

**Guidelines for voluntary/community groups applying to the fund**

**Background Information:** The Rossendale Community Fund has been created by Rossendale Borough Council in partnership with the Community Foundation for Lancashire to offer grants to support projects that help families and children & young people engage in community activities and learning.

**What is the focus of the fund:** Applications should enable families and young people aged up to the age of 25 to flourish, learn and develop skills or knowledge. This includes education, training, sports development, arts and culture activities and also play provision for younger children.

**Who can apply:** Registered charities, social enterprises and constituted community groups

**How much is available:** Grants of up to £1,000

**Which areas are covered:** Rossendale

**When can you apply:** There will be two grant panel meetings per year to make decisions on applications. We can only accept one application per community group for each round of funding. If you have received a grant from the fund previously you are welcome to apply again though end of grant monitoring must be complete.

**How to apply:**

Go to [www.lancsfoundation.org.uk](http://www.lancsfoundation.org.uk) to complete an online application using the Rossendale Community Fund form. Once you have submitted the online application you will need to submit all the documents listed below. If you do not submit all the relevant documents within 7 days your application will be withdrawn. Supporting documents can now be attached to your online application or you can email the supporting documents to us at [applications@cflm.email](mailto:applications@cflm.email) or they can be posted to the address below, quoting your reference number.

Closing date is                      and groups should expect to hear the outcome of their application within 6 weeks of this closing date.

If you require any further support in completing your application please do not hesitate to contact your local Council for Voluntary Service (CVS), details of which can be found on our website [www.lancsfoundation.org.uk](http://www.lancsfoundation.org.uk)

**Documents which need to be included with your application**

1. A copy of the group's rules or constitution
2. A copy of the group's latest annual accounts or income/expenditure document
3. A copy of a recent bank statement for your group
4. A copy of the group's current Safeguarding Policy. All applicants must ensure that they hold relevant policies and procedures in place to undertake activities, such as Criminal Records Bureau checks and/or a health and safety policy, depending on proposed activity. If unsure about what you need please contact the Community Foundation for help (details below)

**Community Foundation for Lancashire  
Third Floor,  
Stanley Building,  
43 Hanover Street,  
Liverpool,  
L1 3DN  
T: 0151 232 2444**