

# **General Criteria and Guide to Application for Penrith Lottery Grants**



Penrith Lottery can make monetary awards to projects which will benefit and enhance the town of Penrith and its immediate environs.

## **General Criteria for Applications**

1. Awards will be given to voluntary/non-profit making organisations or to support community initiatives that benefit the town and the residents of Penrith. Normally grants will only be given to organisations within a 5-mile radius of Penrith although in exceptional cases this boundary will be extended if the organisation can prove significant benefit to the residents of Penrith.
2. Grants will only be given for capital funding and events which directly benefit the community. i.e., not for general maintenance or running costs. We cannot fund events if the intention is to pass on any surplus income to other organisations e.g., concerts which seek to benefit local charities.
3. Grants can start from as little as £100 but are usually capped at £2500.
4. Monetary award applications will not be considered from party political organisations.
5. Monetary award applications will not generally be considered from any organisation where funding would normally have been derived from local or national government. However, funding will be considered under exceptional circumstances where grant funding can help access larger sums under the concept of matched funding.
6. Funding will only be given to organisations where access is unrestricted. i.e. the benefits are available to all parts of the community.
7. All applications will be considered by the Board of Trustees and any decisions made will be final and not subject to appeal.
8. Evidence will be required to show that organisations have appropriate safeguarding policies in place when activities include children and other vulnerable persons.
9. Grant payments are subject to recipients supporting Penrith Lottery in a variety of ways and grant applicants are asked to refer to our Grant Acknowledgement Guidelines which contains an extensive list of ways our funding can be recognised.. In this way we can spread the word and encourage new members to join as well as receive more grant applications:

If your application is successful, you will be asked to put forward one new lottery member for every £1,000 of grant money you receive from us. This could be one individual or the organisation, and the membership must continue for a minimum of one year. So, for example, if your grant is £100-£1000, you will be asked to sign up one new member. If you receive £1001-£2000, it would be two members, and so on.

### **Some other points to note**

- You can download an application form from the website and submit by e-mail to [info@penrithlottery.org.uk](mailto:info@penrithlottery.org.uk)
- When we refer to 'Penrith and its immediate environs' we mean Penrith Town and a 5-mile radius from its centre. This includes the following villages: Clifton, Stainton, Langwathby, Plumpton, Greystoke, Great Salkeld, Little Salkeld, Bowscar, Catterlen, Blencowe, Flusco, Dacre, Tirril, Pooley Bridge, Askham, Helton, Lowther, Hackthorpe, and Melkinthorpe.
- Applications must include full details of the project.
- We aim to process applications within four to six weeks of receipt, depending on committee meeting dates. All applications will be acknowledged within ten days.
- When your application has been processed and a decision made, we will inform you by e-mail or letter.
- You will then be sent a Project Completion Form. Please complete and return it with copies of receipts on completion of the project, normally within six months of your grant being issued. Organisations who do not comply with this condition will be requested to return their grant money.
- Please contact us in writing if you need to change your project details.
- If you cannot spend the money, or if items cost less than expected, we will ask you to return the balance.
- We reserve the right to audit the expenditure to ensure it has been spent on the items outlined in the application. Any funding inappropriately applied will need to be returned.
- We will be pleased to help with any queries. Please contact the lottery administrator on [info@penrithlottery.org.uk](mailto:info@penrithlottery.org.uk).

**See our website for details of recent funding applications.**