes to monitor what difference you have made as part of the grant reporting. (50 word limit)



## Q26. UNIQUE OFFER

Please indicate whether or not you are the only organisation offering the service/support.

## Q27. TRACK RECORD

Please explain why you are the right organisation to be providing the support, and explain your track record of success. (250 word limit)

## Q28. COLLABORATION

How is your service/support unique, who are your partners are and how will you work in collaboration to avoid duplication and complement delivery of these services/support. (250 word limit)

## Q29. GAP IN SERVICES

What would happen if the service/support didn't exist? (250 word limit)

## Q30. SOCIAL NEED AND IMPACT

Please tell us how you identified the social/community need. Have you carried out research? Consultation with the people you support, other key stakeholders? Have you been asked to provide this service? How will this funding help you address this need?

Please tell us what you would like to achieve and the impact the grant will make to the lives of the people you support or how it will strengthen your charity to deliver more effectively. Please include case study, links to films or testimonials from the people the charity supports. (500 words)

## Q31. SUSTAIN

If this work continues beyond our funding period, what are your plans to fund and sustain it in the future? If relevant, please indicate if you will be looking for further grant funding, have commitment from Government/States to fund in the future, or new income streams under development. (50 words)

## Q32. TOTAL FUNDING REQUIRED - BREAKDOWN OF COSTS

This figure is for the total funding required from all funding sources, not the figure being requested from the Foundation.

## Q33. FUNDING SECURED/PENDING

Please detail the other funding you have either secured or applied for and is pending a decision

which is relevant to this funding request. Sources to include Government, States, Parish and other significant charitable trusts or other supporters.

## Q34. HOW MUCH DO YOU STILL NEED TO RAISE

Please indicate the outstanding amount relevant to this funding request.

## SUMMARY TOTAL FUNDING REQUESTED

Populated from Q20.

## PART 4: SUPPORTING DOCUMENTS

The following documents are required for all funding requests:

Confirmation of charitable status; latest audited accounts; copy of bank statement.

For links to national charities: please upload details of your local management structure and operation.

For salary costs: Copy of the job description, person specification including contractual hours and salary level.

For multiple year funding requests: Summary Business Plan (must not be more than four A4 sides).

## PART 5: CONTACT DETAILS

Please complete the full details for your main contact. This is the person who will be the main contact for the application. Please complete the full details for your organisation contact. This person must be a member of the Board or Management Committee and must be an authorised signatory for the charity. The organisation contact must be different from the main contact.

## DECLARATION

Please read the declaration. Please note that by submitting the application you are agreeing to the Declaration.

## FUTURE CONTACT OPT-IN STATEMENT

Please indicate your communication preferences.

Click the 'Submit' button. Review your completed form. Click 'Confirm' button.