

# Freckleton Charitable Trust Limited

## 2026 Grant application guidance notes

**If you can, please complete the form electronically and email it to us at [charitabletrustlimited@freckleton.org](mailto:charitabletrustlimited@freckleton.org).**

### **Examples of what we can fund:**

- New or used equipment – such as sporting equipment, computer tablets, musical instruments or tools for gardening
- Materials to help groups deliver their objectives – such as books or information display boards
- Improvements to make activities more accessible, such as wheelchair ramps or accessible seating
- Any other one-off costs to help groups deliver community projects

### **We can't fund**

- "core funding" such as staffing, salary costs, venue rental expenses
- Political and religious activity will not be funded, although political and religious groups may apply for funding for community activities.
- Research
- Projects or activities that are deemed to be unlawful

**Even if your project meets the above criteria, your group may not be awarded a grant. The decision on whether to approve the funding will be made by members of the Charitable Trust at their meeting in October.**

**Grants will not be awarded retrospectively.**

### **Guidance on completing the application form:**

You will need to submit an application form with the requested information so that Trustees can make their decision about this year's distribution of funds.

If electronic submission is not possible then please print off the form and fill it in and return as a paper copy or you can fill it in on your computer

### **1. Your details**

Applicants can be individuals or organised groups.

Please fill in your details, or the details of the person in your organisation who we should deal with.

If your organisation is not known to the Trustees you may be requested to submit your articles of association, terms of reference or other declaration of aims and objectives to demonstrate your credentials.

### **2. Amount**

Simply enter the total amount of the grant you are applying for.

### **3. Number of members/ beneficiaries**

In this section, you should tell us your total membership, how many people will benefit from the proposed initiative (if different) and how many of those are Freckleton residents.

#### **4. Purpose of the grant**

A brief description of what you want the grant for. Please note the limitations stated above.

#### **5. Date**

The date of your event or proposed expenditure (within 12 months)

#### **6. Benefits**

Please explain how the grant will help Freckleton residents. This helps trustees to decide about each grant.

#### **7. Breakdown of expenditure**

Use this section to explain in more detail what you will be spending the money on. For example, if you are organising a community service, what elements exactly will this money be used for. If you are buying equipment, individually or as a group, what equipment exactly will you be buying. This helps us by showing that you have got a good plan for the money.

#### **8. Part-award**

The Trustees might not be able to award you the full amount you ask for. Please use this space to say what you would do if you don't get the full amount. If you need the full amount and anything less would not be helpful, please say so in this section.

If your proposal is dependent on other sources of funding which then does not become available, will you need to cancel your project and send us back the money? Or will you scale it back and only do the things that you have the money for?

#### **9. \*\*IMPORTANT\*\* Working with children and vulnerable adults**

If your application for funding is to support working directly with children or vulnerable adults, you must have appropriate Safeguarding Policies relating to children and/or vulnerable adults. You must also ensure that you are complying with the requirements of the Disclosure and Barring Service in relation to this, as well as ensuring that your staff and volunteers having undergone appropriate (standard or enhanced) checks with the Disclosure and Barring Service (DBS) with appropriate Barred list checks were appropriate, in accordance with guidance, for all the individuals involved (both staff and volunteers). The only exception to this is where parents accompany their **own** children.

We may ask you to provide copies of the relevant policies. If you do not have them or unable to show them to us, we may decline your application or ask you to pay back funding already given.

#### **10. Signing the document**

Make sure you have read and are happy with the legal notice.

If you can, please complete the form electronically and email it to us at [charitabletrustlimited@freckleton.org](mailto:charitabletrustlimited@freckleton.org)

Any hard copies should be returned (by 25<sup>th</sup> September 2026) to

Company Secretary, Freckleton Charitable Trust Limited, Longroots, Lower Lane, Freckleton, Preston. PR4 1HH

## **11. Legal information**

The declaration you sign on your application form makes it clear that you are stating the truth in the form. It contracts you to spend any grant money as you have said you would. And it makes it clear that it is your responsibility as a group or individual to ensure you have put in place any legal requirements to enable you to carry on the activity you are requesting funding for.

You need to be clear before submitting the application that:

- you have suitable insurance in place including Public Liability if appropriate
- if you are working on land or property you do not own, you have the owner's permission to do so

Please note that where two people are signing the form they should not be related to each other.

## **12. Using your information**

Freckleton Charitable Trust Limited will use the information you have provided in this form solely for the purposes of processing your grant application.

## **What happens next**

You will be sent an email acknowledging your application.

Charity's Trustees will meet in October to consider all valid applications against the funds available.

Any receipts must be dated after the date of the Trustee's decision letter. We ask you to keep these and provide these or copies of them and your group's bank statement showing the award being paid in and the money being spent.

If the cost is less than anticipated or you don't spend the money because of a cancellation for example, please contact us. Don't spend the money on something else without contacting us first as you may need to return the funds.

## **Monitoring your grant**

After your grant has been awarded, we will contact you to make sure everything is ok, and the money has been spent on what you intended.

We will ask for some or all of the following:

- 1.Copies of receipts or invoices for the full amount of the grant
- 2.A bank statement showing the invoices have been paid by your group
- 3.Information about the project – for example
  - 1.Details of how many people attended
  - 2.Photographs of the event or equipment
  - 3.Copies of press or promotional activity
- 4.Copies of child protection/vulnerable adult policies and associated paperwork
- 5.Evidence that any conditions of the grant have been met