

# Local Fundraising Partnership Application Form



Where is your proposed partnership  
store / funeral home?

## APPLICANT INFORMATION

Name: .....

Address: .....

E-Mail: .....

Contact Number: .....

Position in the organisation: .....

Are you or the organisation a previous recipient of TSC funding?

*If yes, please provide dates and values.*

.....

Do you or any member of your organisation have a connection to TSC

*(e.g. colleague, related to colleague)*

.....

Are you a TSC member? If yes, please provide your membership card number

.....

## ORGANISATION DETAILS

Name of beneficiary organisation: .....

Type of organisation:

- ☐ Voluntary Organisation
- ☐ Registered Charity
- ☐ Community Group
- ☐ Other

If other, please state here: .....

Describe the purpose of your organisation, outlining the main activities/services you provide.

.....

.....

Charity No (if applicable) .....

What is your catchment area? .....

When was your organisation established? .....

Organisation turnover .....

Organisation website .....

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## FUNDRAISING DETAILS

What are you fundraising for?

- Project
- Facilities
- Equipment
- Other

Project name *(if applicable)* .....

What is the expected start and end date of the project?

Start ..... Finish .....

Which key theme are you addressing?

- Greener Neighbourhoods
- Safer Neighbourhoods
- Healthier Neighbourhoods
- More Inclusive Neighbourhoods

How will this fundraising help your organisation to address our key themes?

.....

.....

How much are you hoping to raise through this partnership?

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If your project is part of a larger project, please provide total project costs, where the other funds are coming from and what the total project timescale is?

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How many people are estimated to directly benefit from the project/activity?

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What difference will your project/activity make to the people involved and the wider community?

.....

.....

Are there opportunities for TSC employees or members to support through volunteering?  
*(e.g. offer opportunity to improve skills from/for TSC employees)*

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What fundraising activities do you feel TSC could support you with? (e.g. fete)

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What fundraising activities do you think you could support TSC with? (e.g. bag packing)

.....

.....

## FINANCIAL DETAILS

Funds will be paid at the end of the partnership.  
Who are the funds to be made payable to *(cannot be an individual)*:

Account Name: .....

Account number: .....

Sort code: .....

As part of the partnership you will also become a member of LocalGiving, an online fundraising platform. Funds raised online will be paid periodically throughout the year. LocalGiving will take a 5% commission for handling the donations. Membership costs £60+VAT however The Southern Co-operative will cover the cost as part of the partnership. As a member you will have access to support and training for online fundraising and digital marketing skills at no additional cost.

## REFERENCES

Please give 2 TSC member references for your application.

### Reference 1

Name: .....

Occupation: .....

Contact number: .....

Email: .....

### Reference 2

Name: .....

Occupation: .....

Contact number: .....

Email: .....

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## DECLARATION AND SIGNATORIES

It is essential that you understand and agree to sign up to the following statements. If you leave the organisation or can no longer fulfil your responsibilities, or someone else takes over responsibility for the funding on behalf of the organisation, you must inform us immediately.

- We confirm that the information contained in this application is correct and that we are authorised by the organisation to accept these conditions on their behalf;
- We confirm that the group is fully constituted and can provide a copy of this constitution or set of governing rules on request.
- We confirm that we will provide detail of the group's most recent financial accounts on request.
- We confirm that the group has in place all relevant policies e.g. Child Protection/Vulnerable Adults appropriate to the project for which fundraising has been requested, and we can provide this detail on request.
- The money received will only be used for activities or purchases undertaken after the date that the funds are received by our group (e.g. it will not fund any retrospective costs);
- We will only spend the funds for the purposes outlined in this application unless we have received written confirmation, from The Southern Co-operative, that we can make a variation of spend;
- In the event of fraud or deliberate fault The Southern Co-operative will reclaim the funds;
- The fundraising partnership will be for ONE year.
- We realise we must keep all financial records and accounts including receipts for items bought with the funds for at least 2 years. These must be made available to The Southern Co-operative if requested;
- We agree to complete an Evaluation Form at the end of the partnership which is to be returned to The Southern Co-operative by the date specified.
- We give permission for The Southern Co-operative to record the information in this form electronically and to contact our organisation by phone, mail or email with regards to this application.
- We give permission for the information set out in the application form to be held by The Southern Co-operative and used for purposes of marketing, administration and other promotional related activities.
- We understand that applications are voted for by colleagues and are then subject to due diligence before a partnership can be confirmed.

This form should be signed to confirm acceptance of the terms and conditions of the funding as they are set out within this declaration and within the Funding Guidelines.

Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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For office use only

Manager - Please state whether you endorse this application, including any reasons for your decision.

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## Local Fundraising Partnership Terms and Conditions

1. All applications for fundraising partnerships must be made via the local store or branch.
2. Fundraising Partnership applications can be submitted by any charitable organisation registered with the Charity Commission (England) or by any organisation that has a community project that will benefit the local community.
3. The Southern Co-operative will not generally consider applications which are related to
  - Salaries
  - Fundings, bursaries etc to individuals
  - Expeditions, recreation or overseas travel
  - Work that is primarily the statutory responsibility of public agencies
  - Promotion of religious or political messaging
  - More than 25% of the total funds will be used on advertising, promotion or marketing of events or services
  - Overseas appeals
  - Conferences or seminars unless they are set out to benefit the local community and fall into the four key themes required to apply for funding (greener, healthier, safer, more inclusive neighbourhoods)
  - Equipment which will be retained by individuals rather than the benefiting organisation
  - Projects being delivered outside The Southern Co-operative's trading area (the south of England)
  - Projects which could harm the reputation of The Southern Co-operativePlease refer to Guidance notes Appendix I for a more comprehensive list.
4. Organisations must keep a record of the fundraising activities including a breakdown of how the money was spent and provide this to The Southern Co-operative promptly upon request.
5. Upon completion of the project, organisations must submit an Evaluation Form, download able from The Southern Co-operative website (link to be added once the page is created) which outlines the benefits/outcomes delivered.
6. The Southern Co-operative creates partnerships at its discretion and has the final decision regarding the eligibility of any application.
7. The Southern Co-operative will try to respond to applications within three months of receipt but accepts no liability for any delay however it may be caused.
8. Partnerships are valid for one year. Once the partnership has reached its end, organisations must reapply using the official process.





