Property Lotto

GUIDANCE for APPLICANTS

1a.   Name of Applicant Group, main contact

1b.   Applicant Contact Details, provide the contact address, email and telephone number of the applicant.

1c.   Partner organisations, if appropriate, list all groups or agencies involved in delivering the project. If more than one council department is involved, please list each one separately. Indicate the lead or principal agency first.

2a.   Project Title This should be brief but clear for eg purchase of equipment

2b.   Project Objective(s) This should state what the project is intended to do, for whom, where and by when.

2c.   Project Outcome(s) What results will the project achieve when complete and how success will be evaluated.

3.   Project Rationale Explain what problem or need the project would address and who in the community will benefit from the project. The level of need should be quantified e.g. approximate number of people who will gain benefit. How do you know that no other agency has plans to meet the need. Explain how the project will make a difference for those people affected and how it will contribute to the community.

4   Location Where will the project be located.

5.   Project Description Describe what the project is e.g. to purchase x equipment to be used for y by z people.

6a   Project Funding Indicate total estimated project costs, the amount applied for from Property Lotto and provide details of all other sources of funding with amount and indicate if these are applications or firm commitments. Explain how the project will be sustained after it is complete e.g. maintenance of equipment.

6b.   Fund Raising - if appropriate, provide details of any fund raising activities or events proposed to raise the funds.

7.   Total Project Costs Provide a project budget giving a breakdown of the main cost elements (e.g. flooring, re-wiring, administration etc).

8.   Project Management Explain who will be responsible for managing the project and how it will be managed.

9.   Project Plan Provide estimated dates for key activities and milestones.

10   Name(s) of Accountable Group/Persons Give the names of the group or people that will be responsible for the money and explain their role. Include all those able to sign cheques for the group.

11   Name of Bank/Building Society account Give the name of the account to which cheques should be made payable. Please note that money cannot be made payable to an individual.

12   Charity Number. Please insert your registered charity number.

13   Your Website Address. Add your company/charity website address.

14   Twitter Handle. Add your company/charity Twitter Handle.

15   Facebook Page. Add your company/charity Facebook Page.

16   Any Other Social Media. Add any other social media your company/charity has. LinkedIn, Pinterest, Instagram etc

17   Any Other Comments. Use this section to add anything else you feel may help your application.

Please check you have included all required supporting documents.

The Trust Fund Administrator will not submit an application to the Trustees unless it is accompanied by the required supporting information, including two written quotations, the organisation's constitution and proper financial records. Copies of recent bank statements do not constitute proper financial records. Even for small or new projects, at the very least an Income and Expenditure Account must be submitted.