

# Application checklist

Before you complete your application please have the following information to hand:

- Your Co-op community code - found below.
- UK registered charity name and number.
- Full address including postcode.
- The names, phone numbers and email addresses for two contacts from your charity. These people should be made aware that their contact details have been provided. (Note: please make sure that you keep an eye on your email as we may contact you for further information. If you do not respond within 5 working days, your application may be rejected).
- Website/Twitter/Facebook details (if available).
- A high quality, colour version of your charity's logo (svg, jpeg or png) if you have one.

You will be asked to describe the project and its benefits on the website - for more details see section overleaf.

Community code:

Estimated funding available\*:

[coop.co.uk/localcommunityfund](https://coop.co.uk/localcommunityfund)

Applications open from 10 June to 8 July

If you have any questions you can either email [membershipcontactus@co-operative.coop](mailto:membershipcontactus@co-operative.coop) or speak to our support team by calling: **0800 0234 708**.



## Charities Aid Foundation

We're working with the Charities Aid Foundation (CAF), who may need to contact you for further information about your application, including bank details unless you are already registered with them.

# CO OP

## Local Community Fund

It's our way of giving back



# Together we can make a positive difference to your community

At The Co-op, we believe in championing a better way of doing business for you and your communities. We do this by putting members at the heart of Co-op, and putting Co-op at the heart of local life. The more our members use us, the better we do. The better we do, the more we share back with our members and local communities.

As we're launching our Local Community Fund later this year, we're looking for projects that make a positive difference in your local community.

We hope to be able to provide causes like yours with funding that might really help you to realise a project that's close to your heart.

For the launch of our Local Community Fund we'll only be accepting applications from local charities invited by Co-op colleagues.

The decision about who will receive funding from this round of the scheme will be announced in September 2016.



If your project is successful, members in your community will be able to choose to support you every time they shop. The more members support you, the more funding you will receive. For the total funding we expect to be available in your community, take a look at the **Application Checklist** on the back page of this leaflet. Successful projects will find out how much they'll receive in **April 2017**.

## Is your project eligible?

All invited UK registered charities can apply for the Local Community Fund, apart from:

- Projects to promote political or religious beliefs (we do consider projects led by religious organisations that provide benefits to the whole community).
- Applications that are exclusively intended to support salary costs.
- Funding that would be redistributed as grants by the recipient organisation.
- Projects that will already have been completed before funding is awarded in early April 2017.
- Applications for multiple projects from one organisation.

### Can you answer 'yes' to all the following questions?

- Are you looking for funding for a project starting by the end of June 2017?
- Will this project benefit the community around your local Co-op store?
- Have you been a UK registered charity for the last 6 months?
- Are you able to provide details of the project for use on our website, social media sites, and in our food stores and funeral homes?
- Do you have a bank account for your charity in the same name as that registered with the relevant charity commission?
- Is your charity's annual income £500,000 or less? (Our preference is to award funding to smaller charities, but exceptions will be considered.)

If you answered yes to all of the above, you can apply at [coop.co.uk/localcommunityfund](http://coop.co.uk/localcommunityfund)

Application deadline: **8th July 2016**



## Tell us about your charity's project

To help us decide which projects to shortlist, and to help Co-op members choose which one to support, we will ask you to share the following details:



- A one-sentence description of your project, showing the impact it will have on local people's lives.
- A summary of how your project will benefit the local community and who will benefit.
- The planned start date of your project.
- The total cost of your project.
- What the money raised will be spent on and any other sources of funding.
- The postcode for the main location where the project will take place.

### What happens next?

You will be able to save your application and return to complete it, but please be aware that after you've submitted your application, you won't be able to go back and amend any details.

Once we've reviewed your application against the eligibility criteria, we'll send you an email to let you know if your application has been successful or not, and what to do next.

We're expecting a lot of applications, so please bear with us and we'll be in touch by early September.