

# **Bridging the Gap** **Information Booklet &** **Step by Step Guide to** **Completing Your Application**



the coalfields  
regeneration trust



May 2009

changing the face of coalfield communities

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# Introduction

The Coalfields Regeneration Trust (CRT) is an independent grant making organisation established in 1999 to improve the quality of life for people living in Britain's coalfield communities.

We award grants and invest in programmes of work that make a difference to communities facing significant challenges as a result of the decline of the coal mining industry. Since 1999 the Trust has invested over £150 million in these communities. We currently have funding available to support activity up to 31st March 2011.

## The Bridging the Gap Programme

The Trust's Bridging the Gap Programme can award grants from £500 up to £5,000. It is targeted at community and voluntary organisations who can demonstrate that a grant will impact positively on people living in coalfield communities. They may need some additional support to get a new project off the ground, increase existing activity or improve the way they deliver their activities.

Examples of projects or activities that the Bridging the Gap Programme could support include:

- Improvements to a community facility.
- A project that helps people into a job.
- A training project that teaches people a new skill or enables them to get a qualification.
- Setting up a new social enterprise.
- An activity that gets people involved in physical activity or addresses a local health issue.
- The establishment of a much needed new service or activity in a community.
- Setting up a small transport scheme that enables people to access opportunities difficult to access because of their location.
- The provision of places for after school clubs, holiday play schemes, playgroups or nurseries.
- Activities that promote volunteering and get new people involved as volunteers.

The following information sets out in more detail how to apply to the Bridging the Gap Programme. We advise that you work with your local Trust office to develop your application.

# Information Booklet

## Eligibility

We welcome applications from new or existing groups, organisations and agencies throughout Britain who are contributing to the regeneration of coalfield areas and their communities.

Because we are a charity, your project must follow Charity Commission's guidelines to receive charitable funds.

Your project should be based in an eligible coalfield community or be able to show clear and immediate benefits for an eligible coalfield community that has high levels of deprivation. In England this means projects clearly show that they benefit communities that are within the most deprived 50% in the country (based on the Government's Indices of Deprivation 2007).

**An organisation can only hold one Grant in any twelve month period.**

Please contact your regional office for information and advice on eligible areas.

## Who can apply?

### Voluntary and community organisations and groups

Most voluntary and community organisations and groups working to regenerate coalfield communities are eligible to apply to us for funding. Organisations and groups that CRT cannot fund are listed below.

We may only make grants to voluntary and community organisations and groups if they have the following: (This includes community interest companies and social enterprises providing the activity will not result in personal / private gain and delivers a recognised social benefit).

- A constitution or a set of rules to show that the group is legally eligible to receive a grant and is entitled to run the planned project. ***The constitution must also have an acceptable 'dissolution' clause, which guarantees that any assets purchased with a grant from the Trust are kept for the benefit of the community even if the group comes to an end or is 'dissolved'.***
- A bank or building society account in the organisation's name, with the signatures of at least two members of the group needed for each cheque or payment (Please note that it is good financial practice to make sure that these people are not related).
- Annual accounts (for groups that have been established for more than 12 months), or a 12-month cash-flow forecast for new organisations (less than 12 months old), which are presented and audited/approved in line with Charity Commission guidelines and/or their constitution.

### Branches of voluntary and community organisations

We can accept applications from branches of larger organisations, as long as the branch has:

- Its own independent constitution and separate company registration number, i.e. not that for the national body (where applicable).
- A bank or building society account in the name of the branch.
- Independent accounts in the name of the branch.
- A management board or committee which can operate independently of the national body.
- Independent policies and procedures.
- No financial dependence on the national body.

# Who cannot apply for funding?

The following are not eligible to receive support:

- Individuals.
- Private businesses.
- Statutory bodies.
- National organisations.
- Parish, town and community Councils.
- Organisations with total unrestricted income (from all sources) above £100,000.
- Organisations that we believe are in a poor financial position or whose financial management systems are not in good order.
- “Friends of Groups” where the end beneficiary will clearly be a statutory body.
- Pigeon (Flying) Clubs.
- Organisations not established in the UK.

## Ineligible applications

Grant applications are not eligible for consideration by the Trust if;

- they do not meet our funding themes or charitable objectives.
- the project beneficiaries are located outside our recognised coalfield communities.
- they are entirely or mainly set up to promote religious or political beliefs.
- the activity is a statutory responsibility, or a replacement for statutory provision.
- funding is to be used to exclusively draw down landfill tax credits.
- the activity conflicts with the interests of the applicant group.
- it will result in individuals personal gain / benefit.
- previous grants have been unsatisfactorily managed.
- the project will take more than twelve months to complete.
- the grant request is for a contribution towards a larger project with costs in excess of £100,000.
- the grant request is for more support for the same activity or beneficiary group.

# Costs we can fund

We will contribute towards the eligible capital and revenue costs of a project for up to 12 months.

We can contribute up to 100% of the total project costs. Please note that the total grant request to CRT must not exceed £5,000.

The following is a summary of eligible costs which we can fund.

Please contact your regional or national office for further information on eligible costs and expenses.

| <b>Capital Costs</b><br><i>Item</i>                            | <b>Notes and examples</b>  |
|--|--|
| <b>Buildings</b>   | State clearly whether you are buying, constructing or refurbishing a building. You must provide evidence that either you own the building, or have a valid lease where the obligation for refurbishment etc is with you as the tenant. Where you do not own the building you must provide evidence the landlord has given permission for the work to be carried out. |
| <b>Vehicles</b>  | State whether you are buying, hiring or leasing vehicles. If buying a second hand vehicle you must provide us with a copy of an inspection certificate from a nationally recognised body such as AA or RAC.  |
| <b>Equipment</b>   | Say what type (for example, computer hardware and software, play equipment, sports equipment or office equipment).<br><br>Please note that CRT will contribute a maximum limit of £800 towards IT equipment (hardware and software package) per item. Specialist items of software/hardware will be considered separately.   |
| <b>Other capital costs</b>                                     | Any other capital cost not covered by the above (for example, buying a piece of land or non-recoverable VAT).  |
| <b>Revenue Costs</b>   |  |
| <b>Salaries</b>  | Please give each job title on a separate line. You will also need to provide job description(s) that give detailed information about the roles and responsibilities of each post. You must be able to justify the planned salary scale. All employees must get at least the national minimum wage. We would expect the post to be funded for a minimum of 6 months.  |
| <b>Employers National Insurance and pensions contributions</b> | These should be clearly stated, reasonable and not normally more than 20%. The Trust does not finance private pension schemes.   |
| <b>Recruitment</b>   | If your project involves creating new posts, you need to include the appropriate recruitment costs.  |
| <b>Sessional staff, external tutors.</b>                       | You will need to provide evidence that hourly rates are reasonable, or provide quotes from external tutors.  |
| <b>Rent</b>  | The cost of using particular premises to deliver your project, such as room hire etc.  |
| <b>Expenses</b>  | Travel, parking etc for staff, volunteers and others.  |
| <b>Publicity</b>   | Newsletters, adverts, etc.   |
| <b>Training</b>  | Courses that you offer or attend.  |
| <b>Other revenue costs</b>                                     | Non-recoverable VAT and project specific costs such as phone, postage, stationery.   |

**Please note that all costs must directly link to your project and its delivery.**

## Costs we cannot fund

- Overseas travel costs and expenses.
- Animal welfare activities.
- General appeals.
- Deficit or retrospective costs (in other words, cost you owed or promised to pay before your application was approved).
- School fees.
- Medical or research equipment.
- Bank or audit charges.
- Depreciation and amortisation.
- Recoverable VAT.
- Fees for independent or external professional fundraisers.
- The creation or maintenance of car-parks or footpaths.
- The development of bars or bar areas.
- Performance related pay, bonuses, increments (except cost of living) and debts including mortgage costs.
- Contingencies.
- Private pension schemes.
- Gifts and entertaining.
- Kit/Strips, unless clear that it is for a newly established team.
- Management and admin costs.

**Please note that the above list is not exhaustive.**

Your regional or country office will be able to offer information and guidance on these issues.

## Matching Funds (your funding package)

We encourage you to ensure other funds where possible and you can use our grant to match other funders' contributions.

Your funding package will need to be complete before your project can be considered.

## Duplicate bids

Please do not apply to us for funding that you have already applied for elsewhere (known as duplicate bids). For example, if you have approached another funding organisation for 100% of your project costs, please do not apply to us until you know whether this other application is not successful.

## Professional fundraisers

We will not negotiate with, or discuss applications with, independent or external professional fundraisers acting on your behalf.

# Outputs

You must be able to tell us what your project will achieve with the grant. The table below sets out our core outputs. You will need to identify the ones most relevant to your project and tell us, realistically, how many of each you think your project will deliver. The outputs must be directly attributable to CRT's Grant, excluding outputs other funders will claim. The table also tells you what sort of evidence you must keep to prove that your project has achieved its targets.

| <b>Output</b>   | <b>Description</b>  | <b>Examples of evidence we need for monitoring purposes</b>  |
|---|---|--|
| <p>Number of community facilities delivering mainstream services created/improved.</p> <p><i>(This includes any works/refurbishment to community buildings and facilities).</i></p>   | <p>Facilities that are delivering mainstream services to the local community for example employment, security, health, housing, training etc.</p> <p>Improvements to a facility are those that increase its potential or actual market value and extends the range of services offered at the facility.</p>   | <p><b>Contractors' invoices.</b></p> <p><b>Photographs Launch event and publicity material.</b></p>  |
| <p>Number of jobs created/Safeguarded</p> <p><i>(This includes jobs that are directly funded through the CRT grant).</i></p>  | <p>Jobs must be Full Time Equivalent and expected to last 6 months. FTE = paid work of 30 hours or more per week. Part time jobs can be counted on a pro-rata basis i.e. a 15 hour a week job counts as 0.5 FTE.</p> <p>To be counted as new, it must not have existed prior to your request for funding.</p> <p>To be counted as safeguarded it must be a job that is at risk without funding from the Trust.</p>  | <p><b>Job description and person specification.</b></p> <p><b>Recruitment details (advert).</b></p> <p><b>Contract details confirming employment including length and hours.</b></p> |
| <p>Number of people assisted in skills development.</p> <p><i>(Skills development must be a minimum of 6 hours training. This training need not lead to a formal qualification).</i></p>  | <p>Skills development must be a minimum of 6 hours training. Activities may include: general or vocational/job specific training.</p> <p>The training need not lead to a formal qualification.</p>  | <p><b>Personal development plans.</b></p> <p><b>Individual portfolio.</b></p> <p><b>Copies of attendance records.</b></p> <p><b>Records showing times and periods.</b></p>           |
| <p>Number of adults gaining NVQ 2 or equivalent.</p> <p><i>(This includes the number of people gaining a recognised qualification as a result of the project – Please detail the qualification within the project description).</i></p> | <p>National Vocational Qualification (NVQ) Level 2 or equivalent qualification.</p> <p>Examples of the main Level 2 qualification include: 5 or more O level, GCSE or equivalent, BTEC first or general diploma, GNVQ Intermediate, RSA diploma.</p>  | <p><b>Name of the person and the qualification they have gained.</b></p> <p><b>Copy of the qualification awarded.</b></p>  |
| <p>Number of enterprises created.</p> <p><i>(This includes a business with a social objective whose surpluses are largely reinvested for that purpose or in the community, rather than being profit-driven).</i></p>                    | <p>Business with a mainly social objective whose surpluses are largely reinvested for that purpose in the business or in the Community, rather than being profit-driven.</p> <p>This can be counted when a new enterprise starts trading and is sustained for at least 12 months as a direct result of Trust funding.</p> <p>Starts trading means the date when the enterprise registers for VAT or registers for National Insurance (Class 2) contributions.</p> | <p><b>Name of the enterprise and certificate of incorporation or other constitutional documents.</b></p> <p><b>Copies of any press releases.</b></p>                                 |

| <b>Output</b>  | <b>Description</b>   | <b>Examples of evidence we need for monitoring purposes</b>  |
|--|--|--|
| <p>Number of people and young people participating in healthy lifestyles activities.</p> <p><i>(This includes activities that improve health e.g. An individuals health improves as a result of participating in the activity/projects).</i></p> | <p>Activities include those that directly contribute to improved health outcomes including the provision of advice, sports and exercise classes and events.</p> <p>Young people are those under 18 and should be counted separately.</p>   | <p><b>Attendance lists – to include whether 18 or over.</b></p> <p><b>Publicity.</b></p> <p><b>Dates, times and locations when and where sessions take place.</b></p> <p><b>Photographs.</b></p> <p><b>Activities list/timetables.</b></p> |
| <p>Number of access schemes.</p> <p><i>(This includes projects that provide an improved or new services within the area e.g. Childcare, Debt Advice).</i></p>  | <p>Projects which reduce physical isolation need to evidence how the community is linked to services not currently provided.</p>   | <p><b>Publicity describing details of access schemes.</b></p>  |
| <p>Number of transport schemes.</p> <p><i>(This includes community transport schemes, park and ride schemes, wheels to work etc.).</i></p>   | <p>Projects that improve transport links can be counted only when they are not replicating other mainstream provision of transport.</p>  | <p><b>Timetables of services – including routes.</b></p> <p><b>Records of how they are used - the area it covers and data to support usage.</b></p>  |
| <p>Number of new childcare places (including after school provision).</p> <p><i>(This can include after school play schemes and holiday schemes as well as registered childminding and nursery schemes).</i></p>                                 | <p>Number of childcare places provided by CRT supported projects. The places may be full-time or part-time (e.g. after school play schemes and holiday schemes as well as registered child-minding and nursery schemes).</p> <p>Please note that you should only claim for a child once.</p> | <p><b>Location of childcare places.</b></p> <p><b>Dates and times the childcare places are available.</b></p> <p><b>Attendance lists to show after school and holiday play schemes.</b></p> <p><b>Publicity.</b></p>                       |
| <p>Number of new volunteers.</p> <p><i>(This includes new volunteers recruited to help deliver, or take part in your project).</i></p>   | <p>Voluntary activity is formal volunteering – giving unpaid help.</p> <p>To be counted, a volunteer must give up time at least once a month.</p>  | <p><b>Volunteers’ names, date recruited, type of work and date left.</b></p> <p><b>Attendance and time sheets.</b></p> <p><b>CRB checks.</b></p>   |

**Please be advised that CRT’s priorities are subject to change throughout the lifetime of the programme.**

# Required Documents

We require the following documents before we can progress your application. The submission of certain documents will be dependent on the nature of your project or activity.

- Original bank statement for your nominated bank account (less than 3 months old).
- Documents confirming ownership of property/land to be developed.
- Where relevant, copy of the lease with at least 5 years left to run.
- Where relevant, landlords permission to carry out repairs or refurbishment.
- Where relevant, copy of planning permission for additions to building, erection of fencing and temporary structures.
- Where relevant, evidence that planning permission is **NOT** required.
- Confirmation that sessional staff and external tutors have been advised of their responsibility for accounting for income tax and NI on fees.
- Quotes for single items costing £500 or more.
- A signed copy of your organisations constitution.
- Most recent accounts (income statement for organisations less than a year old).

***NB. Please be aware that CRT may request additional information about the project from the applicant at any stage of the application process.***

# Useful Information

## Leases

If you want to use the grant to build or refurbish a property we expect you to own or have an appropriate lease or license on the property.

For requests up to £30,000 you will usually need a lease with at least 5 years left to run.

## Insurance

It is good practice to insure valuable items that you buy with our grant. Remember to include the insurance costs in your project costs if you are unable to pay for them or you do not currently have an insurance policy.

## Revenue projects

For **new posts**, you will need to provide a detailed job description including salary scale, working hours and person specification (in other words, a description of the kind of person you are looking for). You would need to confirm that you as the applicant are the employing body and your planned recruitment process, follows the principles of equal opportunities.

For **existing posts**, you will need to provide a detailed job description including salary scale, working hours and a person specification. You would need to confirm that you as the applicant are the employing body, explain how the post was funded before and what evaluation has taken place to confirm the need for the post to continue.

All employees must receive at least the national minimum wage. You will also be asked to show that you understand your responsibilities as an employer and have all appropriate management and communication structures in place.

## Disability Discrimination Act and Health and Safety Issues

Under the Disability Discrimination Act you must take all appropriate and reasonable steps to make sure that disabled people have access to buildings and services. If you are in any doubt, contact your local authority's planning department for more advice. All projects need to consider appropriate health and safety issues affecting their projects and service users.

## Child protection and vulnerable adults

This information forms part of your application form and asks that you confirm that you have the appropriate and necessary policies and procedures in place. We will expect all relevant staff and volunteers to be appropriately trained and police checked.

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE CHILD PROTECTION AND VULNERABLE ADULTS DECLARATION IN YOUR APPLICATION FORM. (THE DECLARATION IS INCLUDED WITHIN THE APPLICATION CONTRACT).**

The Trustees and Management of The Coalfields Regeneration Trust (CRT) recognises that the protection and safety of children, young people and vulnerable adults is everyone's responsibility. CRT is committed to this principle and to the development of best practice within those community groups it supports.

**Definition of Children and Young People**

Those who have not yet reached their eighteenth birthday.

**Definition of Vulnerable Adults**

The Trust defines a vulnerable adult based on the Law Commission's definition – that is a person who:

***'is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself against significant harm or exploitation'.***

In clarifying this further, CRT adopts the Department of Health's guidance in that an 'adult' refers to a person aged 18 years and over and that people with learning difficulties, mental health problems, older people and people with a disability or impairment will be included within this definition, particularly when their situation is complicated by additional factors, such as physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

The approach CRT will take is based on and reflects the principles of both legislation and guidance and it is:

- the welfare of the child, young person or vulnerable adult that is the paramount consideration.
- all children, young people and vulnerable adults, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual orientation have a right to protection from harm or abuse.

CRT requires that all groups seeking funding for activities which involve the delivery of services to children and young people, have the following in place:

- an acceptable child protection policy, which addresses recruitment and selection procedures, and issues of confidentiality.
- relevant procedures for reporting concerns relating to the protection of children and young people, which have been designed to complement Local Area Child Protection Committee procedure.
- a Code of Practice highlighting acceptable behaviour with children and young people.

**What if we are a community centre?**

If you are a Community Centre you should have appropriate policies in place which ensure that your users are aware of their duty of care for children, young people and vulnerable adults.

**What if our organisation does not work with children, young people or vulnerable adults?**

There may be instances where you do not currently work with children, young people or vulnerable adults. In such cases it is reasonable that you do not have policies in place. However, you must be aware that, if at any time during the life of the project, these circumstances change and you do start to work with these groups you will be required to introduce the appropriate policies and comply with all necessary legislation.

**What if we work with children, young people or vulnerable adults and we don't have an appropriate policy?**

If your organisation works with children, young people or vulnerable adults, it is your responsibility to ensure their safety and well being during their time with you. You must have appropriate policies in place to help you meet your responsibilities.

**The Trust cannot award grants if appropriate policies are not in place**

The Trust's policy on the protection of children, young people and vulnerable adults means that it can not make payments to an organisation working with such groups that do not have appropriate policies in place.

## The application process

**Timetable**

The application form asks you for a start date for your project. Please remember to take into account our turnaround times (approximately 12 weeks dependent on the scheduling of Committee meetings). We expect projects to have a complete funding package.

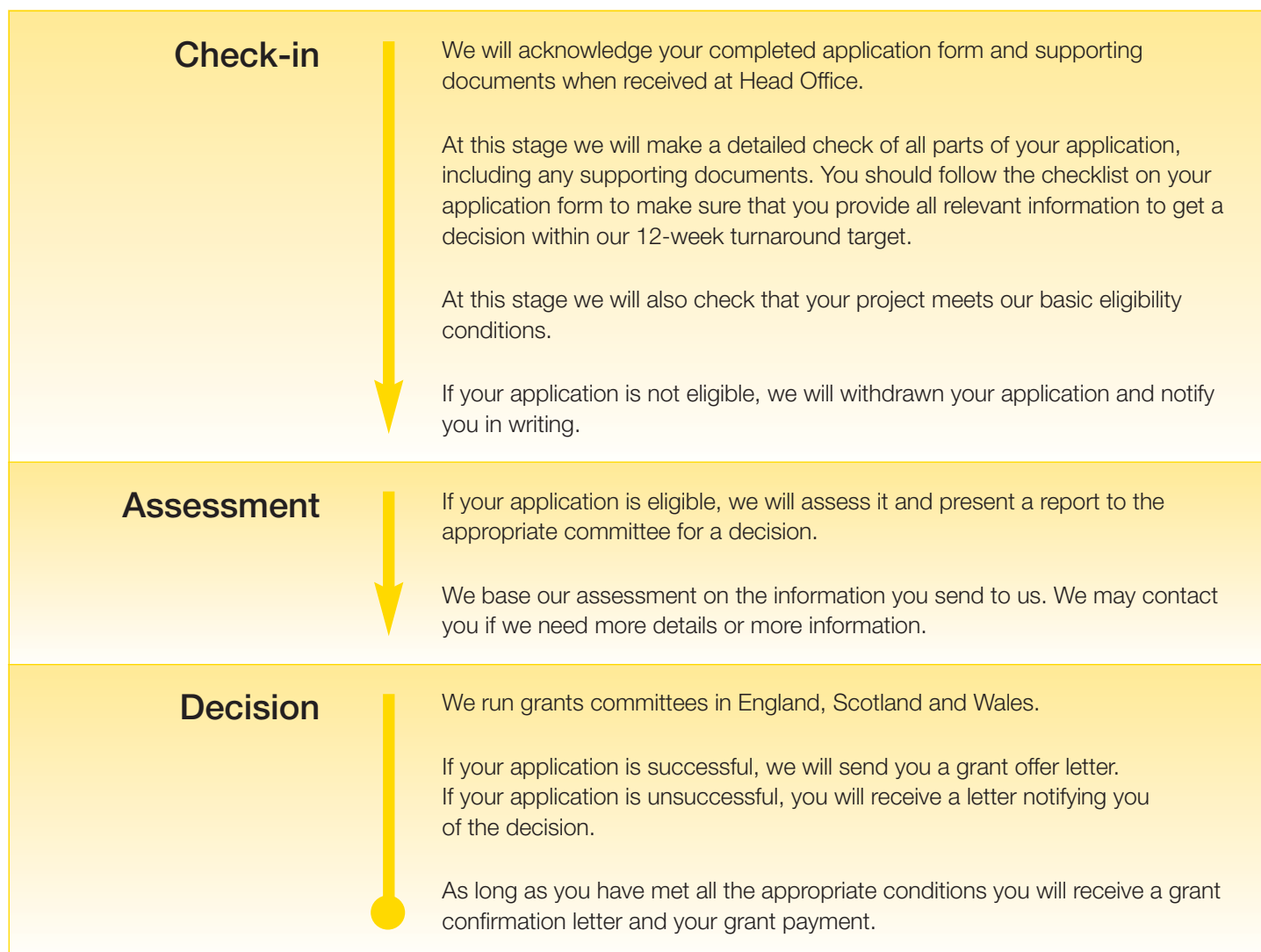
The time taken to process the application can be affected if the required supporting documentation and information is not made available promptly.

Your regional or country office will be able to assist you with the application and ensure that as far as possible, the project is eligible and the application is complete and ready for assessment.

**Equalities**

In line with our equal opportunities policy, our grants programmes are open to all types of groups. We do recognise that there are many different needs among voluntary and community organisations and groups. If you have any problems using our services or if you need extra support with the grant application and assessment process, please let us know how we can do more to help and we will make every effort to meet your needs. For example we may be able to offer you documents in large print or arrange face-to-face contact.

# The application flow



## Step by Step Guide to Completing Your Application

### First Things First

We advise that you should read the Information Booklet prior to completing your application. This will help you decide if you are eligible to apply for funds from the Coalfields Regeneration Trust.

If necessary, you can contact the CRT's National or Regional Office with any queries. We have dedicated staff that will be able to provide support and guidance on how to complete the form.

Watch out for and attend advice and information sessions organised in your area.

This guidance provides you with step by step instructions to completing the application.

### As you complete your application:

- Answer all questions.
- Ensure you attach the supporting documentation requested and tick the boxes to confirm this. Failure to supply the supporting documentation will result in the Trust being unable to assess your application.

# General Information

## Q1 – Name of Your Organisation

State your organisation's name as it appears on your constitutional document. This is the document which sets out your organisation's aims and how it works. It may be called your constitution, rules, Trust Deed or Memorandum and Articles of Association. CRT would not support activity that is outside of your group's constitutional aims and objectives.

It is a requirement of the Trust that the above document contains an appropriate dissolution clause.

All of the supporting documentation requested later in the application needs to relate to the organisation named in this section e.g. bank statement and accounts.

## Q2 – Name of your Project

Choose a short title, which indicates your proposed activity e.g. Purchase of sports equipment.

## Q3 – Main Contact Details

The person named on the application form may be contacted to discuss the application.

## Q4 - Where is the project based?

Sometimes a project will take place from a base which is different to the organisation's address, please include the address and postcode.

## Q5 - Which electoral wards will benefit?

This question is important and is key to enable the Trust to process your application.

Specify in which Local Authority area and ward your project will be based e.g. Doncaster Metropolitan Borough Council - Mexborough.

If you are not sure of the name of your Local Authority and ward, please contact CRT's National or Regional Office for advice.

## Q6 - Please tell us about your organisation

Explain the purpose of your organisation and what it actually does. Refer to specific activities. Your answer needs to relate to your organisation as a whole as opposed to the project for which you are seeking support.

If you are a new or small group, and the project will be the start or all your activities, explain this here.

## Q7 - What type of organisation are you?

CRT is only able to give grants to voluntary and community groups with a constitution, set of rules, Trust Deed or Memorandum of Agreement and Articles of Association.

Tick the box(es) that describes your organisation.

### **Q8 - When was your organisation set up?**

State here the Month and year your organisation was formed. If your Organisation was formed a long time ago and you do not know the precise date of formation then give the approximate year.

### **Q9 - Please list your full management committee**

Please list the name of all those who are Board or Committee members, include their role e.g. Chair, Secretary, Treasurers etc and note any relevant skills, qualifications or experience they have which will help with the delivery of the project. i.e. teacher, bank official.

### **Q10 - When will your project start/take place?**

Your start date should take account of our decision times, please allow up to 12 weeks for this process to take place. The project must be completed within 12 months of receipt of a Grant.

### **Q11 - Describe your project**

Clearly describe the overall purpose of your project. Please outline:

What do you want the grant for – what you want to purchase with the grant.

What will the grant allow you to do?

What will be the result of the project i.e. what will be the impact/benefits of the grant?

#### **Examples:**

- 1 The grant funding is to support the costs of sessional workers to deliver arts workshops. The workshops will be used to up-skill volunteer tutors and members. The aim of the project is develop skills of members and raise aspirations. The project will focus on young people and will provide them with the opportunity to be involved in drama production.*
- 2 The grant funding is to contribute to the costs of a new roof on the community building as well as publicity materials. The project will deliver an improved community facility. The aim of the project is to maintain and increase the number people using the facility ensuring the buildings future sustainability.*

### **Q12 - Tell us how you know your project is needed**

Please outline:

Have you held any consultations?

What are the issues in your local community?

How will the project help to solve those issues?

Do you work with any other organisations? E.g. Local Authority, Primary Care Trust.

Why are you the best organisation to deliver this project?

What will happen if you do not receive the grant?

### Q13 - Project costs and grant needed

Fill in the table, detailing the full costs of items for which you are seeking support from the Trust.

**A quote should be provided for all items (goods and services) above £500.**

For example you should include a quote for items such as room hire, if the total cost exceeds £500.

Costs requested should not exceed a 12 month period.

If you are seeking a grant for capital costs or for salaries the following supporting documentation should be submitted with the application:

- Planning permission/ building Regulation approval.
- Proof of ownership/tenure.
- Permission from landlord for works to be undertaken, if required.
- Job descriptions including salary details.

Please note *“a quotation is a firm price provided in writing by a reputable Supplier / Contractor for which an agreed service or supply will be delivered within an agreed time.”*

Should you have a group of items we may request a breakdown of these costs. You are advised to provide this within your application submission, if possible.

### Q14 - Project Outputs

You must identify the outputs that will be achieved through the use of CRT funding.

Please be careful when claiming outputs for your project. Ensure that the outputs only relate to the activity CRT is paying for and do not state any outputs that will be claimed by other funders.

Do not worry if you can only identify one output out of the headings listed.

If you are not sure of what outputs can be claimed, please contact CRT's National or Regional Office for advice.

The Information Booklet provides more details relating to the output definitions.

### Q15 - How will you manage the project?

Explain who will manage and carry out the work involved.

Who will oversee your project should you be awarded a grant i.e. look after the finances and day-to-day running?

How often will they report to the management committee?

What experience does this person have?

NB This question is about the ability of the organisation to properly manage the project and any grant funding received.

## Q16 - Bank Details

Fully complete the bank details for the bank account into which you require any grant to be paid. CRT will only pay grants to organisations that have their own bank account.

Finally, tick the box to confirm that you are attaching your original bank statement, or if your building society does not issue statements, then send us a copy of your Pass Book.

Your bank statement will be returned to you when CRT registers your application.

## Q17 Signatories – List the people who can sign each cheque

In the spaces provided ensure that you state the names and position of people entitled to sign cheques.

It is important that you list all the people who are needed to sign cheques.

Please note - In order to be eligible for support at least two unrelated signatories are required.

## Completing Your Application:

In order for CRT to process your application, it needs to be signed by the Chair, Secretary or committee member (who is not the main contact).

Please ensure that all the documents on the document checklist are provided.

## Documentation Checklist

The following documents should be submitted with your application:

- A signed and dated governing document (constitution, set of rules) which includes an appropriate dissolution clause.
- Original Bank Statement or copy of your passbook.
- Most recent annual accounts or organisation budget forecast.

Finally, if you are seeking a grant for any of the following then additional information specified should be attached:

Building Works – Planning Permission, Building Regulation Information and Proof of tenure. Should planning consent not be required we will require a letter from the appropriate statutory department confirming none is needed.

Salary costs – Job description including salary details.

***NB. Please be aware that CRT may request additional information about the project from the applicant at any stage of the application process.***

# The Board of Trustees

Peter McNestry (Chair)  
Jim Crewdson  
Peter Fanning  
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Wayne Thomas  
Sylvia Wileman  
Shaun Wright

Ken Greenfield (Vice Chair)  
Dawn Davies  
Vernon Jones MBE  
Joe Thomas  
Fran Walker  
Nicky Wilson

## Contact details

**The national offices for Scotland and Wales are:**

### **Scottish Offices**

2/6 The e-Centre  
Cooperage Way Business Centre  
Cooperage Way  
Alloa  
FK10 3LP  
Phone: 01259 272127

### **Welsh Offices**

Part Unit 7, Maritime Office,  
Woodlands Terrace  
Maes-y-Coed  
Pontypridd  
CF37 1DZ  
Phone: 01443 404455

**The English regional offices are:**

### **North West Regional Office**

Unit 39  
Bold Business Village  
Bold Lane  
Sutton  
St Helens  
WA9 4TX  
Phone: 01925 222066

### **North East Regional Office**

Room 7B  
The Eco Centre  
Windmill Way  
Hebburn  
Tyne and Wear  
NE31 1SR  
Phone: 01914 285550

### **East Midlands Regional Office**

Unit 4  
Markham Vale Environment Centre  
Markham Lane  
Markham Vale  
Chesterfield  
S44 5HY  
Phone: 01246 820970

### **West Midlands Regional Office**

Lymedale Business Centre  
Lymedale Business Park  
Hooters Hall Road  
Newcastle under Lyme  
Staffs  
ST5 9QF  
Phone: 01782 563112

### **Yorkshire Regional Office/Head Office**

Silkstone House  
Pioneer Close  
Manvers Way  
Rotherham  
S63 7JZ  
Phone: 01709 760272



the coalfields  
regeneration trust

[www.coalfields-regen.org.uk](http://www.coalfields-regen.org.uk)

changing the face of **coalfield communities**

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