

Jigsaw Foundation application form

Private and confidential



Eligibility check list

Part 1

To be eligible for our community grant you must be able to answer **YES** to all of the following questions:

1. Does your project fall into the Foundations themes of health and wellbeing and social inclusion, employment, individual capacity building, enterprise and training, environmental improvement, sustaining tenancies or financial and digital inclusion?
2. Is your project based within one of the Jigsaw Homes neighbourhoods as listed in Appendix 1?
3. Does your group or organisation have a registered bank account with two signatories who are not related and don't live at the same address?
4. Does your group or organisation have a constitution and insurance?
5. Is this your group or organisation's only application to the Foundation in this funding year?
6. Does your application benefit the residents of Jigsaw Homes? It is vital that all projects must aim to make a difference to the lives of our residents and their communities.

If you answered **NO** to any of the above questions then your group / organisation will not be eligible to apply for this grant.

Part 2

Is your application for any of the following?

1. Routine repairs or maintenance
2. Political or religious activities
3. Individual sponsorship or projects which benefit only one person or do not benefit the residents of Jigsaw Homes
4. Repairs or maintenance for equipment or property that is owned by someone else
5. Alcohol, livestock or gas equipment (BBQs and patio heaters)
6. Retrospective funding, that has already taken place
7. Repaying of personal debt or insolvency costs

If you answered **YES** to any of the above then we **MAY NOT** be able to fund your project however, please contact the Jigsaw Foundation team for further guidance.

Jigsaw reserve the right to refuse any application which does not fit the Foundation's objectives.

1. Whats the title of your project?

2. Please tick which neighbourhood priority you are applying under, you can choose more than one:

Health, wellbeing & social inclusion

Sustaining tenancies

Employment, capacity building, enterprise & training

Financial & digital inclusion

Environmental improvement

3. Applicant details

Name of your group/organisation

Name of contact (Person 1)

Address of contact

Postcode

Telephone:

Mobile:

Email:

Name of contact (Person 2)

Telephone:

Mobile:

Email:

4. Your organisation. How would you describe your organisation

Community or resident group

Registered charity

Voluntary organisation

Partner organisation

Social enterprise

Other (give details below)

5. Have you received funding from Jigsaw Homes Group (or any of its subsidiaries) previously?

(Please provide details)

6. Which Local Authority ward and neighbourhood plan area will your project take place in?

7. Project cost (Please refer to the guidance notes on the maximum grant you can apply for).

Grants up to £24,999

Grants £25,000 and over

This is the most important section of your application. Your application will be judged on the information you provide.

8a. Grants £24,999 and under - about your project (MAX: 200 WORDS)

This section will be sent out to judges. Judges WILL NOT be given any other information about your project, other than the name of your project and the amount you are requesting. It is important that you include full details of your project. Be specific about what your project is, how much money you are requesting, what the funding is for and how Jigsaw Homes residents will benefit from your project.
THIS SECTION MUST NOT EXCEED 200 WORDS OR YOUR APPLICATION WILL BE RETURNED.

This section will not be sent out the judges but please use it to provide any other information that you think may help us shortlist your application for judging.
For example you may want to provide us with more detail on how your project meets the eligibility criteria shown at the start of this application form.

8b. Grants £25,000 and over - about your project

If you are applying for a large grant, please provide a full project proposal and refer to the guidance notes. This will be used to judge your application.

9a. Project start date

9b. Expected project end date

9c. Will your project create any volunteering / employment opportunities?

10a. Project cost

How much will your project cost?

(Please give an itemised breakdown below in order of priority) You will need to list any funding being obtained from alternative organisations or through budgets already identified. Please be clear in stating where from all funding has been received and whether this is match funding based on the success of your application.

Expenditure: item / activity	Cost funded by Foundation	Cost funded externally & funding stream
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
Total cost		

10b. Project forecast

You have the option to apply for multi year funding. If your project is to last more than one year we need to understand in which years spending will occur. Please note years are based on financial years so from April to March. We only need to know details of the expenditure that you are requesting from the Foundation. We would also encourage applicants to use this part of the form to set targets for their project e.g. we will work with xx amount of Jigsaw Residents before the project end date of.

Expenditure: item / activity	Year 1	Year 2	Year 3
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
Total cost			

11. How have you worked out your costs? (Include details of suppliers etc.)

12. If your project costs will exceed the amount you are applying for, or you are not asking for the full amount from us, how will you fund the rest of the project?

You must attach all additional information required with your application form. Your application will not be considered without them. You can find this information in the guidance notes.

13. Additional documents

Please provide the following documents if appropriate to your project:

a. Child protection policy

b. Safeguarding policy

c. Public liability insurance

d. Risk assessment(s)

e. DBS (formerly CRB) details

f. Latest copy of your audited financial accounts

g. Residents group constitution minutes

14. Contacting you

Here at Jigsaw Homes, we take your privacy seriously and will only use your personal data to provide you with information about our products / services that may be of relevance to you. However, from time to time we and our partners would like to contact you with details of new information, competitions, news and services in the future. All the information provided will be kept completely confidential. If you consent to us contacting you, please tick the relevant box / boxes to opt in:

Post Mobile E-mail

I understand that in order to withdraw my consent I may email: JigsawFoundation@jigsawhomes.org.uk

How did you hear about Jigsaw Foundation?

Website Newspaper Facebook Twitter 'Connect' online customer portal

A friend Other (Please specify)

15. Declaration

- I confirm that I have read and understand the Foundation guidance notes.
- The information provided, is to the best of my knowledge, true and accurate.
- If my application is successful, the grant awarded will only be used for the purposes stated in my application form.
- I agree to keep a record of all financial transactions related to the grant award and will forward receipts/invoices to the Jigsaw Foundation team as required.
- I agree to provide further identification if our project costs will be paid via an allpay card.
- I agree to complete the grant evaluation form following the project and understand that if my application is successful, an individual payment plan will be agreed with the Jigsaw Foundation team prior to any monies being released.
- I agree that should my application be successful, I will engage with Jigsaw Foundation promotional, photography and marketing activities. NB – please carefully read the guidance notes in relation to publicity, evaluation and monitoring of your project.
- I understand that if successful I will be required to agree to targets which the project will achieve.
- If my project has been awarded £25,000 and over I agree to provide an end of project social impact report illustrating the achievements of the project, to share case studies and statistics.
- I have read and understand all information about fraudulent use of the grant.

Please sign, date and return this form to:

Jigsaw Homes Group, Turner House, 56 King Street, Leigh, Lancashire, WN7 4LJ

or by email on: JigsawFoundation@jigsawhomes.org.uk (Preferred method of contact) Tel: 0300 111 1133

Signed:

Name: (BLOCK CAPITALS)

Date:

