



# Breckland Community Funding Application Form

## Section 1 - About the organisation applying

### Organisation name and address details

Name of the organisation applying

The Benjamin Foundation

Address of your organisation

Street

23-27 St Andrews Street

Town/City

Norwich

County

Norfolk

Postcode

NR2 4TP

Website

benjaminfoundation.co.uk

Telephone

01603 615670

Email address

info@benjaminfoundation.co.uk

### Main Contact Person

These are the details that will be used for correspondence purposes.

Title

Mrs.

Surname

Storey

Forename(s)

Joanna

Position in organisation

Fundraiser

Daytime Phone

01603 886932

Home Phone

Mobile Phone

07817 015011

Email

joanna.storey@benjaminfoundation.co.uk

Use organisation's address for correspondence

### Organisation Start Date

Please estimate if exact date is not known - please select earliest date if your organisation predates the options given.

Month

10

Year

1994

### What type of organisation are you?

Please select as many as appropriate. For companies, CICs and Social Enterprises, please note your constitution/ articles should show a clear social purpose, and information about how you distribute profit to fulfil these aims.

A registered charity 03825425

Company limited by guarantees 1124936

Unincorporated club or association

Community interest company

Other

### Purpose of organisation

Please briefly describe the overall aims and objectives of your organisation and the activities or services your organisation provides

The Benjamin Foundation has been providing services for children, young people and families since 1994. We deliver work across Norfolk and Suffolk helping over 2000 people every year. There are four themes that underpin all our services - Hope, Opportunity, Stability and Independence.

We are a very diverse charity and our work includes supported accommodation projects in Thetford, Kings Lynn, Great Yarmouth, Aylsham, Fakenham and North Walsham for those aged 16 – 25 who would otherwise be homeless; face-to-face confidential support in over 80 schools; support and social groups for 300 young carers aged 6-18 and a school in Great Yarmouth for young people with social, emotional and behavioural difficulties.

One of our services in Thetford is “Meet up”, a grass roots youth and community project, situated on the Redcastle Furze housing estate. It is the only established and recognised youth venue serving this area of Thetford.

We also run four furniture re-use stores providing affordable furniture and household goods to the public, with significant free-of-charge donations to households in severe need.

At the centre of all that we do are the relationships we build with service users, colleagues and other professionals. We don't “do unto” people, rather we walk beside and support them to build their skills, coping mechanisms and resilience until they can progress on their own.

## Staffing and volunteers

How many of each of the following are involved in the organisation?

Full time staff / workers	126	Part time staff / workers	115
Volunteers (excluding management committee)	25		

Management committee

10

Members (excluding management committee)

## Income of your organisation

Total income in the most recent accounting year

5553107

What are your organisation's current unrestricted reserves?

1149196

## Banking details

Please provide details of the organisation's bank account

Bank account name

The Benjamin Foundation

Bank account number

01370340

Bank sort code

403506

How many signatures are required to authorise payments from the organisation's account?

2

**Names of signatories, and their roles in the organisation**

Anthony Ing. CEO  
Claire Reynolds. Director of Corporate Services  
Matthew Garrod. Director of Operations (Housing and Homelessness)  
Sharon Matthews. Director of Operations (Children and Young People)  
Philip Burton. Chair of Trustees

**Second contact**

Please provide details for a second contact who is willing to be contacted regarding this application if the main contact cannot be reached.

**Title**

Miss

**Forename/s**

Sharon

**Surname**

Matthews

**Position in organisation**

Director of Operations (Children and Young People)

**Daytime phone**

07525 801300

**Email**

sharon.matthews@benjaminfoundation.co.uk

**Section 2 - About the project****Which Fund are you applying to?**

Tell us which Breckland Fund you are applying to (Match Funding Large grant, Match Funding Small grant or Pride Funding) - please make sure you have read the guidance for the Fund you have chosen.

Match Funding Large Grant

**Ownership and permissions**

Please complete this section if you are applying for funds to carry out building or ground works, including repairs and improvements, or installing permanent fixtures such as play equipment.

Does your organisation own the building/ land in question?

Yes

If NO, please tell us who owns the site, and how your organisation has responsibility for it - for example if you hold a lease please tell us how long is remaining on the agreement

Ownership of the building was transferred from Breckland District Council to The Benjamin Foundation in 2014. It is subject to a Deed of Covenant until 2034. Included in this Covenant are the following paragraphs agreeing what The Benjamin Foundation will use the building for in the future:

(i) in respect of no less than two thirds of the floor area of the Property the use of the Property for the provision of social support, public information, education, training, counselling and other social welfare related services including a café for the benefit of the local community of Thetford, Norfolk; and

(ii) in respect of no more than one third of the floor area of the Property, the use of the Property for the administration of charitable or community purposes

Does your project need any permissions to proceed? For example planning or change of use permissions, a faculty or similar - if YES please provide details below and send evidence that this is in place along with your completed application.

No

## Project Details

### Project name

Building repairs to Meet Up Community Centre on the Redcastle Furze Estate

Project / funding start date    Project / funding end date

21/11/2016

05/06/2017

What area will your project benefit?

Breckland

Which area (estate, town, village, borough) do most of the people who benefit come from?

Thetford

Please provide a postcode which best represents the geographical area you will benefit.

IP24 3PU

What is the grant required for? Please describe your planned project/ activity.

We would like to ask for capital funding to help us put a new roof on the valued community centre in Thetford. This building is situated in the Redcastle Furze community (Thetford Saxon Electoral Ward), serving this and neighbouring social housing estates.

Ownership of the building was transferred from Breckland District Council to The Benjamin Foundation in 2014. We receive funding from The Big Lottery to cover the cost of facilitating events and activities but this funding does not cover essential building maintenance and repair costs, which is why we are seeking additional funding to secure the building and ensure sustainability of many projects for years to come.

Since opening in 2010, the community centre that we call "Meet Up" <http://benjaminfoundation.co.uk/meet-up> has helped thousands of local children, young people, families and senior citizens. The centre is also used by many professionals from Norfolk County Council and a wide range of other groups in the community.

However, this building that delivers a huge variety of valuable work in is in a declining state of repair.

In order for The Benjamin Foundation and other organisations to continue delivering services for the community, the building needs to be well maintained. The list of essential repairs is long and estimated at £44,000 (inc VAT) in total. However, the roof has now become an urgent priority as it has started to leak. We have been forced to cancel youth clubs as the rain caused water to pour in through the ceiling. Here is a link to a recent article in the local paper;

[http://www.thetfordandbrandontimes.co.uk/news/leaking\\_roof\\_puts\\_meet\\_up\\_in\\_thetford\\_in\\_jeopardy\\_as\\_youth\\_clubs\\_welco](http://www.thetfordandbrandontimes.co.uk/news/leaking_roof_puts_meet_up_in_thetford_in_jeopardy_as_youth_clubs_welco)

We want to ensure that this community hub can continue working to support people of all ages in Thetford for years to come.

The building has a really strategic position in the community and it's important that we have an easily accessed, safe, warm and inviting building where many of the activities for the local community can take place. We'd like to complete the work on the roof and then continue with our fundraising efforts to improve more aesthetic elements of the building. Knowing the roof is safe and secure will give the community a feeling of security and send out a strong message that Meet Up/the community centre is here to stay.

Who will benefit from this project and how?

Meet Up means so much to such a diverse range of people within the local community. It is a social lifeline as well as a professional resource for many. Meet Up helps people to raise their aspirations and believe in themselves, which in turn benefits the wider community. From a local business point of view, these people have the potential to become successful employees, innovators and leaders of the future. If they are successful, we are all successful.

Meet up provides a safe and supportive environment for local young people to meet friends and take part in activities including art and music workshops, trips to places of interest, residential breaks and accredited learning including food hygiene and AQA certificates. The Benjamin Foundation aims to help local young people learn skills, gain confidence and increase their commitment towards learning in order to pursue a successful future. We do this by engaging them in these varied, challenging and engaging activities which helps develop confidence and social skills. In turn, this reduces incidents of anti-social behaviour and promotes positive relationships within the local community.

Meet Up is very fortunate to have a diverse cultural membership base and works very hard to integrate all nationalities in activities at Meet Up. We continue to work closely with diverse groups and cultures which has the benefit of building strong community cohesion.

Senior Citizens in the area benefit from a weekly lunch club. This popular event is attended by up to 30 local residents. Many of these elderly people are socially isolated and we help them to build friendship groups.

Meet Up has been running over the last 6 years therefore services have developed, changed and been adapted with the service user always in mind. This is achieved through constant evaluation and feedback from users detailing which services work and which don't. Consultations are carried out with young people, parents and the local community as to what areas they enjoy and those they would like to see developed further at Meet Up. By including young people in the process they feel a valued part of the centre and have a direct input in activities that they would otherwise not have a chance to participate in. This allows them to broaden their future aspirations and further develops their wider knowledge outside of Thetford.

How do you know this project is needed, and that people want it?

The need for Meet Up is demonstrated by the demand from the local community for its services. Registered membership has reached over 240, attendance currently numbers over 130 people every week and these figures are enhanced by holiday activities, volunteering hours, attendance at one-off/pilot events and informal, ad-hoc contact and support.

The need for, and impact of Meet Up has been demonstrated by a recent survey following our 2016 Summer Activity Programme. 92% of participants reported increased confidence, 90% stated engagement with Meet Up had helped them stay out of trouble and 90% said that they now cared more about their community. This is further shown through the results of a recent consultation exercise undertaken with parents, where 90% of respondents stated that Meet Up had helped their child(ren) avoid anti-social behaviour and 85% said that their child(ren) were demonstrating improved social skills.

The need for the Meet Up service is stronger than ever because the environment Meet Up operates in has changed significantly. All local authority youth centres have closed and outreach work ceased. This means Meet Up is the only dedicated youth venue in Thetford and because of this has become a central hub for both the young people and a range of professional services offering support to them and their families.

We hold a weekly parent and toddler group at Meet up, with babies as young as six months. This was started because a local needs analysis identified a lack of provision for young parents in the area.

All the work of The Benjamin Foundation is underpinned by The Nurtured Heart Approach © (NHA). The NHA is a philosophy for creating strong and improved relationships by focusing on positive behaviour rather than energising negativity, providing clear rules and consequences and therefore creating an environment where young people can thrive. Holding these parents and toddler groups enables Meet Up staff to help build stronger more rewarding relationships through the NHA and for informal learning to take place within the centre. It allows families to be signposted to other services and develops stronger relationships in the community.

If this is a large match funding application (over £5,000) please describe how your project will be financially and environmentally sustainable and maintained in the future

Meet up revenue costs are funded by the Big Lottery until September 2018. We will be applying for repeat lottery funding or seeking alternative funding so we can continue and improve service delivery from the building.

Our main objective today though is to ensure the security of the building so it can be used by The Benjamin Foundation, and others, for a variety of projects in the future. Services in the community centre will be delivered by us, a wide range of professionals and other members of the community.

The Benjamin Foundation has significant corporate support and benefits from a comprehensive back office function including:

- HR (including recruitment, training, DBS checks, payroll, volunteer expenses)
- Finance (budget management, income processing)
- Marketing and Fundraising (publicity, media relationships, community events, securing additional funding)
- Health and safety (advice, legal guidance, training)
- Business Development (support to ensure effective and sustainable project development)
- Server maintenance and associated IT support

The new roof will come with a 25 year guarantee.

The roof renewal/repair forms part of wider plans to improve the Meet Up building. As we are planning these repairs, the environmental issues are forefront of our plans. The new lights we plan to fit are LED lights, which reduce energy usage, last longer and reduce the building's carbon footprint.

The new roof will reduce our energy consumption as it will be better insulated. We plan to upgrade our heating which will be more efficient and again reduce our energy consumption and contribute to reducing the carbon footprint of the whole building.

What, if any safety issues are related to your project or activity? If your project is working with children, young people under the age of 18 or vulnerable adult, how will they be kept safe?

The Benjamin Foundation delivers a broad range of services supporting children, young people and vulnerable adults and as you'd expect, our policies and procedures are thorough & robust. We always ensure that policies and procedures for protecting children and vulnerable adults are effectively implemented across all areas of our organisation

Safeguarding is The Benjamin Foundation's core aim and therefore it is an important aspect of all of our work. Whether this is low level preventative work - just by having an open, welcoming centre where children, young people and other residents may feel safer, or interventions more at the sharp end (our staff are currently involved in supporting young people involved in 2 ongoing safeguarding criminal investigations and 3 other ongoing Children's Services cases), Meet Up is seen as a place of safety in the area.

The Benjamin Foundation employs a dedicated service user engagement and quality assurance officer (SUEQAO) whose role within the organisation is to inspect services; engage with young people and monitor the quality of the service. The SUEQAO is part of a Senior Management Team that includes a dedicated Health & Safety Officer. The dedicated Health & Safety Officer together with the organisation's CEO make six monthly visits to all our services who check compliance to the relevant legal frameworks on Health & Safety.

## Alignment with Breckland Council Objectives

Please explain how the project contributes towards the Council objectives you have identified

Meet up aligns to and contributes towards several of the Breckland Council objectives but our top priority would be:

Support groups and organisations to provide a range of local facilities within their communities:

Meet Up performs a unique function in the Redcastle Furze area of Thetford. Although primarily a centre for children and young people it has, in reality a much wider reach. It runs support sessions for local parents, social events for older people and guidance opportunities for those seeking work or employment. Meet Up works closely with the Redcastle Action Group to help address local issues and needs. While you could argue successfully that it is the people that make Meet Up and not the building there is no denying the strategic position of the building in the community and the importance of having an easily accessed, safe, warm and inviting building in which the activities can take place. Once the work on the roof is completed – a major stumbling block – we can continue our fundraising efforts to improve more aesthetic elements of the building. Knowing the roof is safe and secure will give the community a feeling of security and sends out a strong message that Meet Up is here to stay.

Work with partners to support older people to remain active, participate and live independently within the community:

Meet Up hosts a very successful 'lunch club' for older residents in the area and offers a range of other activities to support older people and build intergenerational cooperation and togetherness. The centre building is a very important part of this work as it represents a place of safety in the community and a warm, welcoming place to meet friends and have a home style meal. Our older service users have been extremely supportive of our efforts to fundraise to improve the roof and other aspects of Meet Up as they value the resource in their locality and want it to be there for generations to come.

We have recently been awarded funding from the "Love Norfolk Youth Social Action fund" to support us with our successful youth social action activities. We have several intergenerational activities planned where young people will collaborate with the older generation in their community to share skills and knowledge to plan and hold events in the local community.

We know from experience the huge benefits of intergenerational work – reducing isolation, increasing cohesion, promoting a sense of belonging and challenging pre-conceived ideas.

## Project Budget

How much money are you applying for?

13161

What is the total cost of the project?

26956

Have you already secured other funding for this project?

Yes

If YES, how much has been raised so far?

11769

Please provide details of this other funding and/or details of applications to other grant schemes yet to be confirmed

The total cost of the FULL project including VAT is £43, 873. This total cost includes the exterior flat roof, the sports hall ceiling, lights and toilets.

The total cost of the roof project alone is £26,956 and this is the project we would like to complete first.

We have so far raised £11, 769 towards the repairs. This has been raised from a variety of fundraising events and a £6,000 grant from The Geoffrey Watling Trust.

This would leave us just £2,000 short for the roof and we would use our own funds to ensure all the work on the roof is completed.

We will then continue fundraising with renewed vigour to raise the remaining funds in order to complete the work in the building.

## Staff Costs - people who will be paid to help deliver your project

Requested amount	Breakdown
------------------	-----------

0

Total cost

## Volunteer Costs

For example, volunteer expenses and training

Requested amount	Breakdown
------------------	-----------

0

Total cost

## Operational/activity costs

For example, hiring a venue or providing transport for participants

Requested amount	Breakdown
------------------	-----------

0

Total cost

## Office, overhead, premises costs

For example, paying for utilities or a contribution to administration / management support

Requested amount	Breakdown
------------------	-----------

0

Total cost

### Capital costs

Things you will buy, for example materials or equipment, or cost of building works - please note quotes/ estimates should be provided

Requested amount	Breakdown
13161	Please see the attached quotes.
<b>Total cost</b>	Our preference is for R G Carter to carry out the work.
26956	
	Flat Roof: Supply, erect and subsequently dismantle perimeter scaffolding to comply with Working at Height Regulations. Remove and dispose of existing roofing membrane from flat roof area. Fix 18mm OSB3 conditioned tongue and groove structural sterling board mechanically fixed to sub-deck laid to existing levels and falls. Fix Pre-Formed GRP edge trims. Install Polyroof/Topseal GRP fiberglass system to area. Inclusive of 25-year guarantee. All for the sum of.....£14,354
	Sports Hall Ceiling: Infill existing ceiling voids with 600mm x 600mm Tegular tiles covered with 100mm mineral wool insulation laid in 24mm grid system suspended from existing soffit. All for the sum of.....£8,110
	£22464 + 20% VAT @ £4492 = £26956

Publicity costs

Costs of promoting your project, for example printing leaflets or posters

Requested amount	Breakdown
0	
<b>Total cost</b>	

### Other costs

Please specify any costs that have not been included under any of the headings above

Requested amount	Breakdown
0	
<b>Total cost</b>	

## Section 3 - Impact: How your project will make a difference

Select a category from the drop down list below that best describes the impact that your project will have (the difference it will make).

Maximise ability to strengthen community cohesion and build social capacity

Select the primary outcome for your project or activity - you may choose up to 3 if you wish using the boxes below  
Improved community facilities

## Beneficiaries

How many people will benefit from this funding?

750

Please tell us how you have estimated this figure - for example, it may be based on bookings, memberships, audiences or visitors to date

We estimate that we will be working with at least 750 people between now and the end of 2018. We have based this on past experience relating to numbers of attendees to our various sessions and events. We keep attendance records for all sessions held at Meet Up and use this information to inform planning and target setting.

However, this is only part of the picture as the roof comes with a 25 year guarantee - we are hopeful that over this period 1000's of people will benefit from services at Meet Up, and by contributing to the long term good quality of the fabric of the building will mean the doors can be open, and the community welcomed in, for many years to come.

Primary Beneficiary - Select a single option to represent the primary beneficiary group for this grant

Children and young people

Please list any other beneficiary groups who will benefit from your grant

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Black, Asian and minority ethnic            | <input checked="" type="checkbox"/> Carers   |
| <input checked="" type="checkbox"/> Ex-offenders/offenders/At risk of offending | <input checked="" type="checkbox"/> Families/Parents/Lone parents                      |
| <input checked="" type="checkbox"/> Homeless people                             | <input checked="" type="checkbox"/> Lesbian, gay, bisexual and transgendered groups    |
| <input checked="" type="checkbox"/> Local residents                             | <input checked="" type="checkbox"/> Long-term unemployed                               |
| <input checked="" type="checkbox"/> Men   | <input checked="" type="checkbox"/> Not in education, employment and training (NEET 16 |
| <input checked="" type="checkbox"/> Older people                                | <input checked="" type="checkbox"/> People in care or suffering serious illness        |
| <input checked="" type="checkbox"/> People living in poverty                    | <input checked="" type="checkbox"/> People with alcohol/drug addictions                |
| <input checked="" type="checkbox"/> People with learning difficulties           | <input checked="" type="checkbox"/> People with low skill levels                       |
| <input checked="" type="checkbox"/> People with mental health issues            | <input checked="" type="checkbox"/> People with multiple disabilities                  |
| <input checked="" type="checkbox"/> People with physical difficulties           | <input checked="" type="checkbox"/> Refugees/asylum seekers /immigrants                |
| <input checked="" type="checkbox"/> Victims of crime/violence/abuse             | <input checked="" type="checkbox"/> Women  |

## Ethnicity

Primary ethnic group - select a single option to represent the primary ethnic group for this grant

All ethnicities

Please list any other ethnic groups who will benefit from your grant:

- |  |   |
|--|---|
| <input type="checkbox"/> African                   | <input type="checkbox"/> Any other                    |
| <input type="checkbox"/> Asian and Asian British   | <input type="checkbox"/> Asian and White              |
| <input type="checkbox"/> Bangladeshi               | <input type="checkbox"/> Black African and White      |
| <input type="checkbox"/> Black Caribbean and White | <input type="checkbox"/> Black and Black British      |
| <input type="checkbox"/> Caribbean                 | <input type="checkbox"/> Chinese                      |
| <input type="checkbox"/> Chinese or other group    | <input type="checkbox"/> Indian                       |
| <input type="checkbox"/> Mixed                     | <input type="checkbox"/> Other Asian                  |
| <input type="checkbox"/> Other Black               | <input type="checkbox"/> Other Mixed Ethnicity        |
| <input type="checkbox"/> Other White               | <input type="checkbox"/> Pakistani                    |
| <input type="checkbox"/> White                     | <input type="checkbox"/> White British                |
| <input type="checkbox"/> White East European       | <input type="checkbox"/> White Gypsies and Travellers |
| <input type="checkbox"/> White Irish               |   |

## Issues

Primary issue - select a single option to represent the primary issue that will be addressed by this grant

Stronger communities/Community support and development

Please list any other issues that will be addressed by this grant

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Anti-social behaviour                    | <input checked="" type="checkbox"/> Arts, culture and heritage                   |
| <input checked="" type="checkbox"/> Bullying                                 | <input checked="" type="checkbox"/> Caring responsibilities                      |
| <input checked="" type="checkbox"/> Counselling/Advice/Mentoring             | <input checked="" type="checkbox"/> Crime and safety                             |
| <input checked="" type="checkbox"/> Disability and access issues             | <input checked="" type="checkbox"/> Domestic violence                            |
| <input checked="" type="checkbox"/> Economy                                  | <input checked="" type="checkbox"/> Education, learning and training             |
| <input type="checkbox"/> Emergency/Rescue services                           | <input checked="" type="checkbox"/> Employment and labour                        |
| <input checked="" type="checkbox"/> Environment and improving surroundings   | <input checked="" type="checkbox"/> Financial exclusion and financial illiteracy |
| <input checked="" type="checkbox"/> Gangs                                    | <input checked="" type="checkbox"/> Harmful practice                             |
| <input checked="" type="checkbox"/> Health, wellbeing and serious illness    | <input checked="" type="checkbox"/> Homelessness                                 |
| <input checked="" type="checkbox"/> Housing                                  | <input checked="" type="checkbox"/> IT / Technology                              |
| <input checked="" type="checkbox"/> Language, culture and racial integration | <input checked="" type="checkbox"/> Mental health                                |
| <input checked="" type="checkbox"/> Offending/At risk of offending           | <input checked="" type="checkbox"/> Poverty and disadvantage                     |
| <input checked="" type="checkbox"/> Refugees/Asylum/Immigration              | <input type="checkbox"/> Religion  |
| <input type="checkbox"/> Renewable energies and recycling                    | <input type="checkbox"/> Rural issues  |
| <input checked="" type="checkbox"/> Sexual abuse                             | <input checked="" type="checkbox"/> Social inclusion and fairness                |
| <input checked="" type="checkbox"/> Sport and recreation                     | <input checked="" type="checkbox"/> Stigma/Discrimination                        |
| <input checked="" type="checkbox"/> Substance abuse and addiction            | <input checked="" type="checkbox"/> Supporting family life                       |
| <input checked="" type="checkbox"/> Violence and Exploitation                |  |

## Age Groups

Please indicate the primary age group that will benefit from this grant

Young people (13-18)

Please list any other applicable age groups for your grant.

- |  |   |
|--|---|
| <input type="checkbox"/> Adults (26-65)  | <input checked="" type="checkbox"/> All ages  |
| <input type="checkbox"/> Children (5-12) | <input type="checkbox"/> Early years (0-4)    |
| <input type="checkbox"/> Seniors (65+)   | <input type="checkbox"/> Young adults (19-25) |

## Section 4 - Supporting information and Declaration

### Supporting Documents

To complete your application, you are required to submit supporting information that provides evidence of how your organisation is set up, and details of your project.

Along with your online application we also require you to submit copies of the following:

A copy of your constitution of governing document

A copy of your most recent annual accounts (or current financial statement if your organisation has been operating for less than 1 year)

A copy of a recent bank statement

Evidence that you have consulted with the community

Evidence of match funding

A copy of relevant safeguarding policies if your project involves work with children or vulnerable adults

Copies of quotes, estimates or other evidence of costs if applying for funds to pay for equipment, building works, services or similar (preferably three for each service/product)

For projects involving building works or installations of e.g. of sports/play equipment - evidence that planning permission/ other relevant permissions are in place or that they are not required

A location map (for projects involving building works or installations of e.g. of sports/play equipment)

A business plan (for projects with a total cost of over £50,000)

A copy of your equal opportunities policy/statement

**If you have electronic copies available, these documents can be uploaded by following the 'Add Document' link below which will guide you to the Attachments upload function at the end of this form. Please then upload the documents as prompted.**

**If you prefer to send some or all of these documents separately by post or email, please check the box below, and ensure that all the information required is submitted to Norfolk Community Foundation clearly stating the name of the organisation and the Fund you are applying for.**

**If you do not have all of the documents listed above, or are able to provide a link to view some of your evidence online, please provide details in the box below.**

**If you have provided documents such as the constitution and policies to Norfolk Community Foundation with previous applications and no changes have been made, there is no need to provide further copies - where this is the case please also note in the box below. Please note this only applies to documents that are not updated regularly.**

**If you have any questions about the supporting information required, please contact the Grants Team on 01603 623958 or email [grants@norfolkfoundation.com](mailto:grants@norfolkfoundation.com)**

Documents to follow in post to Norfolk Community Foundation, St James Mill, Whitefriars, Norwich NR3 1TN or by email to [grants@norfolkfoundation.com](mailto:grants@norfolkfoundation.com)

Yes

[Add document](#)

You can use this space to provide links to items you wish to purchase with your grant, or to enable us to view documents online. Also tell us if you believe we hold current copies of your organisation's constitution and policies.

NCF holds copies of our constitution and policies, other supporting documents attached.  
I am also sending a separate e mail with the quotes and some photographs to illustrate and evidence the work required.

## Declaration

**Please enter your name and position below to confirm that you accept the following conditions:**

1. I am authorised to make the application on behalf of the above organisation.
2. I certify that the information in this application is correct.
3. If the information in the application changes in any way I will inform Norfolk Community Foundation immediately.

4. I give permission for Norfolk Community Foundation to record the information in this form electronically and to contact my organisation by phone, mail or email with information about its activities and about funding opportunities.
5. I agree to participate in monitoring, auditing and evaluation related to these funds - you can find out more about how Norfolk Community Foundation monitors grants at [www.norfolkfoundation.com/apply/funding-for-non-profits/monitoring/](http://www.norfolkfoundation.com/apply/funding-for-non-profits/monitoring/)

Norfolk Community Foundation would like to follow up on successful applicants and potentially feature them in our publicity. Please tick this box to confirm that, if your application is successful, you are willing to take part in publicity activities.

Yes

Declaration - Please enter your name

Joanna Storey

Position in organisation

Fundraiser