



LIONS CENTENNIAL COMMUNITY FUND

GRANT SCHEME

GUIDANCE FOR APPLICANTS

1. Introduction

Knareborough Lions Club is a voluntary group of people from the area who are committed to helping others and improving our community. A one-off fund has been created to support organisations in the Knareborough and Nidderdale area. The Lions engage in fund-raising linked to the Great Knareborough Bed Race, the Christmas Markets, Santa's sleigh and other events. The Lions are part of Lions Clubs International the largest service organisation in the world.

To apply for a Community Fund grant, please read these notes and complete the attached application form.

Knareborough Lions' core values

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE in bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest.

TO ENCOURAGE service minded people to serve their community without financial reward and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

Full details of the Knareborough Lions Club can be found at www.knareborough.co.uk/lions-club or for more information on Lions Clubs in Yorkshire see www.lions105c.org.uk.



2. General Information

- A. Please read these guidance notes carefully prior to completing your application. Failure to do so may result in delays in processing the application.
- B. Complete ALL sections of the application form, in black ink or type. Try to keep your answers as concise as possible whilst ensuring all necessary information is provided. If you run out of space on the form, it is acceptable to use an additional sheet.
- C. The maximum grant you can apply for is **£1,000**.
- D. Completed applications should be submitted to the below address no later than **28 April 2017, 5pm**. Applications will then be processed and considered by members of the Lions' Community Fund Executive in early May. Applicants will be notified of the final decision within two weeks of the meeting.
Contact by email - knaresboroughlions.community@hotmail.co.uk
- Or by post (email preferred):
Lion Pam Godsell
8 Frogmire Close
Knaresborough
HG5 0LF
- E. The decision regarding applications is made by the Knaresborough Lions Club Community Fund Executive Committee. Applications will be considered against a number of criteria, including:
- The level of affinity between the projects objectives and Knaresborough Lions core values.
 - The cost-effectiveness of the project compared both to overall costs, and to the Community Fund contribution requested.
 - The potential for the project to be delivered successfully, and provide ongoing benefits after the duration of funding.
- F. Lions Community Fund grants are awarded on a once-only basis; this is a single event, no follow-on funding will be available.



3. Guidance by section (referring to application form.)

Section 1: Applicant Details

A – Details should be for your nominated project leader.

B – Please provide a summary of your organisation's history, including any previous projects that have been undertaken.

C – Please provide summary details (not contacts / addresses) of members of your organisation with the relevant experience to deliver your project successfully – For example Chairperson, Secretary / Treasurer, Project Leader. Please indicate the relevant experiences of each person that will assist in the project's delivery.

Section 2 – Project Details

A - Please provide summary details of your project, including brief details of what the funding will be used for. Indicate how the project might continue after the Community Fund contribution.

B - Explain what you hope to achieve through the project – for example 'To provide an improved xxxxxxx facility for the community'. Include details of the current problems or issues which will be addressed by the project, and which sectors of the community will benefit directly.

Section 3: Financial information

Indicate the total cost of your project and the amount of grant requested. In section C, list the other sources of funding for your project. It is acceptable to list these under general headings, for example if you are undertaking fundraising from various sources list these collectively as 'Fundraising'. In the case of specific grants from public organisations, please list these individually. Please also indicate whether each source is fully secured, or is currently speculative – for example a grant application in process, or a fundraising event yet to take place.

Section 4: Declaration

It is essential that this section is completed to enable receipt of the application.

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4. Accompanying documentation.

We will require you to supply copies of the following documents prior to releasing any funding – It is not essential that these are provided with the application form, but it would be helpful in assessing your application.

- A. Financial information relating to your organisation or project – For example Bank Statement / Accounts or balance sheet (either for your organisation, or for the project if it has previously operated). If none of these is available (for example if your project or organisation has previously operated without funding) please supply a signed declaration confirming this is the case.

- B. Constitution of organisation, or if one does not exist, a statement of aims / objectives of the organisation.