

Delamere Dairy Foundation Community Grant Application Form



Terms and Criteria

Please read the following information before beginning your application as any applications that do not meet these criteria will be unsuccessful.

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Grants are available from £250 to £5,000.

Grant applications are welcome from groups or organisations that are "not for profit"; such as charities, community groups and social enterprises, that can demonstrate a clear community benefit in their constitution or governing document.

The purpose of the grant application must fit with the objects of the Delamere Dairy Foundation and be for the benefit of the public, namely:

1. The advancement of agriculture and of environmental protection
2. The advancement in life of young people by developing their capabilities so that they may mature as contributory members of society
3. The relief of financial hardship
4. The advancement of education
5. The relief of sickness

Grants will be awarded for projects within communities throughout Great Britain.

Applicants must be voluntary or community-based organisations with a constitution and a bank account. New groups without a constitution or bank account will need to nominate an established group that will be responsible for holding and administering the grant on their behalf.

Applicant organisations do not need to be registered charities but their constitution or other governing document must show that they are set up for community benefit and their aims are broadly charitable.

If project-based funding is being applied for, then the project must last no more than 12 months. The Delamere Dairy Foundation cannot offer funding for more than 12 months at a time. Further funding after 12 months may be considered, subject to the receipt of satisfactory monitoring.

Applications will be considered at Panel meetings of the Delamere Dairy Foundation, which will be held regularly. Applicants will be notified of the decision by email after the Delamere Dairy Foundation Trustees have ratified the recommendations of the Panel.

If you receive a grant then you agree to:

- 1) Keep full receipts of any expenditure that the grant is used for and provide them to the Delamere Dairy Foundation within 6 weeks of completing the work agreed and also upon request.
 - 2) Complete an End of Grant monitoring form when the project is completed outlining the project outcomes, objectives met, and benefits achieved.
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If you are unsure about any of the above criteria or have any other queries then please e-mail us: foundation@delameredairy.co.uk

Please tick this box to indicate that you have read and understood the terms and criteria



Group contact information

Group name	
Address	
Country	
Website address	

Main contact information

These details will be used for correspondence purposes. This person needs to be available to contact for the duration of the project. Please notify the Delamere Dairy Foundation if this main contact changes during the project.

Main contact		Second contact	
Name		Name	
Position in group		Position in group	
Address		Address	
Email		Email	
Telephone		Telephone	

Your group

Please tell us about your group	
What year was the group set up?	
Are you a registered charity? If yes, please provide your charity number	
Do you have a constitution?	
What is the purpose of your group?	
Who does your group aim to benefit?	
Do you have a bank account? (please insert bank name, sort code, account number)	
Please send us a breakdown of your income, that will show us how you are funded.	



Your group (continued)

If you do not have a bank account, please provide the following:	
Name of nominated group	
Contact name	
Contact position in group	
Contact address	
Contact email	
Contact telephone number	
Bank account details of this group (please insert bank name, sort code, account number)	

Where does your group meet, how often and where?	
Can anyone join your group? How do they go about it?	
What activities have you organised in the last 12 months?	
What activities do you have planned for the next 12 months?	
Please give specific examples of how your organisation has benefited your target group	
Please provide the name, contact person and contact details for an organisation that has previously given you a grant OR a referee	



Support

<p>Please tell us what you would like a Delamere Dairy Foundation Grant for</p>	
<p>Please tell us the name of the project that you would like funding for</p>	
<p>When will the project / event take place? (Please note grants will not be issued retrospectively)</p>	
<p>Please tell us what community this project will benefit and where is this community is located</p>	
<p>How will the project / event benefit your community</p>	
<p>How many people is your project / event likely to benefit?</p>	
<p>How are you planning on measuring the benefit of your project / event?</p>	
<p>If this is a new project / event that you want to carry on in the future, how will you make sure it continues after the funding from this application has been used?</p>	
<p>Which of our Foundation objects will your project meet? Please tick more than one if necessary.</p>	
<p><input type="checkbox"/> The advancement of agriculture and of environmental protection</p>	
<p><input type="checkbox"/> The advancement in life of young people by developing their capabilities so that they may mature as contributory members of society</p>	
<p><input type="checkbox"/> The relief of financial hardship</p>	
<p><input type="checkbox"/> The advancement of education</p>	
<p><input type="checkbox"/> The relief of sickness</p>	



Costs

How much are you applying for?	
Please tell us what items you may buy if your application is successful.	
Is the total cost of the project greater than the amount applied for?	Yes No
If yes, please tell us how you plan to raise the rest of the money	
Please let us know if you have applied for any other funding to make up the difference.	
Have you received any grants / donations from us in the last three years?	Yes No
If yes, please state the date and amount	

Declarations

To the best of your knowledge, is a member of your group, or their close relation, a Delamere Dairy employee, Board or associated company member?	
Yes	No

Data Protection

We need the information we ask for on this form in order to assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees and Board members. This information may be used for publicity purposes if the grant is awarded.

Declaration

By signing this document, you are agreeing to the following terms and conditions:

1. You have read and understood the terms and criteria outlined on page 1 of this application.
2. You declare that all the information given by you is true and you understand that if any funds granted are not used for the purpose outlined in this application, including any other conditions set by the Delamere Dairy Foundation on award of grant, then they are liable to be recovered by the Delamere Dairy Foundation.
3. You understand that the Delamere Dairy Foundation will use all personal data included in this application to assess and administer a grant application and where necessary, personal data collected through the application process will be shared with the Delamere Dairy Foundation, its programme assessors, its Grant Panel and with other third parties, where the law permits or requires it.
4. You have certain rights when it comes to your personal information. This includes rights to access and correct your information, and to erase, transfer, object to, restrict or take away consent around how we use your information. Please contact the Delamere Dairy Foundation if you or anyone named in your application have any concerns with the information being used publicly or if you wish to exercise any of these rights.



Declarations cont.

5. You confirm that the project does not discriminate against protected characteristics and types of discrimination as outlined in The Equality Act 2010 and that it complies with all relevant legislation and adopts good practice in ensuring that child protection and safety measures and insurance suitable for the project are in place. You will notify the Delamere Dairy Foundation if any allegation is to be investigated or has been proved for any of the above.
6. You understand that decisions made by the Delamere Dairy Foundation and the Panel

Please tick this box to indicate that you have read and understood the terms and conditions

Signature 1

Signature	
Name (Print)	
Position in group	
Date	

Signature 2

Signature	
Name (Print)	
Position in group	
Date	

Please tell us how you heard about our Community Grant Scheme:

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Checklist

1. Have you answered all the questions in as much detail as you can?
2. If you have scanned signatures for your signatories, insert them into your application. If you do not, print off the last page and get two members to sign the document. Scan this signed sheet.
3. Save the completed application form as a pdf. We need it in an editable format.
4. Email the following to: foundation@delameredairy.co.uk
 - Your editable pdf application form.
 - Your policy documents that cover the following areas:
 - Safeguarding
 - Vulnerable Persons Protection
 - Equal Opportunities & Diversity
 - Volunteering
 - Any other relevant supporting information
 - Your signed and scanned last page.

Submitting your application

If you have any questions or need help completing the form, or if you need the application form in a different format, please email us at: foundation@delameredairy.co.uk

Please send completed forms, and all supporting documents to the email address: foundation@delameredairy.co.uk
No postal applications will be accepted.

