

ELA MINOR GRANT APPLICATION

Q1 Contact details

Name of your Club or Strategy Group

Main contact for this application

This must be someone from your club who knows about your project and can be contacted during office hours.

This is normally the person completing the form.

Title

First name

Surname

Position held in the group, school or club

Contact address, including full postcode

<input type="text"/>	
<input type="text"/>	<input type="text"/>

Email address

Telephone: Day

Evening

If you have any specific communication needs, tell us what they are.

Textphone

Sign language

Other language (please specify)

Other

Tell us about your group

Q2

What type of group are you?

Tick whichever boxes apply.

Club

Local Strategy Group

Q3
When did your group start?

Guidance

When did it first start meeting or running activities or projects?

Q4
Briefly describe the purpose of your grant.

Describe the activities / services you wish provide.

Q 5
If you are a branch of, or related to, a larger organisation, please tell us which one.

If you are linked to a larger organisation, please also see the guidance on page 6 of the application pack, 'Dependent branch of another organisation'.

Tell us about the project or activities you are planning

Q6
Describe the projects/activities you plan to use this grant for.

**What project or activities will take place if you receive a grant?
(please be specific and feel free to add pages)**

Q7

When are you planning for your project or activity to take place

Start date (month/year)]

End date (month/year)

Q8

How many people do you expect to benefit directly from your project/activity?

Q9

What, if any, special safety issues are related to your project/activity?

Please tick/complete boxes if your group has any of the following:

Public liability insurance

other insurance (specify)

Relevant leaders' qualifications

Are you a member of the ELA (please tick)

Yes

No

Q10

Please tell us how this project will meet the aims of Lacrosse.

Tick here if your project will extend lacrosse in schools:

Tick here if your project will extend lacrosse in a club:

Tick here if your project will increase the number of volunteers:

Q11

Tell us how much money you need for your project and give us a breakdown of what the money is for.

	A Request £200 - £1000	B Total cost

If the total in column B is higher than the total in column A, please tell us where the rest of the funding will come from.

Q12

Please describe any contribution you are making towards this project.

Q13

Please tell us if you are applying to any other funder for the project described in this application.

Funding Body	Reference Number	Amount	Progress

Q14

Please give us your bank or building society name.

Your group's account name

Bank/Building Society name

List all the people who are authorised to sign cheques or withdrawals on this account.

Name

Position in the group

Name

Position in the group

Name

Position in the group

Name

Position in the group

How many people have to sign each cheque or withdrawal from this account?

If your group is less than one year old, do not complete question 15, but please send us a **financial projection**.

Guidance

You can only apply for a grant if you have a bank/building society account in the name of your group. We need this information to pay your grant without delay, if your application is successful. You will need to send us a recent, original statement with all these details on. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related. Groups that have been running for 1 year or more must answer this question in full. You cannot write 'see enclosed accounts'. You should take these figures from your most recent annual accounts, which you also need to send us.

Q15

Signature of main contact

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed

Date

This must be the signature of the person named (in Q1) as main contact and **not be the same person who has signed in Q17.**

Q16

ELA Referee (must be somebody outside of your club / group).

Title First name Surname

Occupation Email address

Contact address, including **full** postcode

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<input type="text"/>

Telephone: Day Evening

How long have you known this group/school/body? Years Months

How do you know this club / group?

I confirm that I know the group and its work. I have read this application and support this request for funding, and I am suitably qualified to act as a referee for this project. I am willing to be contacted to discuss this application further. I am also willing to comment on the grant at a later date if this application is successful, and to provide a short written report if required.

Signed

Date

Q17

Senior contact

Title First name Surname



Occupation

Email address

Contact address, including **full** postcode

	Postcode:

Telephone: Day

Evening

Guidance

Please give details of a senior member of your organisation. For example, this may be the Chair, Vice-Chair, Secretary, Treasurer, Head Teacher, Chief Executive or Director. **This must not be the same person who has signed in Q16. This person must read and sign the Contract.**

Contract

I confirm that the group named on the front of the application form has authorised me to sign this agreement on their behalf. We certify that the information given in this application is true and confirm that the enclosures (which we have referred to on the checklist on the back page of the application form) are current, accurate and adopted or approved by the organisation. If this application is successful, in full or in part, the group will keep to the following terms and conditions. I understand that this is an agreement between the group and the ELA.

We understand and agree to the following:

We will use any grant for exactly the purpose set out in this application. The letter which tells us about the award will also explain if the ELA want us to alter any part of this application. We will not make any major change to the project without first receiving the ELA agreement in writing. We will not sell or dispose of any equipment or other assets which we have bought with a grant without first receiving the ELA agreement in writing. If we sell any equipment or assets, we may have to pay the ELA part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project cost that came from the ELA. We will not use a grant to pay for goods or services which we buy or order before we receive the award letter confirming the grant. If we receive a grant for a pilot project, we understand that the ELA will not automatically fund any later projects. We will not change the sections of our constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving the ELA' agreement in writing. We will inform the ELA of any changes to our bank or building society account. We will comply with any relevant legislation affecting the way we carry out our project. We will acknowledge the ELA' grant in our annual report, our Chair's or Secretary's report at our AGM, the accounts which cover the period of the grant and in any publicity materials we produce about the project. We will supply copies of these documents to the ELA if requested. We will show the grant separately in our annual accounts as a 'restricted fund' and will not include it under general funds. The ELA can use our name and the name of our project in its own publicity materials. We will inform the ELA of any situation where confidentiality is a particular issue. We will spend the grant within one year of the date of the award letter. If we do not spend the entire grant, we will promptly return the unspent amount to the ELA. We will monitor



the success of the project and complete the End of Grant Report within one year of the date of then award letter.

We understand that the ELA will not increase the grant if we overspend. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receiving the grant. We will make these available to the ELA if asked. We understand that this does not release us from our legal responsibility to keep records for longer periods. The ELA may hold back a grant or ask us to repay a grant, in whole or in part, in the following circumstances:

- If we fail to keep to this contract in any way;
- If the application form was completed dishonestly or the supporting documents gave false or misleading information;
- If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services;
- If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work for us at any time during the project;
- If we fail to complete the project within one year;
- If we close down, become insolvent, go into administration, receivership or liquidation ('sequestration'), or make an arrangement with our creditors;
- If our group closes down we will not sell or dispose of any equipment or assets without first receiving the ELA' agreement in writing.

These terms and conditions will apply until we have spent all the grant and until the ELA' have received and approved our End of Grant report. If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.

This must be signed by the person named in question 18.

Name	
Position in group	
Signed	
Date	

Count everyone who has a role in planning, organising or leading your group's activities. This must be at least three people. Put numbers in the appropriate boxes. Some people may be counted more than once if they are covered by more than one of the descriptions. Tick all appropriate boxes. Complete this section to the best of your knowledge. Tick up to 3 boxes Please estimate how many people of each ethnic origin will benefit from your project, and put numbers in boxes. This refers to any of the Lottery distributors.

Additional Information

You must complete this section. It gives us important information about the people who will benefit from your project.

A1

How many people are involved in running your group?

Management committee members Volunteers Other

A2

Of the people you included in your total for A1, how many of them would you describe as

Disabled people Young people (25 or under) Older people (60+)
 Women and girls People of minority ethnic origin

A3

What ages are the people who you hope to benefit through your project?

0-5 6-10 11-16 17-18 19-25 26-59 60+

A4

Where do most of the people live who will benefit from your project?

Name of town, city or village

Local authority area

A5

How would you describe the people who will benefit from your project?

Tick up to 3 boxes

People living in rural areas Unemployed people
 People living in urban areas Disabled people
 Young people

A6

Tell us about the people who will benefit from your project.

White	Mixed	Asian or Asian British	Black or Black British	Chinese or other ethnic group
British <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
Irish <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	Other ethnic group <input type="checkbox"/>
Other <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other Black <input type="checkbox"/>	Please specify <input type="text"/>
	Other <input type="checkbox"/>	Other Asian <input type="checkbox"/>	<input type="checkbox"/>	

A7

Please tell us if your group has applied for any Lottery money before.

Lottery funder	Your reference number	Successful?	
		Y	N
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>