**Queens Jubilee Fund- Guidance for Applicants**

This funding is specifically to support the organisation of local community events or projects that mark the occasion the Queen’s Platinum Jubilee when the Queen becomes the first British Monarch to celebrate a Platinum Jubilee after 70 years of service.

A bank holiday weekend of celebrations is planned to take place between 2nd and 6th June 2022 to mark the occasion. **Please note the planned projects/events that are applied for do not need to take place on that weekend.**

Please read this guidance thoroughly before applying to the fund using the application form provided.

**Application process**

1. Please return your completed application form and a copy of your group/organisation’s bank statement by **6th April 2022 at 5pm** to [communitymatters@northlan.gov.uk](mailto:communitymatters@northlan.gov.uk)
2. Assessment of all applications will be carried out shortly after the closing date by a cross-sector panel involving North Lanarkshire Council’s Communities Team; staff from Voluntary Action North Lanarkshire (VANL) and NHS Lanarkshire Health Improvement.
3. Applicant organisations will be notified of decisions shortly after assessment is completed.

**What organisations will be funded?**

Applicants must be a constituted North Lanarkshire community group or voluntary organisation that can demonstrate effective and ongoing activities.

Please note: Constituted community groups can apply for additional funding to support work of organisations/individuals that are not currently constituted however constituted groups will be responsible for reporting on how the funding is used in relation to the grant award.

Organisations should have a bank account in the name of the group/organisation with at least two cheque signatories.

All events supported must be open to the wider community

**What can be funded?**

Community groups and organisations can apply for funding to organise local events that could range for example, from a community lunch, street party or barbeque to tea dances, fun/activity days, history or cultural community events related to Jubilee, sports events, equipment to support events e.g., craft materials, musical instruments, decorations, bunting etc

Community groups and organisations will be responsible for ensuring any necessary licenses are in place and compliance with appropriate regulations. Organisations will be responsible for the clearing up and effective disposal of any refuse following planned projects/events.

**What cannot be funded?**

Projects that require ongoing maintenance by North Lanarkshire Council will not be considered.

Projects that are not open and accessible to all in the local community will not be considered

**How much can organisations apply for?**

Organisations and local groups can apply for up to £2,000.00. Constituted organisations that are applying on their own behalf and for non-constituted organisations may apply for additional funding.

**Completing the application form**

**Complete the whole application and answer all questions.**

**Section 1 – Contact details**Tell us who you are for future correspondence.

**Section 2 – Organisation details**Tell us about your organisation, which community Board areas you work within and a brief description of the main activities and services of your organisation.

**Section 3** **– Equipment requested and the benefits of this**This is the most important section of the application form. Provide responses in no more than 150 words per question.

In section 3A, tell us in detail about the project/event you wish to be funded. Include where and when you intend this to take place. This does not need to take place between 2nd and 5th June 2022.

In Section 3B, tell us who will be involved in the planning and organisation of the project or event.

In Section 3C, tell us who will benefit from the project or event. This could be those living within a particular geographical area/street, or a particular group of people for example older people, young people, BAME groups or people with disabilities etc.

In section 3D, explain how you will involve the community including those who not always participate such as vulnerable groups/individuals (older people, young people, BAME groups or those with disabilities etc).

In Section 3E, add any additional information that you feel will support your application. It is important to complete this section as this may add to the overall funding assessment.

**Section 4 – Budget**Tell us how you intend to spend the grant funding. List each item on a separate line. Provide actual costs for any items of equipment and remember to add up the total which should not exceed £2,000.

**Section 5 – Signature**By entering your name in the signature line, this will be accepted as though you have signed this document.

**Monitoring and evaluation**

Organisations that receive funding awards will be subject to grant monitoring and a report will be submitted to appropriate Council Committees and Community Boards in due course.

**Further Information**

If you require any further information, please contact North Lanarkshire Council at [communitymatters@northlan.gov.uk](mailto:communitymatters@northlan.gov.uk)