To Thorner Groups, Clubs

and Organisations.

 Brandybuck House

 Butts Garth

 Thorner

 LS14 3DA

 thornercommunityfund@gmail.com

 7th June 2017

Dear Group Representative,

**Re: Thorner Community Fund Grant 2017**

The Thorner Community Fund (TCF) committee is once again able to distribute the funds raised through Leeds Festival resident ticket donations.

You are now invited to apply for a grant on behalf of your organisation, club, group or project. Please put your request in writing using the enclosed form, and send to the Thorner Community Fund committee c/o the above email address *(electronic submissions are preferable but if this is a problem for you please deliver to the above postal address).*

**All applications must be received by Sunday 10th September 2017.** Applications not received by this date *will* not be considered.

The committee uses the following broad criteria to help make decisions around the allocation of grants:

 -the viability of your group;

 -how active/successful your group is in your own fundraising;

 -the actual worth or visible/tangible benefit of the award to the village;

 -past support from the Thorner Community Fund;

 -other income streams you have explored/acquired.

Information submitted under the broad headings outlined on the enclosed form will positively help your application.

Please also note the following:

- consider other groups i.e. if you don’t really need our support this year, do not feel obliged to bid;

 -no retrospective requests for funding will be accepted (i.e. for works which have already been carried out or items already purchased *prior to the deadline date for bids*);

-applications will only be considered if the proposed use of funding is clearly specified, if the granted funds will be used for that sole purpose and if the money you last received has been spent as described in that bid.

*The invitation letter is going out a month earlier this year to give groups more time to ensure bids are fully compliant by the deadline. Areas where groups have often been weak on compliance have been: insufficient or out of date quotations; non-submission of annual accounts and no mention of current bank balance. We have chased up inadequate bids in the past and given groups a second chance to provide what we had asked for on the invitation bid-template.*

*However, this creates a lot of extra work and we must now ask that groups put the effort into providing all that is asked for on the application form, by the deadline. If the requested information is not provided or applications are incomplete then the bid is likely to be rejected.*

It may be helpful or of interest to you to view last year’s allocation of funds at

[www.thornervillage.org.uk](http://www.thornervillage.org.uk) . On the Home page, click on “Community Fund Allocation”.

Please use the enclosed form as a template for your application, adding additional information if necessary.

**We need each section to be completed, in line with the guidance given at the start of each question.**

We encourage you to contact us if you need any further guidance on filling out the form – it is very important that each section is answered comprehensively – any missing information is likely to result in the bid being rejected. For this reason, we encourage you to contact us at anytime over the bid period. As well as guiding you over the phone or via email we are also happy to meet up with you. Contact Gillian or Wayne on the numbers below or send a message to the TCF email account.

The grant award meeting is planned to be held in November and includes participation from Melvin Benn, Festival Republic (the organising company of Leeds Festival).

We expect to be in a position to send grant money to the successful groups before Christmas, as well as informing any groups which have not been successful.

We look forward to receiving your application. *Please note that from the 2017 grant award onwards we will be asking to see evidence of purchase/payment for your grant award item. We will remind you of this when cheques are distributed at the end of the year.*

Please pass this letter to the appropriate person in your group if you are no longer the correct contact.

*In relation to fundraising for your group, please let us know if you would be interested in providing the refreshments at our annual ticket registration day in March each year. The Guides have provided this service with great success for the last few years but they are aware that we need to give other village groups the opportunity and are willing to assist the new group with the transition. Please send a separate email to the TCF email account by the 10th September 2017.*

If you have any queries or you would like further information, feel free to send your question to thornercommunityfund@gmail.com. Include your telephone number if you would like to be contacted by phone. Alternatively please contact Gillian Riley (0113 2892172) or Wayne Young (0113 2893012).

Yours sincerely

Gillian Riley (0113 2892172)

Thorner Community Fund

thornercommunityfund@gmail.com

**Your name**

**Your group and your position within the organisation (e.g., Secretary, Chair etc)**

**Address for correspondence**

**Telephone number**

**Email (if applicable)**

**1. A brief description of your group: you *should* include things like number of members, activities and number of current active users. Please tell us the amount of your membership fee or subscription. Also, approximately what percentage of your members live in Thorner?**

**2. The amount of money you wish to apply for.**

**3. Please tell us about your bid – its expected impact and other future plans for your group, using the headings below:**

**a. Why this particular project is necessary for your group?**

**b. Would there be any wider or longer-term benefit to the village?**

**c. What would be the impact of the project/purchase not going ahead?**

**d. How does this project/bid fit in with your wider future plans for investment and expenditure?**

***If you have, say, a 5 year plan, tell us about it and your approximate expected spends.***

 **(By answering d. you are also helping TCF plan ahead for future years).**

***e. Have you approached other village groups to consider sharing equipment, e.g. the guides and the scouts are willing to share their tents? Please tell us what you think about a village sharing culture.***

**4. Explanation of how the grant money will be used:**

 **a. please give a detailed breakdown of all costs you expect to be covered by the grant.**

 **b. Please attach 3 recentindependent quotes for the work or project, which should be from professional providers. They must include some detail *and they must have been issued during this calendar year.***

 ***c. Where you plan to use professional advisors/consultants you must make this transparently clear as well as showing a detailed breakdown of their expected fees.***

**5. Please provide details of fundraising efforts made so far to support this project?**

**6. Are you applying for funds from other sources? If so what elements of the project, work or activity will the TCF grant cover and what will the other source cover?**

**7. The current financial position of your group: please include a copy of your most recent annual accounts or bank statements for the last 12 months. Please also confirm your current balance at the time of submitting your application, as well as any known future expenditure.**

**8.** **Previous Grants.**

**It is part of Thorner Community Fund committee’s responsibility to the village and all residents that we make sure money allocated to groups, clubs, organisations and projects is spent appropriately, i.e., according to the information you gave us in your application.**

**a. If your group has applied for money before please let us know how you spent your last allocation; did you spend the full allocated grant? *If you were awarded a grant in 2016 please specifically bring us up to date on that spend and, if possible, provide us with some photographs to use in our TCF publicity.***

**b. How has your last award benefited your group and/or the village?**

**9. Is there anything else you would like to tell us that may support your application?**