

Community Champions

Application Guidance



The Community Champions scheme is one of the ways that Lincolnshire Co-op supports the local community, its aim is to make life better in our communities. We're slightly different to other funders in that there is not a set amount you can apply for. We don't know how much has been raised until the end of the fundraising period. However, we aim that each charity or community group will receive between £250 - £1,000 (typically £500).

Who can apply?

- Any charity, community group, not-for-profit organisation, school, parish council or company limited by guarantee.
- Groups must be located near to one of our branches in Lincolnshire and surrounding counties (if you are not sure then please visit the store finder on our website www.lincolnshire.coop/storefinder).
- We'll consider regional or national charities where there is a local branch or project.
- All groups must have a constitution and bank account with at least two signatories.
- We give preference to established groups so new causes may be asked to reapply at a later date.

What can groups apply for?

- Items of equipment such as tables, crockery, gardening tools, laptops and tablets, craft materials etc.
- Community events.
- Running costs such as hall hire, insurance, petrol for community car schemes, refreshments etc. however please note we will not pay for wages.
- Projects.

What won't be considered?

- Any group who has been a Community Champion in the previous two years.
- Political groups or activities.
- Applications from individuals.
- Applications from any business or for-profit organisation.
- Organisations/events whose primary aim is to raise funds to distribute to other charities.
- General contributions to large appeals.
- International charities.

Funding

Money for Community Champions is generated by: colleague fundraising, in-store collection boxes, carrier bag proceeds and most importantly – every time a member shops and uses their dividend card a donation goes to their local Community Champion.

If successful, you will have the choice of receiving your donation as a cheque, in Lincolnshire Co-op vouchers or a combination of both (50/50). When choosing our vouchers, we'll increase your donation by 10%. E.g £500 would become £550.

Cheques and vouchers will usually be sent out within 6 weeks of the end of the fundraising period, please note that we do not issue cheques to an individual's bank account.

Application process

Each of our outlets is linked to local Community Champions, these usually change each quarter. The closing date for the quarter you're applying for will be on the front page of the application form.

After the closing date the Lincolnshire Co-op Community Team will shortlist applications. We'll take into account the criteria previously mentioned such as where the group is based and what the money will be used for. Additionally, if we have large numbers of applications, we may also consider: the number of people supported in the community, how much the project benefits the community and how quickly our money will impact the community. If your application is unsuccessful at this stage, we will let you know whether you are able to reapply again in the future.

As a co-op it's important to us that our members are given the opportunity to choose the charities they will be supporting. Therefore, applications at this stage will be put to a vote by our members (dividend card holders). Voting takes place online and we'll notify all groups of the dates of voting so they can encourage their supporters to vote.

On the application form we ask for you to briefly explain, in **60 words or less**, what your group does and how you would use the money if successful (we reserve the right to edit). These 60 words will be made public to enable our members to make an informed choice when they vote.

After voting closes we will inform groups of the outcome. We like to support as many groups within our communities, so you may be joint Community Champions in your local branches. In the case of joint Community Champions all money raised will be split equally.

If you're **successful** in the voting process, we'll email you confirmation of which branches will be fundraising for your group.

If you're **unsuccessful** we'll inform you by email. But you can re-apply for Community Champions in future periods.

It is compulsory that your application is supported by 5 members of Lincolnshire Co-op, the applicant's membership number can count towards the 5 members. Note: Lincolnshire Co-op member numbers are 6 digits, we don't accept other co-op membership numbers.

Colleague volunteering scheme

In addition to raising funds, our colleagues take part in one-off community volunteering days such as gardening in a local park and painting community halls or fences. If you think we could help with a paintbrush or wheelbarrow, please write a brief description of the work you'd like help with.

Change of details

Please inform the Community Team of any changes to your application as soon as possible, this includes all parts of the application. This will help us keep you up to date with your application and enable us to send cheques or vouchers to the correct location.

Email community@lincolnshire.coop or call **01522 544632** to change any details.

Community Champions Application

Summer 2022



Please read our Community Champion Guidance before filling out this form. Community Champions is for local community groups and charities wishing to receive support from Lincolnshire Co-op. We welcome applications from all groups who make life better for their community.

For example; environment projects, health and wellbeing groups, community venues, schools and young people's groups.

Money for the Community Champions pot comes from: members (where a donation is made every time they use their dividend card), carrier bag sales, collection boxes and colleague fundraising.

This application is for Summer (June - Sept 2022) which is the period where money will be raised. We try to support as many groups as possible, so it is likely that you'll be a joint Community Champion in your local area. All money raised will be split equally and based on previous fundraising we estimate each group will receive around £500-£1,000.

Application deadline is Friday 4th March 2022. Applications after this date will not be processed.

Name of charity/community group:

Contact name:

Position within the organisation:

Contact address:

Postcode:

Telephone number:

Email address:

Status (i.e. charity or community group):

NB Only not-for-profit organisations, charities, community groups and companies limited by guarantee will be considered.

Where is the charity/group based and what geographical area does your organisation cover?

How long has your organisation been established?

How many local people will directly benefit from the group?

If successful, would you like payment by cheque or gift vouchers or both?

Please note: if you select gift vouchers we will increase your donations by a further 10% e.g. £300 would become £330.

Lincolnshire Co-op gift vouchers

Cheque

50/50 combination

Who is the cheque to be made payable to?

NB cheques cannot be made payable to an individual

In no more than **60 words**, please briefly explain your group and what the money will be used for. All groups shortlisted will go to an online vote in April 2022. **IMPORTANT: these words will be made public to enable members to make an informed choice when they vote. We reserve the right to edit.**



All applications must be supported by 5 members of Lincolnshire Co-op. This section is compulsory and must be filled out for us to process your application. The card number is the 6 digit number on your Lincolnshire Co-op dividend card.

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We run a colleague volunteering scheme, where we can help with one-off projects. If this is something you think your group could benefit from, please give a brief description of the work you want support with:

If you would like to provide us with any **additional information** please use this space.

We will hold your details securely and confidentially in accordance with Data Protection law and will use them only for the purposes for which you have supplied the details. We will delete them when no longer required. We will not pass your details to third parties except with your consent, in your legitimate interests or as required by law. You can ask us for a copy of your details at any time. Please let us know if your details change or if you no longer want us to hold your details. The Data Controller is [Lincolnshire Co-operative Limited] registered office Stanley Bett House, 15-23 Tentercroft Street, Lincoln LN5 7DB. Our Privacy Policy can be found on our website: www.lincolnshire.coop. To report any concerns or complaints see www.ico.org.uk

To confirm you have read and understood the Community Champions Guidance please sign below.

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

If you have any queries please contact the Community Team on 01522 544 632

Please return the completed form to: Community Champions, Community Team, Lincolnshire Co-op, 15-23 Tentercroft Street, Lincoln, LN5 7DB or email community@lincolnshire.coop

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