



# Dormant Accounts Northern Ireland Sample Application form

For reference only



# Introduction

## **Thank you for your interest in the Dormant Accounts Fund Northern Ireland.**

If you are considering applying to the Dormant Accounts Fund NI, the key question to consider is how your organisation will be different when the funding comes to an end. What change will you have made that will mean the organisation is more sustainable and fit for the future?

You may be thinking about developing a new business model, diversifying income streams, or building your team's digital skills to reach new audiences or service users. The activity will be unique to your own organisation, but it must contribute to a change that will continue to be of benefit when the funding finishes.

## **The Dormant Accounts Fund Northern Ireland's aim and outcomes**

### **Aim:**

The Northern Ireland voluntary, community and social enterprise (VCSE) sector will be more resilient and prepared for the future, through increased capacity and sustainability.

### **Outcomes:**

- VCSE organisations will be more confident about their ability to adapt to future challenges
- VCSE organisations will be more financially resilient
- VCSE organisations will have increased skills and capacity
- Strategic planning in the VCSE sector will improve
- There will be more collaboration within and across sectors.

This programme defines a resilient VCSE sector as one with organisations that:

- have the confidence, capacity and resources to achieve their aims
- are flexible, adaptable and strategic with a clear understanding of their environment
- are sustainable, with financial flexibility and longevity.

We want to fund organisations that can identify the best way to improve either their capacity, sustainability or resilience in the long term. We anticipate that we'll award funding for between one and three years, in order to have the greatest impact for the organisations and the communities they serve.

For organisations that are applying on their own, the maximum grant size is £100,000. If you're working in partnership with other organisations, you can request more than £100,000, but talk to us before you apply.

## Here are some examples of what we can support through the programme:

- support for organisations to help them to develop long-term financial sustainability - for example, help them develop and implement financial planning tools or ideas for income diversification
- collaborations and/or mergers between organisations
- activity that supports organisations to communicate and connect with other organisations and communities more effectively
- activity that increases the diversity and skills of volunteers and trustees/committee members within organisations
- succession planning (identifying and developing new leaders) to support the long-term sustainability of organisations
- activity that helps organisations to improve the delivery and impact of their work, by using the full potential of digital infrastructure and data analysis tools.

This is not a complete list of what we will fund. If you have an idea, contact us.

We will be looking for evidence that you have undertaken a thorough review of your organisation and carried out some business or strategic planning to inform your application. And of course, the larger the grant request the more evidence we will expect to see.

You must be able to demonstrate the change you expect the funding to make to your organisation when you are writing your application. For example, how you will adapt how you work so you can reduce your organisation's reliance on funding in the future?

If you want to apply for salaries – what will happen when the grant comes to an end? Will you have to apply for more funding?

As part of the assessment process, we'll contact you to arrange a time to discuss your application in more detail.

If you'd like to discuss your project idea with us before you apply, please contact us by:

- phone on 028 9055 1455
- email at [enquiries.ni@tnlcommunityfund.org.uk](mailto:enquiries.ni@tnlcommunityfund.org.uk).

You can find out more information about the programme, including eligibility requirements, on our website.



# Eligibility checker

## Step 1 of 1

Before you start your application, read the programme eligibility criteria on our website to check that you are eligible to apply:

**I am applying on behalf of an eligible VCSE organisation that currently delivers services in Northern Ireland and is formally constituted as one of the following:**

- unregistered community or voluntary organisation
- registered charity (unincorporated)
- registered charity and not-for-profit company
- not-for-profit company
- Community Interest Company
- Charitable Incorporated Organisation.

If your answer is yes, check the box above to confirm. If your answer is no, we're sorry, you're not eligible to apply for this funding

**Does your organisation have at least two unrelated people on its board or committee?**

By unrelated, we mean people who are not:

- related by blood to each other
- married to each other
- in a civil partnership with each other
- in a long-term relationship with each other
- living together at the same address.

If your answer is yes, check the box above to confirm. If your answer is no, we're sorry, you're not eligible to apply for this funding\*

**Do you have a UK bank account or building society account? It needs to be in the legal name of your organisation, with at least two unrelated people who can manage the account.**

By unrelated, we mean people who are not:

- related by blood to each other
- married to each other
- in a civil partnership with each other
- in a long-term relationship with each other
- living together at the same address.

If you do not currently have a bank account are you willing to obtain one that meets the above requirements if you are awarded funding.

If your answer is yes, check the box above to confirm. If your answer is no, we're sorry, you're not eligible to apply for this funding.

**This application has been discussed and agreed with our senior team and management committee.**

The aim of this funding is to support long-term change within your organisation. It's important that your senior team, including your trustees and/or management committee, are leading this change.

If your answer is yes, check the box above to confirm. If your answer is no, we're sorry, you're not eligible to apply for this funding

### **Great! You're eligible to apply for this funding**

Now you can fill in our application form.

### **Before you start, you'll need this information handy for each of the following sections:**

**Part one** - your project details – you'll need to tell us:

- the aim/mission of your organisation
- what you think your organisation's current challenges and opportunities are in relation to capacity, sustainability and/or resilience
- how this project will address the challenges and opportunities you've identified to create long-term change within your organisation
- an estimate of costs you want us to fund.

**Part two** - your organisation details

**Part three** - information about the people this funding will support

**Part four** - main and senior contact details - including date of birth and home address Your main and senior contact must be two different people, and cannot be:

- related by blood
- married to each other
- in a civil partnership with each other
- in a long-term relationship with each other
- living together at the same address.

**Part five** - upload your supporting document:

- your latest annual accounts.

We ask you to attach this document at the end of the form.

### **If you need help with the form**

If you have questions about the information we ask for in this form, or difficulty submitting the form, please get in touch with us by phone on 028 9055 1455 or by email at [enquiries.ni@tnlcommunityfund.org.uk](mailto:enquiries.ni@tnlcommunityfund.org.uk).

### **What will happen after we receive your form**

We'll use the information in this form to complete our assessment checks, and to make our final decisions on which projects to fund.

There is currently no deadline for applications.

We aim to make a decision within four months of receiving your completed application form.

### **Printing and saving the form for your records**

Before you submit your form, you should print or save a copy of the form for your records.

**This is a sample form only and may not be the most recent version.  
Complete the online application or contact us for an alternative format if you wish to apply.**

# Part one - Your project details

## Project name (Step 1 of 7)

### What is the name of your project?

The project name should be simple and to the point – for example, Future-proofing the Belfast Community Hub.

## Project location (Step 2 of 7)

### What is the postcode of where your project will take place?

If your project will take place across different locations, please use the postcode of the building or address where most of the project will take place. You must provide the full postcode.\*

If you do not know the postcode, you can use the Royal Mail Postcode Finder to try and find it.

### What area will most of the project take place in?

If your project covers more than one area, tell us where most of it will take place.

- Antrim and Newtownabbey
- Ards and North Down
- Armagh, Banbridge and Craigavon
- Belfast
- Causeway, Coast and Glens
- Derry and Strabane
- Fermanagh and Omagh
- Lisburn and Castlereagh
- Mid Ulster
- Mid and East Antrim
- Newry, Mourne and Down
- Our project will work across all of Northern Ireland

## **Tell us all the locations the project will run in**

In your own words, tell us all the locations that you will be running the project in.

## **Project amount (Step 3 of 7)**

### **How much money do you want from us?**

Individual organisations can ask for up to £100,000 for up to 3 years.

If you will be working in partnership with other organisations you can ask for more than £100,000. But please get in touch with us before you apply. If you're only asking us for part of the money to run your project, you only need to tell us the amount you need from us.

## **Project duration (Step 4 of 7)**

### **How long do you need the money for?**

We can fund projects for up to 3 years. If your project is not an exact number of years, please round up to the nearest year. For example, for an 18-month project, choose 2 years.

- 1 year
- 2 years
- 3 years

## **Project dates (Step 5 of 7)**

### **What date will your project start on?**

### **What date will your project end on?**

## Project idea (Step 6 of 7)

### Q1. What is the aim/mission of your organisation?

Tell us:

- the type of organisation you are and the services/support you provide
- about your users and/or membership – what kind of communities do you support or deliver services for?
- why do you do what you do – what difference do you make?

**You can write up to (300) words for this section, but don't worry if you use fewer.**

SAMPLE



**Q2. Tell us what you think your organisation's challenges and opportunities are. This should include:**

- the challenges and opportunities must be in relation to the capacity, sustainability or resilience of your organisation. For example, your organisation's finances, structure, skills, external relationships etc.
- how have you found this out? For example, have you carried out any research or business or strategic planning that has helped you understand the challenges and/ or opportunities? You may be asked to provide this information as part of your assessment.

**You can write up to 500 words for this section, but don't worry if you use fewer.**

SAMPLE

**Q3 How will this project address the challenges and opportunities you have identified to create long term change within your organisation? Tell us:**

What do you plan to do?

- How will this address the challenges and opportunities you've identified?
- What long-term organisational change do you expect to achieve through this project?
- How will your project meet the aim and outcomes of the Dormant Accounts Fund?
- How will your organisation be more sustainable and fit for the future at the end of this funding?
- How will you know you have succeeded in transforming the resilience of your organisation?
- How will you measure this change?

**You can write up to 700 words for this section, but don't worry if you use fewer.**

SAMPLE

## Project costs (Step 7 of 7)

### List the costs you would like us to fund\*

These can be estimates. You should use overall budget headings rather than an itemised list of all your costs. We may ask you for a detailed budget, including a year-by-year breakdown later.

Read what you can spend the money on for more information about eligible costs. For example:

Staff costs: £25,000

Digital equipment: £3,500

Training costs: £4,000

Volunteer expenses: £1,500.

SAMPLE

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Complete the online application or contact us for an alternative format if you wish to apply.**

# Part two - Your organisation details

## Organisation details (Step 1 of 4)

### What is the full legal name of your organisation?

This must be as shown on your governing document. Your governing document could be called one of several things, depending on the type of organisation you're applying on behalf of. It may be called a constitution, trust deed, memorandum and articles of association, or something else entirely.

You might find it on a registration website - for example, Companies House or a Charities Register.

### Does your organisation use a different name in your day-to-day work?

This is how you might be known if you're not just known by your legal name (the legal name is on your governing document or registration website).

Yes

No

### Tell us the name your organisation uses in your day-to-day work

### What is the main or registered address of your organisation?

Please enter the full address, including house name or number and postcode below.

#### Building and street

#### Town or city

#### County

#### Postcode

**Is your organisation independent, or a branch or department of a larger parent organisation?**

- Independent
- Branch or department

If 'Branch or department', what is the name of the larger parent organisation?

**When was your organisation set up?**

This is the date your organisation took on its current legal status. It should be on your governing document. If you don't know the exact date or month, please give us an approximate date.

**Telephone number**

**Organisation website**

**Organisation type (Step 2 of 4)**

**What type of organisation are you?**

- Unregistered voluntary or community organisation**  
An organisation set up with a governing document - like a constitution but is not a registered charity or company.
- Registered charity (unincorporated)**  
A voluntary or community organisation that's a registered charity but is not a company registered with Companies House.
- Registered Charity and Not-for-profit Company**
- Not-for-profit company**  
A company limited by guarantee - registered with Companies House.
- Community Interest Company (CIC)**  
A company registered with Companies House. And the Community Interest Company (CIC) Regulator.
- Charitable Incorporated Organisation (CIO)**  
A registered charity with limited liability but is not a company registered with Companies House.



## Registration numbers (Step 3 of 4)

**If you're a registered charity and/or a registered company, and you have any reference or registrations numbers, tell us what they are:**

If you don't have any reference or registration numbers, move on to the next question.

**Charity registration number**

**Companies House number**

## Financial position (Step 4 of 4)

Tell us how your finances are looking. This should be based on your most recent accounts, or a 12-month projection (if you've been up and running for less than 15 months)

**Are you using your latest accounts or a 12-month projection?**

- Information from the latest accounts approved by your organisation
- 12-month projection because you've been running less than 15 months

You'll need to provide a copy of your most recent accounts (or a 12 month projection) –see the supporting document section of this form.

**What is your total income for the year?**

**What is your account year end date?**

Enter the date as dd/mm/yyyy

# Part three - information about the people this funding will support

Who will benefit from your project? Specific

groups of people (Step 1 of 2)

**Does your organisation benefit everyone or is it aimed at a specific group of people?**

We ask who your project is most likely going to help, to understand which different groups of people our funding is supporting.

Think about the makeup of the population in the area you're delivering your project. And about who you think is most likely to get involved.

**What do we mean by specific groups of people?**

A wheelchair sports club is a place for disabled people to play wheelchair sport. So, this is a project that's specifically for disabled people. Or a group that aims to empower African women in the community - this group is specifically for people from a particular ethnic background.

Even if a wider community participates in the project in some way, this project might still be for a specific group. For example, anyone can participate in International Women's Day, but the specific group it's for is women.

**Check the one that applies:**

- Our organisation benefits everyone in the community and is not aimed at a specific group of people
- Our organisation aims to mostly benefit a specific group of people

**Age**

Does your organisation mostly benefit people from a particular age group?

- Yes
- No

**If your organisation mostly benefits people from a particular age group, please tell us which one(s)**

- 0-12 years
- 13-24 years
- 25-64 years
- Over 65 years

### **Caring responsibility**

Does your organisation mostly benefit people with caring responsibilities?

- Yes
- No

### **Disabled people**

Does your organisation mostly benefit disabled people?

- Yes
- No

### **Ethnic backgrounds**

Does your organisation mostly benefit people from a particular ethnic background?

- Yes
- No

### **Ethnic backgrounds**

If your organisation mostly benefits people from a particular ethnic background, please tell us which one(s):

- White - English/Scottish/Welsh/Northern Irish/British
- White - Irish
- White - Gypsy or Irish Traveller
- Any other white background
- African
- Caribbean
- Any other Black/African/Caribbean
- Indian
- Bangladeshi
- Chinese
- Pakistani
- Any other Asian background
- Mixed / multiple ethnic background
- Arab
- Other ethnicity

### **Sexual Orientation**

Does your organisation mostly benefit people identifying as lesbian, gay or bisexual?

- Yes
- No

### **Gender**

Does your organisation mostly benefit people from a particular gender?

- Yes
- No

### **Gender**

If your organisation mostly benefits people of a particular gender, please tell us which one(s):

- Male
- Female
- Trans
- Non-binary
- Intersex

### **Religion or belief**

Does your organisation mostly benefit people from a particular religion or belief?

- Yes
- No

### **Religion or belief**

If your organisation mostly benefits people of a particular religion or belief, please tell us which one.

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other religion or belief
- No religion

**Does your organisation mostly target any other specific groups of people that aren't mentioned above?**

Yes

No

**If yes, please provide details below about who your activity is targeted at.**

**Northern Ireland community**

Does your organisation work with people living in Northern Ireland?

Yes

No

**Which community do the people who benefit from your organisation belong to?**

Both Catholic and Protestant

Mainly Catholic (more than 60%)

Mainly Protestant (more than 60%)

Neither Catholic nor Protestant

SAMPLE



# Part four - main and senior contact details

## Senior contact

### Senior contact (Step 1 of 1)

Please give us the contact details of a senior member of your organisation.

Your senior contact must be at least 18 years old and is legally responsible for ensuring that:

- this application is supported by the organisation applying
- any funding is delivered as set out in the application form
- the funded organisation meets our monitoring requirements.

#### The senior contact needs to be one of these:

- Director or Company Secretary - Incorporated Charity (we'd expect the senior contact to be named on the Companies House website)
- Chair, Vice Chair, Treasurer or Trustee - all other organisation types

#### First name

This can't be a nickname or a short version of their name. We need their full first name to check their identity. If you don't give us this, it could delay your application.

#### Last name

#### Date of birth

We need their date of birth to help confirm who they are. And we do check their date of birth, so make sure you've entered it correctly by checking it with them first. If you do not, it could delay your application.

#### Senior contact should be at least 18 years old

#### Job title or position

**Email****Telephone number****Senior contact's home address details**

We need their home address to help us confirm who they are and to complete some of our assessment checks, so please check you've entered it correctly. If it's not correct, this could delay your application.

**Building and street****Town or city****County****Postcode****Have they lived at this address for the last three years?**

- Yes  
 No

## Senior contact's previous home address

If the senior contact has not lived at this address for the last three years, please tell us their previous address.

### Building and street

### Town or city

### County

### Postcode

### If the senior contact has any communication needs, tell us what they are

## Main contact

### Main contact (Step 1 of 1)

Please give us the contact details of a person we can get in touch with if we have any questions. The main contact is usually the person filling in the form, so it's probably you.

The main contact needs to be from the organisation applying, but they do not need to hold a particular position. They need to be at least 16 years old and have an understanding of the current financial status of the organisation.

**The main contact must be a different person from the senior contact.** The

two contacts also cannot be:

- related by blood to each other
- married to each other
- in a civil partnership with each other
- in a long-term relationship with each other
- living together at the same address.

## Main contact details

### First name

This can't be a nickname or a short version of their name. We need their full first name to check their identity. If you don't give us this, it could delay your application.

### Last name

### Date of birth

We need their date of birth to help confirm who they are. And we do check their date of birth, so make sure you've entered it correctly by checking with them first. If you do not, it could delay your application.

**Main contact should be at least 16 years old**

### Job title or position

### Email

### Telephone number

### **Main contact's home address details**

We need their home address to help us confirm who they are and to complete some of our assessment checks, so please check you've entered it correctly. If it's not correct, this could delay your application.

#### **Building and street**

#### **Town or city**

#### **County**

#### **Postcode**

#### **Have they lived at this address for the last three years?**

Yes

No

### **Main contact's previous home address**

If the main contact has not lived at this address for the last three years, please tell us their previous address.

#### **Building and street**

#### **Town or city**

#### **County**

#### **Postcode**

#### **If the main contact has any communication needs, tell us what they are**



# Attaching your supporting documents

## Supporting documents (Step 1 of 1)

Please give us your latest annual accounts.

We may ask you for more recent draft or management accounts during assessment.

Or if you've been running less than 15 months, please give us a 12-month projection of your income and expenditure.

## Your declaration

**Tick the boxes to confirm that:**

- You have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this application and accept the terms and conditions set out on their behalf.
- You have been authorised by the person named as Senior Contact to include them in this application and submit their details to us in this form
- You understand that any grant offered to your organisation will be subject to our terms and conditions which are available on our website.
- All the information provided in this application is accurate and complete and you will notify us of any changes.
- You understand that we will use any personal information you have provided for the purposes described under our data protection and privacy notice.
- If information about this application is requested under the Freedom of Information Act we will release it in line with our freedom of information policy.

## Review and submit

**Now you've filled in your application, check your answers before you send it**

Please save a copy of your completed application form or print and retain for your records. Send your completed form by email to us at [enquiries.ni@tnlcommunityfund.org.uk](mailto:enquiries.ni@tnlcommunityfund.org.uk).

## What happens next?

Your answers will be passed on to the funding team, who will use this information to assess your application.

We'll aim to tell you our decision within four months.

Any questions in the meantime? Contact us [enquiries.ni@tnlcommunityfund.org.uk](mailto:enquiries.ni@tnlcommunityfund.org.uk) or by phone on 028 9055 1455