**Rushmoor Lottery Community Fund**

**Grant Application Form**

## Voluntary organisations who are signed up as good causes on the Rushmoor Community Lottery and are selling tickets, can fill in this form to apply for a grant from us.

## If you have any questions, please contact our lottery team. Email [RushmoorCommunityLottery@rushmoor.gov.uk](mailto:RushmoorCommunityLottery@rushmoor.gov.uk) or phone 01252 398772.

## You will need to provide the following documents with this application form:

## Written quotes for items you want to buy or for work you will be doing

## A copy of your organisation's most recent accounts (audited where appropriate) or latest bank statement for new organsiations

## The deadline for applying for this grant is midday on 9th June 2025.

# Please ensure that you have read all the funding criteria and guidance notes before completing this form which can be found at [www.rushmoor.gov.uk/lotteryfund](http://www.rushmoor.gov.uk/lotteryfund)

# Please complete all sections to ensure that your application can be considered.

Completed forms and supporting documents should be emailed to [RushmoorCommunityLottery@rushmoor.gov.uk](mailto:RushmoorCommunityLottery@rushmoor.gov.uk) or posted toCommunity & Partnerships, Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough GU14 7JU to arrive by midday on 9th June.

# Help with your application

# If you would like help or advice with your application, Rushmoor Voluntary Services are offering 30-minute 1 to 1 consultations with an experienced member of their Community Development Team. Full details about the consultation times and preparation required before attending can be found at [www.rushmoor.gov.uk/lotteryfund](http://www.rushmoor.gov.uk/lotteryfund).

## Privacy notice

The details collected in this form will be used to process your grant application and to provide you with other funding opportunities. We will review this on a regular basis and unless you advise otherwise your details will be retained until you ask to be removed from our funding mailing list.

# You may request to be removed from these funding opportunities at any time by emailing: [RushmoorCommunityLottery@rushmoor.gov.uk](mailto:RushmoorCommunityLottery@rushmoor.gov.uk).  You can read the council’s full Privacy Policy at <https://www.rushmoor.gov.uk/privacypolicy>

# Checklist

# Before you start, please complete this checklist and if you answer ‘yes’ to all questions, you can continue to the application form:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is your organisation signed up as a good cause on the Rushmoor Community Lottery? | Yes |  | No |  |
|  | | | | | |
| Is your organisation currently selling tickets on the Rushmoor Community Lottery? | Yes |  | No |  |
|  | | | | | |
| Can the project you are seeking funding for be completed by 31 March 2026? | Yes |  | No |  |

# Application form

# Information about your organisation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of organisation: |  | | | | |
|  | | | | | |
| Address of organisation: |  | | | | |
|  | | | | | |
| Website: |  | | | | |
|  | | | | | |
| Is your organisation registered with the Rushmoor Community Lottery? | Yes |  | No |  |
|  | | | |
|  | | | | | |
| Please tell us about your organisation or group, what you do, and your organisations aims: |  | | | | |
|  | | | | | |
| How many members are associated with your organisation and what is their role? (e.g. service users, staff, volunteers, trustees) |  | | | | |
|  | | | | | |
| How many lottery tickets does your organisation currently sell? |  | | | | |
|  | | | | | |
| How do you promote your organisation to encourage more lottery ticket sales? |  | | | | |
|  | | | | | |
| Have you previously received a lottery community fund grant? | Yes |  | No |  |

# Contact details

# Contact:

|  |  |
| --- | --- |
| Your name: |  |
|  | |
| Position held in organisation: |  |
|  | |
| Daytime telephone number: |  |
|  | |
| Email address: |  |

# Treasurer:

|  |  |
| --- | --- |
| Name: |  |
|  | |
| Daytime telephone number: |  |
|  | |
| Email address: |  |

# Project details

|  |  |  |
| --- | --- | --- |
| Project name: |  | |
|  | | |
| How much are you applying for? (There is a maximum grant of £1,000 per application. You will be asked to provide receipts/invoices for items). | | £ |
|  | | |
| Please tell us if your project will still take place if your application is unsuccessful or is not awarded the full amount of funding requested, and how you will fund the outstanding amount | | |
|  | | |
|  | | |
| Have you considered applying for funding for this project from another funder? If so, please state where and if you’ve made an application and for how much and if the grant is confirmed | | |
|  | | |

# Tell us about your project

|  |
| --- |
| 1. **Please tell us about your project and what the funding will pay for**   This is where you can tell us about the project. You should include some background about the project, how you will carry out your project, how you will involve the beneficiaries, what the aim of the project is – what you expect to gain from the project, e.g. any changes and/or improvements you hope to achieve. You should also demonstrate that what you are proposing is good value for money (e.g. you’ve had a range of quotes, or maybe you’re purchasing from a local company). If you are applying for funding for an event please give us an idea of the number of people you expect to attend, how/where you will publicise the events, ticket prices, if you have the relevant licences etc |
|  |
| 1. **What evidence do you have to support the need for the project?**   Here you can tell us why the project is needed and about the evidence you have that the project is needed, e.g. you can include statistics, local knowledge or survey results etc. |
|  |
| 1. **Please tell us about the contribution this project will make to the community**   This can be the local community or the whole of Rushmoor |
|  |
| 1. **Please tell us about the difference the project will make and who it will benefit (include numbers of people)**   Tell us about the difference the project will make to the group (e.g. will it increase membership?)  Give details of the group(s) who will benefit.  Include numbers of people you expect to benefit from the project (actual or approximate) |
|  |
| 1. **What evidence will you provide us with to show how the funding has made a difference?**   How will you show us that the project has helped and was worthy of the funding? (e.g. a before/after survey/ questionnaire/photos). |
|  |
| 1. **Is there anything else you’d like to tell us about the project?**   Please tell us anything else about the project that you have not covered in the previous questions that you think will help the panel. |
|  |
| 1. **When will your project take place?**   Please tell us how long you expect the project to take.  If the project is an event, please tell us the date(s) here. |
|  |

# Project expenditure

# How much will your project cost?

# Please provide a full breakdown.

# Please include everything you need for the project, even if you aren’t asking us to fund it. Give the total cost of each item or activity in column A, and put how much you want from us in column B. It is acceptable to put £0 in column B.

# If the grant request is to fund all your project costs the figures in columns A and B will be the same.

|  |  |  |
| --- | --- | --- |
| Item or activity | ATotal cost | BAmount requested from Rushmoor Lottery Community Fund |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
| Total project expenditure | £ | £ |

# Project income

# Have you applied for funding towards this project from elsewhere or are you able to contribute funding from your own organisation?

# Please list below any other funding source other than this grant request.

|  |  |
| --- | --- |
| Funding source | Amount |
|  | £ |
|  | £ |
|  | £ |
| Total project income | £ |

# Documents to include with the application

Please confirm that you have attached all the following documentation as your application will not be considered without these documents

|  |  |
| --- | --- |
| Written quotes for items you want to buy or for work you will be doing |  |
|  |  |
| A copy of your organisation's most recent accounts (audited where appropriate) |  |

## If you are unable to email your documents, please send them by post to:

Community & Partnerships, Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough GU14 7JU

**These must arrive with us by midday on 9th June 2025**

# Declaration (on behalf of the organisation or group)

I confirm that by submitting this application (please mark the boxes on the right to confirm)

|  |  |
| --- | --- |
| I am authorised to make this application on behalf of the organisation and that the information submitted is true and complete. |  |
|  |  |
| Should we be awarded a grant we will make Rushmoor Borough Council aware of any potential changes to the items/event as soon as we become aware of them. |  |
|  |  |
| I have read the Guidance notes for applicants and will comply with the Terms and Conditions of the scheme. |  |
|  |  |
| I understand that should the application be successful any grant money received from the lottery will only be used for the purposes specified in this application and Rushmoor Borough Council reserves the right to reclaim any grant not used for the purposes stated on this form. |  |
|  |  |
| The organisation does not need permissions for any item or its use, installation or storage; or has provided all necessary permissions. |  |
|  |  |
| I will complete and return a feedback form along with supporting photos or video footage within the agree time frame, if successful. |  |
|  |  |
| Acknowledgement will be given to Rushmoor Community Lottery’s support in any publicity, printed or website material and I give permission for press and media coverage by Rushmoor Borough Council in relation to this project. |  |

|  |  |
| --- | --- |
| Signed |  |
|  |  |
| Print name |  |
|  |  |
| Date |  |