



Bury & District Agricultural Society

Charity No: 245178

Website: www.buryagricultural.org.uk

Bury and District Agricultural Society

Community Fund

For funding between £50 and £500

Thank you for your interest in doing your bit to help make Bury a place where co-operative action makes a real and lasting difference to the lives of local people. The BDAS Community Fund is made available through the generous contributions of local people, businesses, and local partners through the holding of a yearly agricultural show.

To apply for funding, please ensure that you:

- Are based or working in the area of Bury
- Have at least three unconnected people on the board or committee, have a written constitution that outlines how your affairs are managed and all profits are reinvested in your social purpose
- Have an evidenced income of less than £500,000 a year
- Have a project that will finish within 12 months from receiving the fund
- Did not receive a BDAS community fund in the previous financial year

Exclusions

We will not fund:

- Social enterprises and organisations trading for profit or intending to redistribute grant awards
- Statutory organisations, such as local authorities, schools and the police force
- Projects seeking to promote religious or political views, or to exclusively benefit members of religious or political groups
- Retrospective costs (projects/activities that are already taking place, have taken place or have been paid for)
- Projects where the majority of the activity takes place outside of the Borough of Bury
- Overseas travel or activities
- Contributions to larger/major appeals

Completing the application form

- Please ensure that ALL boxes on this form are completed.
- Guidance notes are included with the questions.
- A number of questions state a specific word count, all words over this number will be **deleted** before submission to the grants panel.
- Applications **must** be received by email.
- The deadline for applications is 16th February 2019. Late submissions will not be accepted.
- Successful applicants will be informed of the committee's decision within 1 month of the deadline date.
- When your application form is complete, please return to becky-kershaw@hotmail.co.uk

If you have any queries about the application form or application process, please contact Becky Kershaw 07595180880

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Application Form

Section 1: Organisational details

Name of Organisation/Individual:		
Address of Organisation:		
Contact Details:	Main Contact	Second Contact
Name:		
Position in Group:		
Telephone Number:		
Mobile Number:		
Email Address:		
Address (including postcode)		
Website address		
Facebook:		
Twitter:		

What type of organisation are you? (if applicable): (Applicants must fall in to one of the following categories: Community groups, voluntary organisations, registered charities, the community work of faith groups, social enterprises and community interest companies, where there is accountability to the public via a board of trustees or to a membership and where all profits are reinvested in the social purpose of the organisation.)	
Voluntary Organisation	
Registered Charity	Charity number:
Other: (please specify)	

When did your organisation start?	
What are the main aims of your organisation, your key services and the geographical area you cover? (max 150 words)	

Section 2: Project Details

What is the name of the project or activity you are seeking funding for?			
Timescales – when will your project start and finish? (The start date should be within three months from the deadline date for applications; the end date should be within one year of the proposed start date.)			
Start:		End:	
Please describe your project and explain what you will do with the grant? (Please use Arial, size 12 and only use this page to answer the question. Anything over will be deleted)			

BDAS Priorities	
Please tick which <u>one</u> of the BDAS priorities your project will meet?	
<ul style="list-style-type: none"> To support the improvement of agriculture and/or horticulture for the public benefit 	
<ul style="list-style-type: none"> To promote charitable purposes within Bury and the district 	
<ul style="list-style-type: none"> To improve contact with agriculture, horticulture, livestock/animals, machinery and/or crafts 	
How will your project meet this priority? (maximum 200 words)	
How many people will directly benefit from the project?	
How have you included the views of beneficiaries, local people and volunteers when designing this project? (maximum 200 words)	
Where will your project be delivered and why has this place been chosen?	
What impact, change or difference will your project make?	
(Please explain in detail the results, difference or change you intend for your project to	

have on the local community or target beneficiaries. How will it impact on local communities in Bury? maximum of 200 words)

What will happen to this project once this funding is spent? Will it continue and how? (maximum of 200 words)

Section 3: Financials

Please provide a detailed breakdown of how you will spend the grant

Budget heading (e.g. Room hire)	Breakdown (how have you worked out your costings?)	Amount requested
TOTAL		

Please note: We reserve the right to ask for capital assets such as laptops, desks, machinery etc to be returned to BDAS if the project finishes within two years of receipt

of this grant.

Section 8: Conditions of grant

If successful in full or part, we confirm that we accept the following conditions:

- We will only spend the grant money in accordance with our grant application form. If there is a need to change the use of the grant, we will request permission from Bury and District Agricultural Society as soon as possible
- If the main contact leaves the group or can no longer fulfil their responsibilities, or someone takes over responsibility for the grant on behalf of the group, we will inform Bury and District Agricultural Society immediately.
- We reserve the right to ask for capital assets such as laptops, desks, machinery etc to be returned to Bury and District Agricultural Society if the project / organisation finishes within two years of receipt of this grant.
- We will ensure the group makes the project as accessible as possible and agree to implement and ensure equal opportunities.
- We will ensure we have adequate insurance to carry out the project and that staff, volunteers, trainers and consultants are suitably qualified and trained and we will supply copies of documents if requested.
- We acknowledge responsibility for all risk assessment and health and safety checks for the project.
- We will ensure that all volunteers and staff working with any vulnerable people are DBS checked, as appropriate, and adhere to the safeguarding policies and procedures we have as an organisation and we will supply copies of these if requested.
- All original receipts will be kept, and copies made available if requested
- At the end of the project you inform the committee, if appropriate please send photos or case studies for our sponsor and website.
- We accept that we may be asked to return this grant should the discover that money has been spent on items not specified in the original application form and grant offer.
- We will repay any money underspent during the project lifetime to Bury and District Agricultural Society within a month of our project ending.
- We understand that if we don't meet these terms and conditions our grant may be withdrawn.

Declaration

1. I certify that the information contained in this application is correct. I understand that if in any way the information is not correct the application may be disqualified, or any grant awarded will be payable on request.
2. If the information changes in any way I will inform Bury and District Agricultural Society as

soon as possible.

Main contact for this project:	
Role within organisation:	
Signature:	
Date:	

Senior contact for the organisation (e.g. Chair, Vice-Chair or Treasurer)	
Role within organisation:	
Signature	
Date:	

<p>Please send your completed application by email to:</p> <p>Email: becky-kershaw@hotmail.co.uk</p> <p><u>The deadline for this application</u> 16th February 2019</p>
