

## Apply for the Co-op Local Community Fund – Closes Sunday 28<sup>th</sup> June 2020

Guidance, Questions and word counts copied from <https://causes.coop.co.uk/>, where you can submit your own application. Comments from Folk office are in *Green Italics*.

**The Co-op Local Community Fund supports projects that make a difference to local communities near to our stores and funeral homes. The projects should contribute to bringing communities together, physical and emotional well-being, skills and learning.**

Use this form to apply to be one of our causes from 25 October 2020. **Applications close on 28th June.**

### Before you start

Your project must either:

- help a local community come together to save, build, fix or improve indoor or outdoor local spaces;
- support the mental or physical health of a community through wellbeing activities; or
- help people reach their full potential by developing their skills

Your project or event must also:

- take place in the UK or Isle of Man
- not have religious or political aims (although you can still apply if you're a religious organisation)
- meet the Co-op's values
- take place or will still be running after November 2021
- benefit your local community

### [Make sure your organisation can apply for the fund](#)

Check how much is available in your community

Postcode  Find postcode

*When you use this on the website you can see how much a grant is likely to be – approximately a third of what is likely to be available in your postcode area.*

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To apply you'll need either:

- your organisation's charity, HMRC or equivalent registration number depending on your organisation type
- a governing document proving it is not run for private profit, for example a legal document like your organisation's rules

You'll also need:

- your organisation's bank details – money from the fund cannot be paid into personal accounts
- proof of your organisation's bank account (bank statement or similar)
- a description of your project
- 2 contact names, including email addresses
- basic details of your organisation and what it does, including approximate annual income
- a good quality photo showing your organisation in action – no logos

You can save your application at any time. *They will email you a link to go back and continue editing – be careful following this as it is easy to click "submit" instead of continue editing.*

Applications must be completed by 16 June.

### **If you're successful**

We'll let you know if you're successful by October 2020. If you are, you'll be part of the Local Community Fund for 12 months – from 25 October 2020 to November 2021. You'll receive your share of the funding in 2 payments – **one in April 2021 and one in November 2021.**

Questions:

What type of organisation are you?

*Tick "Woodcraft folk group"*

### **Enter your organisation's bank details**

We need this information to pay you the funds if your application is successful.

We'll delete this information if your application is unsuccessful.

Account name:

(This is the full name of your organisation, as shown on your bank account)

Sort code:

Account number:

Reference or roll number (building societies and credit unions only) This is the unique reference number for your account:

**Upload proof of your organisations bank details** (upload a copy or photograph of a bank statement, payee slip or cheque book which shows bank account name, sort code and account number)

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### **About your organisation**

Total annual income in the last financial year (*tick the appropriate box for the district or branch applying*)

- Under £5,000
- £5,000 - £25,000

- £25,000 - £100,000
- £100,000 - £1 Million
- Over £1 Million

Organisation's address *(use the main postal address for your district or branch – you give the location of the activities if they are different later)*

Postcode

Find address or enter address manually

How does your organisation help the community? Give a summary of who your organisation helps and what it's trying to achieve. 800 characters

*Woodcraft Folk is a co-operative children and young people's movement, where young people of all ages meet to play games, make friends and learn about big ideas from climate change to social justice.*

*In town/area we xyz (include activities that help the wider community).*

*For example: Anytown Woodcraft Folk supports 3 groups for children aged 6-13 years, each group meets weekly and engages in camps, outdoor adventures, litter picks and fundraising for causes chosen by young members.*

*We help our local community by:*

- *Providing somewhere safe for children and young people where they can learn about themselves, their community and the wider world through our values based programme*
- *Adopting an inter-generational and co-operative approach, building relationships within our community*
- *Supporting young people to develop confidence, communication and team working skills*

### **Contact details**

Give the names of 2 people we can contact throughout the 12-month funding period. *Any 2 people within the branch or district who will be able to answer queries about the application / project. We would recommend the District Contact and the District Treasurer.*

Contact name:

Contact email:

Contact phone:

Alternative contact name:

Alternative contact email:

Alternative contact phone:

### Your organisation's social media and website address

The information you give will be posted on our website to help Co-op members understand more about the work you do. If you do not have social media accounts or a website address, leave this blank. *Ideally, use your branch or district public pages and accounts so you can get localised promotion, but if you don't have them use Woodcraft Folk main channels*

[www.woodcraft.org.uk](http://www.woodcraft.org.uk) <https://www.facebook.com/woodcraftfolk/> and [@woodcraftfolk](https://twitter.com/woodcraftfolk)

Website address (optional) For example, [www.coop.co.uk](http://www.coop.co.uk)

Facebook profile (optional) For example, [www.facebook.com/coopuk](https://www.facebook.com/coopuk)

Twitter name (optional) For example, @coopuk

### How many people will your project help?

Give the number of people in your community that your project will help. You can guess if you're unsure.

- Under 10
- 10 - 50
- 50 - 100
- 100 - 250
- 250 - 500
- More than 500

### Who will your project help?

We'd like to find out more about who your project will help. Your answers to these questions will not affect the outcome of your application.

Select all that apply:

- Black, Asian or Minority Ethnic community (BAME)
- Children (0 to 15)
- Everyone in the community
- Lesbian, Gay, Bisexual or Transgender community (LGBT)
- Men
- Older people (65+)
- People with disabilities
- People with mental health problems
- Women
- Young people (16 to 24)
- None of the above

**Will your project help people affected by a particular issue? Select all that apply:**

- Crime
- Domestic violence
- Drug and alcohol addiction
- Homelessness
- Mental health
- Modern slavery
- Loneliness/isolation
- Poverty
- Serious illness
- Unemployment
- None of the above

**When will your project finish?**

Your project must not finish before we give you the *2<sup>nd</sup> instalment of your* money in November 2021

For example, 12 04 2021. *1<sup>st</sup> instalment is in April 2021*

*Due to the nature of this funding, activity must still be happening after November 2021. We recommend that you put 31 03 2022 – 12 months after the first instalment.*

**Project postcode**

The postcode where the main activity will take place. If you're planning a trip, put a central postcode that represents the community you're helping, not the destination.

**Estimated total cost of the project**

This should include all the money you'd need to complete the project. Not just the money you might get from the Local Community Fund. *Just one figure is required to cover all the work mentioned here. More detail on costs is requested later.*

**If your application is successful the details you give will be shown on our website**  
*(responses to the following 6 questions marked \* will be copied and shared publicly)*

\*Organisation name you'd like to use on our website. This does not need to be your official registered name, but how you are known in your community (54 characters max)

\*Upload a project photo (20MB max)

Make sure you:

- upload a good quality photo that shows your organisation in action or the kind of activity you'll use the money for
- get permission from the people in the photo

We'll use the photo to promote your organisation in Co-op communications – for example, website, print media, social media and in store.

\*Which category best fits your project? (*choose the one that fits best*)

- Spaces - Help a local community come together to save, build, fix or improve indoor or outdoor local spaces
- Wellbeing - Support the mental or physical health of a community through wellbeing activities
- Skills - Helping people reach their full potential by developing their skills

*We would recommend wellbeing, unless you have a particular project focused on community spaces.*

\*Describe what your project will do for the community (140 characters)

Give one sentence that explains what your project will do for the community. For example, 'We want to buy some gardening tools so we can improve our local park.'

*As a generic response we would recommend "Facilitate weekly activities for 50 children and young people aged 6 to 13, building confidence, self-esteem and active citizenship".*

*If you can be specific with rough numbers, please do or you might want to apply for:*

- *Volunteer training e.g. bereavement support, mental health, first aid, safeguarding, Forest School*
- *Establishing a new group*
- *Outreach project e.g. Play Out*
- *Inclusion activities e.g. working with a local Refugee Forum*

\*Give details about how you'll spend the money (400 characters)

At the start of this application form you checked how much your cause could receive. Use this amount to help with your answer. Remember, you cannot use all of the money to pay staff salaries or running costs.

*In your workings out you could include*

- *Rent for our group nights*
- *Rent at a new group we want to start*
- *Refreshments*
- *Materials for educational activities*
- *Promotion to wider community – leaflets etc.*
- *Event costs – refreshments, hire, materials*

- *Training costs – attendance fees or trainer costs for relevant volunteer training, travel, accommodation if needed. Folk Office can provide trainers at a daily rate of £150 plus travel expenses*
- *Planning meeting costs*
- *Volunteer expenses e.g. membership fees, Folk costume, camp fees, travel expenses, attendance at regional and national gatherings*
- *Volunteer recruitment costs*
- *Camp costs – attendance at camps – you could include minibus hire or travel costs, entry or hire costs, food, materials, workshops, training etc*
- *Avoid major capital items like tents and marquees if possible – we have been advised these requests are unlikely to be granted.*

*However, when you write this section we suggest using outcome-focussed language rather than listing items and costs. EG “Training our volunteers so that they learn new skills to support young people” “Taking our young people to the Common Ground International Camp for a life changing experience meeting other co-operative youth groups from around the world”, “Providing a regular group night for local children and young people to learn about the world around them”. If possible include the numbers of children and young people who will benefit here. Keeping to the word count will be tricky, so focus on the best bits!*

**\*How will your project bring people together in the community? (400 characters)**

*For a stronger application, consider the wider community, not just the group members.*

*This will need to be locally tailored to the issues in your own community, and what you want to achieve.*

*Examples:*

*The young people attending will gain confidence, knowledge and enthusiasm that they can use to act for change on the local knife crime problem / litter problem / the state of the local park / the mental health crisis. Adult leaders will support young people to undertake action for social change, including xyz (the actual actions you would like to do).*

*Or: We will reach out to new children, young people and potential adult volunteers in our groups and will hold 3 play outs in 2020, exciting park based events which are open for anyone to join in.*

*Or: We want to work closely with x organisation on a local partnership campaign to improve xyz.*

*Use positive language to make your application sound more exciting.*

*If you would like someone from Folk Office to read your application before you submit it, please draft your application as soon as possible, and at the very latest by 21st June so that we have time to read and respond. You can send your drafts to [funding@woodcraft.org.uk](mailto:funding@woodcraft.org.uk)*