

PLEASE READ THESE APPLICATION NOTES

This application pack is for members of the Association of Guernsey Charities to apply for a grant from the 2016 Channel Islands Christmas Lottery. Please read these notes before applying.

WHO CAN APPLY?

Lottery grants can only be made for projects within the Bailiwick of Guernsey, or for the benefit of islanders during 2016. All applicants must have complied with the *Charities and Non Profit Organisations (Registration) (Guernsey) Law, 2008*, with their name appearing on the Charities Register prior to submitting any application for a grant. Your charity registration number (issued by the Guernsey Registry) must be quoted on the form. Your charity must have been a member of the Association of Guernsey Charities as of 31 October 2016.

HOW TO APPLY?

We try to keep the grant application process simple, however it is important that you complete all sections of the form, answering all questions as fully as possible. Please print clearly and legibly throughout. Each member may only submit one Grant Application Form, however applications can cover multiple projects.

If you have any further documents or supplementary information that you think might be helpful to us in understanding your project or making a decision about your grant (e.g. project details, quotations, etc.), these should be included in addition to writing a summary on this application form (i.e. please do not just write "see attached" on the application form). It would also be helpful to know background information (e.g. if you provide a service, how many people does it help, or how many people will benefit from your project, etc.).

WHAT ELSE DO YOU NEED TO SEND?

Applications can only be considered when full details have been provided, and a copy of your latest accounts has been included. If accounts are not sent, your application will not be considered. (Accounts should consist of an *Income & Expenditure Account* AND a *Balance Sheet*). Please note that bank statements will not be accepted in place of a set of accounts.

You also need to specify the total of all monies held by your organisation as at 31 December 2016. This must include all bank/savings accounts and investments. If any explanation is required (e.g. if money is being raised or held for another project) this should be indicated on a separate sheet. If your organisation has a separate fund-raising group, (e.g. a "Friends of") then please also indicate the total amount of money held by them.

We require a minimum of TWO quotes (where applicable) regarding purchase of equipment, building work, or other such capital projects.

Please note that you are applying for a grant towards a specific purpose. If your organisation does not proceed with the project or service as specified, or your circumstances change that you no longer require all or part of the funding, the Association of Guernsey Charities must be notified. We may also ask for proof that your project has been undertaken and that your grant has been utilised for the purpose specified.

WHERE DO YOU SEND YOUR APPLICATION AND ACCOUNTS?

To help the Association save administration time and costs, please provide TWO copies of all paperwork submitted for consideration (i.e. application form, accounts and supporting documents).

Please send TWO copies of your completed application (and all supporting paperwork) to:

The Secretary, The Association of Guernsey Charities,
C/o Rothschild Bank International Limited, St. Julian's Court, St. Peter Port, Guernsey, GY1 3BP.

Completed applications (including all supporting paperwork and accounts) need to be received no later than **TUESDAY 31 JANUARY 2017**.

Lottery Grant Guidelines

All Lottery Grant award recommendations are subject to approval by the States Trading Supervisory Board.

The AGC's mandate is that Lottery Grants must be allocated for the benefit of the residents of the Bailiwick of Guernsey, so the AGC will generally not allocate Lottery grants to AGC Members where the proceeds will be spent outside of the Bailiwick, or Members raising funds for distribution outside the Bailiwick.

There is no rule that prevents or discourages charities from making applications for Lottery Grants in successive years.

When reviewing Lottery Grant applications, the factors that the Council of the Association of Guernsey Charities will take into account include:

1. whether the proposed grant is for the benefit of a disadvantaged sector of the community
2. if an application does not specifically target a disadvantaged sector, the AGC will consider the extent to which the grant will benefit the wider community, as opposed to a narrow group
3. the extent to which the charity raises its own funds to finance its activity; the AGC would generally expect that the Charity is not over-reliant on Lottery funding for its income
4. whether a charity has large unspent and unallocated reserves, either directly or within "Friends of" accounts. If your charity does have large reserves, please make sure that your application states how these have been earmarked, and when they will be spent.
5. whether the funds will be expended within 12 months. It is normally expected that this will be the case.
6. whether the charity is raising funds for its own charitable purposes or distributing funds to other charities. We would normally expect the underlying beneficiary charity to make the application in its own name
7. whether a charity has obvious or ongoing problems with governance, in which case a grant may be conditional on the problems being permanently rectified
8. whether the charity has submitted recent satisfactory audited/certified accounts. If not then any award may be conditional on receipt of these.
9. whether the charity has submitted proper quotes or estimates in support of the project. If not then any award may be conditional on receipt of these.

Applicants short-listed for grants in excess of £20,000 should expect to be called to present their grants proposals to representatives of the AGC Council before a final decision is made

Charity Grant Application

PLEASE READ APPLICATION NOTES FIRST AND ANSWER ALL QUESTIONS.

Section 1. Your Organisation

Name of Charity

AGC Membership number

Guernsey Charity Registration Number
(Your charity must be registered with the Guernsey Registry)

Section 2. Contact Details

Name of contact

Position

Address (incl. postcode)

Telephone

Email

This must be someone whom we may contact should we require clarification on any matter regarding your application. All correspondence regarding this application will also be sent to the address given.

Section 3. Funds required

State the total amount for which you are applying: £

Describe how this money would be spent:

(if you wish to enclose supplementary details with your application, please write a summary on this form)

What fundraising has been undertaken during the past 12 months and what is the amount currently raised?

Section 4. Financial Details

What are the usual sources of income for your organisation?

Are the funds wholly spent in the Bailiwick? YES NO

Please give the total of all monies held by your organisation (i.e. The total of all of your organisations accounts & investments) as at 31 December 2016 £

Please give the total monies held by any fund-raising group or "Friends of" affiliated to your charity £

Did you receive funding from the States of Guernsey in past 12 months? YES NO Amount?

Do you expect to receive funding from the States in next 12 months? YES NO Amount?

Did you receive a grant from the 2015 Christmas Lottery? YES NO Amount?

If yes, please confirm how and when the money was spent (if applicable, please attach a copy of any receipts):

Section 5. Operation and Governance

All charities applying for a grant should meet the following accepted standards of best practice and governance.

- A. The charity should be clear about its purpose and direction**
Does your organisation have a formal constitution or other governing document that describes, in as much detail as necessary, what your charity does, and is this used to direct the work of your organisation? YES NO
- B. The charity should have a strong board**
Does your organisation have a board, committee, or Trustee body with the right balance of skills and experience, and that acts in the best interests of the charity, and understands its responsibilities? YES NO
- C. The charity should be fit for purpose**
Is your organisation able to demonstrate how it achieves its purposes effectively and efficiently? YES NO
- D. The charity should seek to learn and improve its performance**
Does your organisation's management periodically assess the performance of your charity? YES NO
- E. The charity should be financially sound and prudent**
Does your organisation have sufficient financial resources to deliver and control its purpose? YES NO
- F. The charity should be accountable and transparent**
Is your charity open and accountable to the public, with a copy of annual accounts available upon request? YES NO

If you have answered "NO" to any of the six points, please explain:

(continued)

Section 6. Bank Account Details

Should your application be successful the AGC would prefer to make payment by bank transfer.

Bank Account Name:

Account Number: Sort Code:

Section 7. Declaration

- ◆ This application has been authorised by the officers of the charity.
- ◆ All information is correct to the best of our knowledge and belief. All questions on this form have been fully answered (if additional space is required, please use extra sheets - you should also enclose any information substantiating your application).
- ◆ All bank/investment accounts held by our charity have been declared and included in the information given. Copies of the latest annual accounts (income and expenditure account and balance sheet) have been enclosed.
- ◆ If the Association of Guernsey Charities is able to allocate some, or all, of the funds requested, we confirm that the money will be used for the purposes described and, if required, receipts will be made available. (If some or all of the money is subsequently not required for the purpose for which it was granted, then the Association must be notified and any unused money returned).
- ◆ We understand that details contained in this application may be made available to members of the Association of Guernsey Charities, and to the States of Guernsey Department for Culture and Leisure. Additionally, if the application is successful and some or all of the money requested is granted, the Association of Guernsey Charities will release details of the amount given, and how it will be spent, to the public and media.

PLEASE CHECK THAT YOU HAVE:

- Fully completed all sections on this application form
- Included a full set of your latest annual accounts
- Indicated your correct AGC member number and charity registration number
- Provided any additional information to support your application
- Provided a minimum of TWO quotes (if applicable)
- Enclosed TWO complete sets of application forms, accounts and supporting paperwork

If your application is not successful, The Association may on occasion, at its discretion, pass details of your application to a third party for their consideration. If you do not wish your application to be forwarded in these circumstances, please tick here.

This form must be signed by two authorised members of your committee.

Signed	Signed
Name (print)	Name (print)
Position	Position
Date	Date:

Two copies of your application and all supporting documents must be received no later than **TUESDAY 31 JANUARY 2017**

The Secretary, The Association of Guernsey Charities,
C/o Rothschild Bank International Limited, St. Julian's Court, St. Peter Port, Guernsey, GY1 3BP.