

CRISIS & RESILIENCE FUND

Small Resilience Grant Application Guidance

For grants of up to £1,000

Helpful tip: Read this guidance alongside the application form. Keep your answers clear, specific and within the stated word limits.

1. Before you start

The Small Resilience Grant supports activities benefiting people in the Lancaster district. Your proposal must contribute to at least one of the seven Crisis and Resilience Fund aims.

- Check that your activity will benefit people in the Lancaster district.
- Choose at least one CRF aim that your activity will contribute to.
- Work out the estimated costs and the amount you wish to request, up to £1,000.
- Decide what evidence you can provide to show that the activity took place, how the money was spent and what difference it made.

2. Completing the application form

Section 1: Organisation details

- Give the full name and contact details of your organisation or group.
- Tick the option that best describes your organisation.
- If your group is constituted, include a copy of your constitution or governing rules.
- If your group is not constituted, explain briefly how the group operates. Lancaster City Council may discuss linking your group with an established organisation able to hold and manage the grant funds.

Helpful tip: Use the contact details of the person who can answer questions about the application.

Section 2: About your project

- Give the project or activity a short, clear name.
- Describe what you will deliver, where it will happen and the main activities involved.
- Explain who will benefit and how you will reach them.
- Provide a realistic estimate of the number of people you expect to support.
- Include the Lancaster district ward or area and the proposed start and end dates.

Helpful tip: Be specific. For example, state what sessions, advice, practical support or activities will be provided and how often. This does not have to be exact as we know projects develop over time, but your best estimate.



3. Showing how your project meets the CRF aims

Tick every aim that your project will genuinely contribute to. The seven aims are:

- Increased savings
- Reduced priority debt
- Reduced need for emergency food parcels
- Reduced material deprivation
- Maximised income
- Fewer repeat crisis applications
- Increased access to appropriate and quality advice services

In your explanation, describe the practical change you expect for participants. Link the activities you will deliver directly to the aim or aims selected.

Helpful tip: Avoid only repeating the name of an aim. Explain how your activity will help achieve it.

4. Explaining need and expected impact

Local need

- Describe the problem or gap your activity is responding to.
- Explain who is affected and why support is needed.
- Use evidence available to your group, such as community feedback, delivery experience, local data, referrals or waiting lists.

Expected difference

- Describe the changes or benefits you expect for the people taking part.
- Focus on realistic outcomes that can be observed or evidenced.
- Where possible, state how many people you expect to benefit and what improvement you expect to see.

5. Funding requested and estimated costs

- State the total amount requested. This must not exceed £1,000.
- List each item or activity and its estimated cost.
- Make sure the total estimated cost matches the amount requested.
- Explain any other funding you have applied for or received for the same activity.

Helpful tip: Use reasonable estimates and give enough detail to show what the grant will purchase. Keep quotes or price information for your records where available.

6. Bank details

- Provide the bank or building society details requested on the form.





- The account should normally be in the name of the applicant organisation or an approved accountable body.
- If another established organisation will hold the funds, include its name and main contact details.
- Check the sort code and account number carefully before submitting the form.



7. Monitoring and reporting

Successful applicants will need to provide proportionate evidence that the activity took place, how the grant was spent and what outcomes were achieved.

- Explain how you will measure success.
- Identify what information you will collect, such as numbers supported, participant feedback or short case studies.
- Keep receipts, invoices and other evidence of expenditure.
- Use photographs only where appropriate and where the necessary consent has been obtained.
- Name the person who will be responsible for completing the monitoring return.

Helpful tip: Choose simple measures that relate directly to the CRF aims selected in the application.

8. Declaration and consent

- Read every declaration statement carefully.
- Tick each box to confirm your organisation agrees.
- The declaration includes consent for Lancaster City Council to connect your organisation with other successful CRF-funded organisations and to publicise the support or activity being offered.
- The declaration must be signed and dated by an authorised person.

9. Final checks before submission

- All relevant questions have been answered.
- At least one of the seven CRF aims has been selected and explained.
- The amount requested is no more than £1,000.
- The estimated cost table adds up and matches the amount requested.
- The constitution or governing rules are included, or accountable-body arrangements have been discussed where applicable.
- The monitoring commitments have been confirmed.
- The declaration is fully ticked, signed and dated.
- A copy of the completed application and supporting documents has been retained.

10. Writing clear answers

- Use plain language and short sentences.
- Stay within each word limit.
- Answer the question directly before adding supporting detail.
- Avoid unexplained abbreviations or technical terms.
- Use figures and examples where they help explain the need, reach, costs or expected outcomes.

Helpful tip: Someone unfamiliar with your group should be able to understand what you will do, who will benefit,





what it will cost and how success will be shown.

