



Charity number 216703

GRANTS FOR ORGANISATIONS – GUIDANCE – version October 2023

GENERAL

Size of Grant

Quorn Town Lands Charity (QTLC) makes small grants (typically hundreds or low thousands of pounds) but sets no formal limit to the size of grant.

Purpose of Grant

QTLC will fund only those organisations which bring benefit to the people of Quorn.

It is more likely to approve applications with the following characteristics:

- The project will benefit many people
- The project utilises volunteers from Quorn to deliver its activities
- Where QTLC is not the sole funder (other funds may be from the applicant organisation, third parties or earned income through the proposed activity)

It is less likely to approve applications:

- Whose purpose is the duty or role of other organisations
- Where the beneficiaries of the project are restricted, for example to the organisation's members

QTLC will not fund:

- Expenditure incurred or committed to before the grant application is approved.
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ELIGIBILITY

QTLC will fund organisations which:

- Are community, voluntary or charitable

QTLC will not fund individuals or organisations which:

- Are commercial or profit distributing
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HOW TO APPLY

This Application form and its Guidance may be downloaded at
<http://www.quorndon.com/townlands/index.php>

Or a request may be sent for an electronic or paper form to
The Clerk to the Trustees of the Quorn Townlands Charity
14 Mansfield Avenue, Quorn, LE12 8BD
Email: quorn.townlands@gmail.com.

When completing the form please do not use acronyms or technical terms which may not be commonly understood. Assume that the people who will read your application are unfamiliar with your organisation, its activities and its project.

Assessment Process

Applications may be submitted at any time. Applications will be acknowledged and, if there are no queries, applicants may expect to hear the result of their application within 4-6 weeks. QTLC will give one of three responses: Approval, Refusal or Deferment pending clarification or the submission of further information.

Attachments

The following list of attachments must be submitted with all applications. If your organisation is too new to have produced an annual report and accounts please explain this and send a copy of the current annual budget for your organisation.

- Copy of most recent bank statement
 - Latest annual report and accounts
 - Project Budget
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APPLICATION FORM

ORGANISATION

- 1 Name of Organisation – This is the legal name of your organisation as it appears on your bank account. If you are also known by a working title or acronym, please give that also.
- 2 Type of Organisation – State the legal structure of your organisation (eg limited company, community interest company, trust, unincorporated association, etc). State if you are a charity, and, if so, state if you are registered with the Charity Commission together with your registration number.
- 3 Date of Establishment – This is the year your organisation started being active and may pre-date the adoption of your present legal structure and governing document.
- 4 Written Governing Document – Does your organisation have a written governing document? This is sometimes known as a constitution, memorandum and articles of association, rules or similar name. Unless requested there is no need to send a copy of this.
- 5 Services, Facilities and Activities – Describe what your organisation does, its number of staff and volunteers, and its annual financial turnover. Specifically include any activities in Quorn.
- 6 Who Benefits - Describe your organisation's beneficiaries and how they benefit. Specifically include any in the parish of Quorn.
- 7 Name of Bank Account – This must be an account in the legal name of your organisation.
- 8 Bank Mandate – If your bank account mandate does not require a minimum of two signatures on every payment (a basic anti fraud measure) please explain why not.

- 9 Bank Signatories – If any of your bank mandate signatories are connected to another signatory, please list all signatories and their relationships. “Connected” means two or more persons who are related by blood, marriage, civil partnership or co-habitation, or live on the same property or share a common purse, or are connected by friendship, or are in business together, or have a business relationship such as one being a tenant of another, one being a professional advisor to another, one employing another or both working for the same employer.
- 10 Public Liability Insurance – All organisations should have public liability insurance. If your organisation does not have such insurance please explain why not.
- 11 All Grants Received – List all grants received by your organisation from QTLC in the last three years with the amount of money and a very brief description of the purpose.
- 12 Submission of Reports – Confirm that you have submitted all End-of-Grant Reports.

PROJECT

- 1 Name of Project – Use a name which describes what you will do
- 2 Date(s) of Project – Give the start date and end date of your project, or the event date
- 3 Description of Project – Describe your project in detail. Who will do what and when and why. You may attach other documents to aid your explanation but bear in mind the limited time of Trustees to absorb information.
- 4 Who will Benefit - How many people will benefit from this project and how many of them are residents of Quorn? Please describe what categories of people will benefit if the benefit is restricted to or targeted at specific groups. Please describe how the beneficiaries will benefit.
- 5 Project Cost – Show the gross cost of the whole project from your Project Budget.
- 6 Grant Application Value – Show a single figure in pounds sterling. Do not ask for a range of funding but be specific.
- 7 Other Funding – How much other funding for this project will you need? Where is it to come from and have you already got or been promised any of it?

STANDARD GRANT CONDITIONS

By submitting a grant application to QTLC the organisation named in the Application agrees, if awarded a grant, to the following:

- 1 To hold the grant on trust for QTLC and use it only for the Project described in the Grant Application, or otherwise agreed by QTLC, and only for expenditure agreed after the date of the grant award.
- 2 Keep accurate and comprehensive records about the Project during the Project and for at least three years after the end of the Project.
- 3 Provide QTLC promptly with any information and reports requested about the project and its impact, during and after the end of the Project.

- 4 Allow QTLC or its agents reasonable access to your premises and systems to inspect Project and Grant records.
 - 5 Acknowledge QTLC's funding appropriately in published material and press releases.
 - 6 Promptly return any part of the Grant that is not used for your Project.
 - 7 You acknowledge that QTLC is entitled to require you to repay all or any of the grant in any of the following situations and that you will promptly advise QTLC if any of these situations has occurred or is likely to occur:
 - a. You use the grant in any way other than approved by QTLC or fail to comply with any of these Conditions.
 - b. You fail to make good progress with your Project or are unlikely in our view to complete the Project or achieve the objectives agreed with QTLC.
 - c. You have other funding withdrawn from the Project or receive duplicate funding for the same Project costs as funded by QTLC's grant.
 - d. You provide QTLC with false or misleading information on application or after award of the Grant, act dishonestly or are under investigation by QTLC, the Police or other regulator, or if QTLC considers for any reason that public funds are at risk or you do anything to bring QTLC into disrepute.
 - e. You enter into or are likely to enter into administration, receivership or dissolution.
 - 8 QTLC will not increase the grant if you spend more than the agreed budget.
 - 9 QTLC has no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the Project.
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END-OF-GRANT REPORT

Within one month of completing your project you must send QTLC a short report on your project. This must include the following information:

Name of Organisation

Name of Project

Name and contact details of the person submitting the End-of-Grant Report

Date of End-of-Grant Report

A description of what was done, comparing this to what was intended on the grant application

A description of how many beneficiaries benefitted, how many of those were residents of Quorn and in what way they benefitted, comparing this to what was intended on the grant application

A financial report of your project, comparing this to the grant application budget and explaining any significant changes