



Growth Pot Fund Application Guidance

The below information is to provide guidance in completing the application form in support of your Growth Pot Application. If you have further questions, please get in touch with us at engage@nldforum.org.uk. Alternatively, we will be running funding surgeries throughout the application process. More information can be found on our website [Funding | North Lanarkshire Disability Forum](#).

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[Have you read the guidance notes](#)

Please ensure you have read all the guidance notes and eligibility criteria prior to completing this form

[Application/Project Name](#)

The name of your project

[Organisation](#)

Note: the organisation must deliver its services in North Lanarkshire and have a North Lanarkshire Address

[Organisation](#)

Organisation Name

[Street](#)

[Town](#)

Postcode

Details of Organisation

Tell us what your organisation does, you can provide any information you think is relevant here.

Who Runs the Organisation

Do you have paid staff, volunteers or a mixture of both, you can include more details in the previous question if required.

Legal Structure

What is the legal structure of your organisation, please select from the list and provide any registration numbers as requested.

A charity will have a registration number as provide by OSCR.

Community Interest Company will have a registration number with Companies House

Community Amateur Sports Club will hold a registration with HMRC.

If you are not aware what type of structure your organisation is, please select unknown.

Income Last Financial Year

What was the income of your organisation in the 2024 – 2025 tax year

If you are a CASC (Community Amateur Sports Club) or a CIC (Community Interest Company) we need to know what your turnover was for 2024 – 2025.

Contact Information

Contact Name

Contact Email

Contact Telephone

Role

Let us know your role and contact information.

Reason For Application

Tell us about your project

Project Start Date

Planned start date. We are unable to fund projects which have already taken place. Please keep in mind that it will likely be January 2026 before grant funding reaches the organisations account if successful.

Project Length

This can be from a one-off event up to 12 months.

Application Detail

Provide detailed information about your plans e.g. where will it take place, how do people find out about it, what is the activity/activities.

What Difference Funding Will Make?

Tell us why you think receiving the growth pot fund will make your project successful or the difference it will make to the people you support.

How will Success Be Measured?

Let us know how you will gather data and information to show us how successful your project has been.

Details of Previous Growth Pot Applications

Have you applied or been awarded a Growth Pot Fund before? If you have, then when was this and how much were you awarded?

Funding

The below are lists of what can and cannot be funded. This list is not exhaustive. If you are looking for funding for something which isn't mentioned here, please get in touch with us at engage@nldforum.org.uk where we will be able to answer any questions.

The following WILL be funded by the Growth Pot Fund

Sessional Staff costs for Engagement and Participation work

Venue costs for E&P activities

Marketing materials and awareness raising

Events that promote good Engagement and Participation

Transport costs for activities and events

Accessibility & Support needs (including interpreter services, translation of materials)

Light refreshments

Engagement and Participation training or learning opportunities

[The following is NOT Funded by the Growth Pot](#)

Rent of office space

Utility Costs

General administration costs

Building repairs

Salaries for permanent staff (full or parttime)

Purchase of capital equipment (Laptop, phones etc)

Any day trips or outings

Work that has already started or has finished at the time of the award

Any political work

Religious activity or groups with solely religious objectives

Medications

[Costs Breakdown](#)

Equipment/Material Costs

Event Costs

Travel Expenses

Volunteer Expenses

Training Costs

Venue Hire Costs

Sessional Staff Costs

Marketing Costs

Other Costs

£500 is the maximum allowed for “Other” costs

Please provide a breakdown of the funds you are applying for using the categories provided. You will get the opportunity to provide further information in the Cost Details section.

[Amount Requested](#)

The minimum you can apply for is £500 and the maximum you can apply for is £5000.

[Cost Details](#)

Give a detailed oversight of what you expect to spend the funds on.

[Detail All Other Funding for This Project](#)

If you have already secured funding for this project, let us know where these funds have been awarded from, the amount of funding received and your current status with the funder.

Please also let us know if you have submitted applications to other funders and who they are.

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[Number of Beneficiaries](#)

How many people do you expect to directly benefit throughout the duration of your project.

[Other People Benefitting](#)

Select any relevant groups your project will benefit.

[Identified Underrepresented Groups](#)

Please note any additional underrepresented groups that your project will benefit.

[Benefitting Localities](#)

Select the localities you operate within

Page 4 is the declaration, please read the information carefully and if you are happy with your final application this can be submitted by entering your name and the date and selecting submit.

You cannot make changes to your application once this has been submitted.

If you have any questions or feedback regarding the application process or the form you have just completed, please contact the Engagement & Participation Project Team – engage@nldforum.org.uk.