

PORTSMOUTH LOTTERY GUIDANCE NOTES

Before you begin, please read the Portsmouth Lottery Policy to ensure your application gives all the information that is needed for the funding panel to make a decision. You can find a copy of the Policy on the [Portsmouth Lottery Small Grants Fund page](#) which is on the Portsmouth City Council Website

The Guidance Notes below will also help you complete your application;

Contact details

You'll need to give the names and contact details and dates of birth of two people from your organisation, one of whom will be the legally responsible contact for any grant awarded.

Organisation details

What type of organisation are you? What is its full legal name and address and postcode? If your organisation is a Registered Charity or Company Limited by Guarantee please include the relevant registration number.

Where in Portsmouth does your organisation operate? Please note that Portsmouth Lottery funding can **only** be awarded to support activities for the benefit of residents in the city (Postcodes PO1 - PO6).

When did your organisation first start meeting or running activities or projects? Please state the date of your last AGM if applicable.

- **Question 7**

Describe the usual activities/services your organisations provides
If you are a new group, describe the services activities you plan to provide.

- **Question 8**

If you are a new group please estimate how many people you hope to help/support

- **Question 9**

Describe how the money you are applying for will be used. Is it for a specific project, piece of work?

- **Question 10:**

Funding will be awarded to those good causes that can demonstrate support for:

Community Development and Support
Disability
Health and Wellbeing
Social Enterprise
Supporting Family Life
Counselling/advice/Mentoring
Education and Training

Community Development and support - Older People
Social inclusion
Poverty and Disadvantage
Social Inclusion
Employment and Labour
Racial and Cultural Integration
Sports and Recreation

Please state which of these criteria your application best fits

- **Question 11**

Please note that this figure should be the same as in Column A of Question 12

Finance and Management

- Please complete the financial breakdown in full. Total both columns.
- Tell us where else you are applying for funding if applicable; and if you are awaiting a decision what date an outcome is expected.
- Last year's annual income: Please insert the total amount of income as shown in your organisation accounts.

Bank statement

To be eligible for funding you need to have a bank account in the name of your organisation. Your account must have two signatories for cheques or dual authorisation if you bank on-line.

When you apply you'll need to attach a copy of a recent (within the last three month) bank statement from your organisation. It **must show** the:

- organisation's legal name
- address the statements are sent to
- bank name
- account number and sort code
- date

Funding for equipment:

If you are requesting funding to buy equipment the panel might ask that you share this with other organisations if it is appropriate to do so. Please can you tick to confirm that you will be willing to do this.

Insurance:

Organisations or groups involving volunteers should have:

- **public liability or employers' liability insurance** – this provides cover for the organisation if a volunteer is harmed due to the organisation's negligence
- **public liability insurance** – this covers the organisation and the volunteer if a third-party is injured through the volunteer's actions.
- If your organisation delivers services such as advice, specifications, training or design work for a fee, it may also need **professional negligence insurance**

We may ask to see your insurance policies if we offer you a grant

Policies and Procedures

Policies and procedures help to create a safe and accessible environment for your activities, and enable your organisation to run consistently, smoothly and fairly. They're also needed to meet legal, contractual and funding requirements.

Please indicate which policies and procedures your organisation uses. We ask if you have the following policies and procedures:

Safeguarding Policy:

- Please note that if you are applying for a project to work with children, young people or vulnerable adults, you **must** have a policy that explains how you will make sure they will be safe. We may ask to see this if we offer you a grant. For more information about Safeguarding please go to <https://www.portsmouthscb.org.uk/> or <https://learning.nspcc.org.uk/safeguarding-child-protection/> for

information about Children's Safeguarding. For information about vulnerable adults please go to <http://www.portsmouthsab.uk/>

Contracts for paid staff and Disciplinary/Grievance Procedure:

- If you are an employer you must comply with employment legislation

Other essential policies and procedures

- Please indicate if you have policies and procedures with policies such as Data Protection and GDPR, Health and Safety, Complaints and Equalities. You can find out more about essential policies for Voluntary Organisations by going to [this link](#)

Volunteer Policy

- If your organisation involves volunteers we would expect you to have a Volunteer Policy - you can find out more about Volunteer Policies at <https://knowhownonprofit.org/your-team/volunteers/keeping/policy>

Please note that we may ask to see your policies if we offer you a grant

Please complete and sign the Declaration. Two signatures are required (one must be a member of the management committee)