



## GUIDANCE NOTES

The following notes offer guidance for consideration when making a request for funding to Border Biscuits Community Support.

### **FUNDING REQUEST:**

#### **Section 1 – Contact Details**

Please ensure the contact details are accurate. Include an email address wherever possible, a mobile telephone number and a correspondence address. This is how we will get in touch with you to let you know the outcome of your application or if we have any further questions.

#### **Section 2 – About your Organisation**

Where is your group based? Please tell us when your group was established and if it is a registered charity. We would also like to know a summary of your governance arrangements, including details about your constitution, accounts and annual income. Providing exact details of your surplus/deficit for last year is important for the decision-making process. Please also tell us what your group does, who it helps and a brief history of how it came about.

#### **Section 3 – Details of Funding Requested**

How much will the project cost and how much of this are you asking for? Please let us know if Border is the sole funder of this project. If not, please outline the other funders, including the amount requested and if the funding has been provided or guaranteed. Please also include supporting documents such as quotes, invoices, letter of guarantee, etc.

#### **Section 4 – Project Information**

How will you use the grant? Please provide a breakdown of your costs including the hourly rates if costs are sought. We would like to know when the project will start and for how long? Please also list the project's objectives and outcomes.

#### **Section 5 – Payment Information**

Please enter the cheque payee's name and the address you would like the cheque to be sent to. Please note, we will not issue cheque to named individuals. We will only accept the bank account of the organisation to pay the cheque to. If you wish payment to be made by bank transfer, please include the account name, the account number and the sort code.

#### **Section 6 – Declaration**

Please sign and date your application, ensuring you are authorised to do so on behalf of your group. All applications are eligible for three months from the date declared in this section.



## **What Happens Next?**

Once submitted, your application will be considered by the Border Biscuits Community Support committee at the next monthly meeting before their decision is ratified by the trustees.

You will be notified of the outcome by email sent to the address submitted in Section 1. If you are successful, you will be notified of the payment date, which is normally at the start or end of your project, plus the following:

### **Receipt Form**

Please sign and return to us immediately to confirm you have received the payment.

### **Report and Evaluation Form**

This should be submitted within six weeks of the project completion date. It is important this section is as detailed as possible to allow us to evaluate the success of the project, the impact of the funding, its success and to identify if there are any areas where we could look to help in future. Where possible, the report and evaluation form should include photography from the project as long as necessary permissions have been granted.