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# Care Link Grassroots Sponsorship Application Form Guidance Notes

These guidance notes will help you complete each section of your Care Link Grassroots Sponsorship Application Form so that it can be considered for funding.

**Please ensure you have already carefully read through our ‘About Care Link Grassroots Sponsorship’ document so you are familiar with the scheme, what can and cannot be funded, and what is expected of your group if you are successful.**

For your application to be considered for funding, please ensure you can explain and / or provide the following information. If any information is missing, or completed incorrectly, we will let you know and ask you to resubmit in line with the scheme deadline dates. Please be aware we will not be able to process incomplete applications after the deadline date.

The notes provided below are to help you complete each section of the application form. If you have any questions or need help completing the form, or if you need the application form in a different format, please email communications@vicohomes.co.uk

# **Notes to help you complete the form**

Please make sure that you answer all the questions on the form and provide any supporting evidence requested.

**Section 1** **Contact information**

Please provide the contact information we have asked for including details of the group and **two contacts**. This will help us to make sure that you know how your application is getting on. We will also use this information if we need to contact you about your application and also to let you know if your application is successful so **please make sure you include them, and that they are correct**.

Please be aware that our main method of contact is email so if you have provided your email address on the form, ensure you check it regularly as we may send requests for further information.

**Section 2** **Tell us about your group**

Please give us details of your group and, in particular, the work it undertakes and the contribution it makes to the local community. We’d also like to know about the activities, events and projects you’ve organised over the last year or so and those that you have planned in the coming year. This can include the proposed project you are applying for funding for.

The more you tell us in this section, the easier it will be for our panel members to understand what your group is all about and what it has, or aims to, achieve.

We are committed to ensuring equality, diversity and inclusion in all aspects of our work, so your group’s projects must be open to all who want to be involved, unless you can give a good reason why this should not be the case. If you plan to restrict who can take part in your project, please explain why in this section of your application.

**Section 3** **Tell us about the activity / event you’d like us to support**

In this section, please give us a detailed explanation of exactly what you want to use the sponsorship money for.

Make sure you read the ‘About Care Link Grassroots Sponsorship’ document so you are clear about the purpose and priorities of the scheme. Wherever you can, please try to explain why you think your project or initiative meets these, as this will help our panel members when reviewing your application.

If you expect your project or initiative to be ongoing, after the funding has been fully used, please give details of how you will ensure it is a continued success. We want to ensure that the funding provided is for a project or initiative that is sustainable in the longer term, if this is your initial goal. If your project is a one off, you can make a note of this in that same section of the application form.

**Section 4** **Costs**

Please provide details of the amount of sponsorship you’re applying for together with a detailed list of all the products and services you wish to buy. You need to provide one quote for each product or service.

These do not need to be formal written quotes from companies, they can also be within an email, or a page printed from the internet. If you are unable to provide a quote for any reason, please provide what you can and explain within your application the reasons why you cannot provide these. We may contact you to discuss the quotes you provide as required as part of your application process.

If the sponsorship application will not cover the total cost of the project, please tell us what the full overall cost will be and provide details of how the remaining costs of the project will be covered, including any other grants received or applications made.

**Section 5** **Your Bank / Building Society account**

Please provide details of the bank account into which we would pay any sponsorship money awarded to your group. All bank accounts relating to the group must be made known within your application form.

Payment **cannot** be paid into a personal bank account; it must be paid into your group’s account.

If your group already has savings which match or are more than the money you have applied for, please let us know what that money will be used for. It may be set aside for another project or for general running costs, but without knowing that it is difficult for us to understand why you need our sponsorship.

**Section 6** **Declarations**

**Relationship declaration**

Please let us know of any member of your group who is related to a Vico Homes / Care Link colleague and provide details of the relationship.

**Signatures authorising this application from your group**

The completed form must be signed by two members of your group to authorise the application and give approval for information to be shared under the Data Protection Act.

**Section 7** **And finally…**

**How did you hear about our Care Link Grassroots Sponsorship scheme?**

Please let us know how you heard about our Care Link Grassroots Sponsorship, so we can see how effective our publicity has been.

**Checklist**

Take some time to go through the checklist, so you know you have completed everything on your application and provided all documents we have asked for. If anything is missing from your application, it could cause a delay, or even result in your application not being considered.

**Submitting your application**

Please complete the online form to submit an application.