

James Brown & Sons Community Fund – Application help notes

Please note we will only accept applications submitted by email

- 1. Name of your organisation** - The name of the organisation applying for funding. This must match with the information on your bank statements, governing documents etc.
- 2. Organisation address** - Address and postcode of the organisation applying for funding.
- 3. Type of organisation** - For monitoring purposes, please tell us what type your group falls under. If your group is a registered charity, please give your charity number/company number. Please ensure that you review the whole list before selecting one so as to give us the most accurate information about your organisation type.
- 4. Charity Number** - If applicable
- 5. Date established** - How long has your organisation been in existence?
- 6. Name of main contact** - This should be a key person involved in your project. They should be able to talk about your project and provide further information if required.
- 7. Email** - It is very important to us that you provide the correct email so that we can communicate updates and decisions on your application. Please let us know if the main contact has any specific communication needs. We will use email as our main means of communication.

If your application is successful, the funding offer will be emailed to the main contact. They will be responsible for completing the evaluation form when the project has ended. If your contacts change during the project, it is important that you let us know as we cannot discuss the application with anyone who is not a named contact on the application form.
- 8. Telephone Number** - Please ensure that the number is correct, and a daytime phone number is provided
- 9. Main Contact Home Address** - must be provided if your organisation is not a registered charity or a registered company. Please ensure that a full postcode is also provided. If your organisation is a registered charity or a registered company, we do not require this information from you. You may provide your organisation office address.
- 10. Name of alternative contact** - the name must be different to that of the main contact
- 11. Email** - the email address must be different to that of the main contact
- 12. Telephone** – the telephone number must be different to that of the main contact. Please ensure that the number is correct, and a daytime phone number is provided
- 13. Alternative contact home address** – must be different to that of the main contact. It must be provided if your organisation is not a registered charity or a registered company.

Please ensure that a full postcode is also provided. If your organisation is a registered charity or a registered company we do not require this information from you. You may provide your organisation office address.

14. Proof of Identification - As part of our funding administration checks, if your organisation is **NOT** a registered charity or a registered company, we require the additional information from your two contacts with this application form. One for proof of name – driving licence or passport and one for proof of address e.g. bank statement or utility bill. You cannot use one form of identification for both name and address

15. Name of Project – no abbreviations to be used and the name must be different from the name of your organisations

16. Location of project – where will the project take place

17. Nearest James Brown & Sons location – available at www.jamesbrownfuneraldirector.com the project must take place within a three mile radius of a James Brown & Sons location

18. Type of project – note if the theme of your project is health, education, employment opportunity or poverty/social deprivation

19. Project summary – no more than 500 words. A clear and persuasive description of a well-researched project. Include information about the need and demand for your project and how your project meets the need you have identified. Tell us what your project will be doing and provide information that will help us make a decision on shortlisting and funding. You do not need to provide information about the history of your organisation or previous projects. It is essential you read the Funding section of the accompanying Guidance notes before you complete this section.

20. What benefit will the project bring to the local community – no more than 250 words. Tell us the overall aim and how it will improve your local community.

21. How many people will benefit from the completed project – the number provided should be realistic. You should explain what you have based your estimated number on

22. Project Delivery Period - Please let us know if your project has to happen at a specific time e.g., Easter. Please ensure the start date is realistic. Note of funding awarding dates can be found in the accompanying Guidance notes

23. Does your project require any permissions? - If you are in any doubt over issues around landowner or landlord permission then please contact the owner of the land or property before applying.

24. Safeguarding - If your project is working with children or vulnerable adults, you must have a safeguarding policy in place. You must have your own policy for safeguarding and protecting Children and Adults at Risk which is proportionate and relevant to your organisation's activities and has been agreed by your trustees or other governing body. This policy must be reviewed regularly, and staff and trustees must be trained on its contents. By confirming you have a safeguarding policy in place you are declaring you understand that a copy of this document can be requested for review at any time.

25. Total cost of project – including any match funding

24. How much funding are you requesting - the maximum amount of funding you can request is £1,500 and the minimum is £300. Please note, if your project is for any kind of sports kit or equipment, we may request that our logo and branding is included. You should include these costs. ***NB If your group is registered for VAT, your expenditure figures should not include VAT that you can claim back. If you're not registered for VAT your costs should include VAT.***

27. How will the funding be spent - Please provide a budget breakdown of how you intend to spend your grant should you be successful. Please note, in this section we only want a list of what the grant would be spent on. You should not include details as to how any match funding may be spent.

28. Match funding - If some of the money for your project will come from other sources, tell us the total amount, where it will come from and when it needs to be spent by.

29. Privacy policy – In this section of the application form we're asking you to read some important information about our data protection responsibilities. It's important you understand how we will use and store the information you give us. You need to know what to do if you believe any of your information is commercially sensitive or confidential. We ask you to sign the application form to confirm you have read and understood the Privacy Information, know your rights and how your data will be used. Please do not provide us with personal data about others unless there is a need to know this as part of your application e.g., name of applicant. We will handle any personal data you do provide us in line with data protection obligations. For a copy of our privacy policy, please refer to <https://www.funeralpartners.co.uk/privacy-policy/>

30. Conflict of Interest - In this section, please give us brief details of any conflict of interest you may have. For example, if you are involved in a business which provides goods or services to the project if it is funded. A conflict of interest is any situation in which an applicant, or the applicant's organisation, has a personal connection with, or a business interest in any organisation or individual that will be paid to deliver the project. Conflicts of interest or potential conflicts of interest must be declared before any grant funding is awarded. Failure to disclose conflicts of interest may result in the withdrawal of funding and



the repayment of the grant. James Brown & Sons and Funeral Partners want to make sure that any conflict of interest associated with fund applications is declared, so that any conflict can be appropriately managed. Please declare to us any conflict of interest you may have in relation to your application for funding.

31. Mandatory Requirements – Demonstrate that the proposal is in response to identified community need, have a minimum of 3 unrelated Trustees/Directors/Management Committee members, have a Governing Document, i.e. a constitution or Memorandum & Articles, have a Bank Account in the name of the group, with at least 2 unrelated signatories - or provide details of another group who will be managing any grant awarded, with a copy of the partnership arrangement, have Annual Accounts, or for smaller groups, an Income and Expenditure Sheet for the most recent financial period. If a group is new with no previous income they will need to provide an Income & Expenditure forecast, have a Safeguarding Policy if working with young people under the age of 18, and/or working with vulnerable adults. Groups will also need to have AccessNI checks in place where required and have the relevant insurance in place, including public liability (if required) before delivering activities.

32. Where did you hear about us – Please tell us how you found out about the James Brown & Sons Community Fund

33. Attending promotional events – please confirm you are happy to attend promotional events associated with the James Brown & Sons Community Fund