



## Guidelines for completing application form 2019-20

Please read criteria and description of fund before completing an application. If guidelines are not followed, your application may be ineligible and returned.

**Firstly, are you a member of BAVO? If not, please attach a completed membership application form with your grant application. Membership is a requirement of the grant programme.**

We do not want to overburden you at application stage, so we are not asking you to submit anything else other than the application (and membership form if you are not a member) and where information may be applicable on question 16 (e.g. quotes/letters of support). However, if the panel decide in principle to support your application you will be required to provide certain paperwork at that stage, before any final offer is made.

BAVO would like to support groups as much as possible, so if you do not have relevant evidence/paperwork in place, let us know in advance of applying and we can help you with this. Please also note there are lots of supporting and model documents available for download from our website [www.bavo.org.uk](http://www.bavo.org.uk)

### Question 1

Please complete full contact details and confirm you are a not-for profit group.

### Question 2

If you have a constitution we will ask to see it prior to any award being confirmed. You do not need to include it with the form at this stage. However, if you do not have a constitution, contact BAVO who can help with this. Any award made is subject to you having a constitution and a bank account in place in the name of the organisation. If in doubt, contact BAVO.

### Question 3

Please complete in full.

### Question 4

Please complete in full. If your organisation is based outside, or operating outside of these clearly defined geographical areas, then your application will be ineligible.

### Question 5

Please complete in full. Imagine we know nothing about your organisation and concisely tell us what your group does and offers the community.

**Question 6**

Every organisation should have a policy. If you do not have one yet, BAVO can provide a model policy for adoption. You will need to have one in place and signed off before any grant is given.

**Question 7**

Please ensure you complete in full, if applicable. Please note Vulnerable Adults include people who may have learning disabilities, physical disabilities, mental health problems, or the elderly and frail. If your group has open membership, you will need a Safeguarding Policy and procedure in place. If your answer is 'No' go to question 9a.

**Question 8 and 9**

If your answer to question 8 is 'Yes' and you have no policy, your organisation should be working towards putting one in place as a matter of best practice. If you need help or have any queries regarding this please contact BAVO on 01656 810400. Go to 9a.

If your answer is 'Yes' we will ask to see copies prior to any formal offer being made. Go to Question 10.

**Question 10**

Please complete in full.

**Question 11**

Please complete in full.

**Question 12**

Please complete in full, you can include Trustees and those that help with activities.

**Question 13**

Please complete in full. Your governing document should tell you what the minimum is for your group, but best practice outlines this is usually not less than three people.

**Question 14**

If applicable, please list names and connections so we can ensure transparency in decision making processes.

**Question 15**

The grant can be for equipment or revenue

- a. Please tell us how you intend to spend the grant and how you know the work/project/activity is needed.
- b. Please tell us what affect the project or activity is hoped to have: what difference will it make and how will it benefit the community?
- c. Please realistically estimate how many people will benefit as a result of this grant.
- d. Tell us what will happen when the activity/project/grant ends – how do you intend to carry on if applicable?

### **Question 16**

**MUST BE COMPLETED IN FULL.**

The panel would like to see additional investment into your project/activity wherever possible.

- a. Tell us how much money you need from us (within the limit). You can apply for up to £3000.
- b. If you receive a grant you can use this money as match/part funding please let us know if you intend to use it for this purpose and where you are getting the rest of the money from. We will not release the grant money until match funding has been secured and evidence has been submitted to that effect.
- c. We want to know what our grant will pay for and what will be paid for out of any match funding. Tell us here.
- d. We require full costings of all items and services for your project. Where capital items over a value of £300 are requested the grant panel will expect to see a quote. Items over £500 will require 3 quotes to ensure best value. PLEASE NOTE, the panel want to support as many activities as possible, so please don't put in for top of the range high cost items. Quality is important, but we will check value for money and realistic prices. IT equipment has a capped limit of £250 per item. The panel may offer a reduced grant if it feels this criteria has not been met.

### **Question 17**

Please complete in full. If you do not have a bank account in the organisations name requiring two signatures you will need one before any payment can be made. Signatories of bank accounts should not be related in any way. If awarded we will need evidence of this account being in place. For larger grants a set of previous accounts / Income expenditure and latest bank statement will be required prior to any confirmation of award.

### **Question 18**

Please complete in full. These people will only be contacted if additional information about your application is required. Please let them know you have given them as a referee.

### **Question 19**

Please ensure this is used as a check list that all relevant information is supplied.

Please note the panel may decide not to fund, to part-fund or to fund in full. The decision of the panel is final and there is no appeals process.

Should your application be successful, Terms and Conditions will need to be signed by your organisation prior to release of funds. Within these terms and conditions will be a requirement for receipts of all expenditure, and a brief report to be provided to BAVO.

The panel is made up of local county and community Councillors from each of the named geographical area.

**For further information contact BAVO, T: 01656 810400 or visit [www.bavo.org.uk](http://www.bavo.org.uk)**

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