Guidance for Completing an Application Form

You may be new to completing grant applications, or you may never have applied to funding from Nottinghamshire Community Foundation. Our applications vary depending on the requirements of the fund, this guide covers most questions that appear in our application forms and will hopefully provide some support on what we need to see in your application.

Tips:

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.

- Each text box has a maximum word count, this is detailed in the field.

- Text boxes/fields marked with a red line need completing –without an answer you will not be able to submit your form.

- It is a good idea to draft your responses using a word processing programme such as Microsoft Word, so that you can check your spelling and word count as you go along. Please note: Word and the application form treat word counts in different ways. For example Word counts B&BC as one word and the application form as three words.

- As you enter your information on the online form, remember to save your progress periodically by clicking on the save as draft button at the bottom of the form, to prevent you from losing your work in case of internet issues.

Section 1: About your organisation

Organisation Name, Address and general contact information

Please provide details of your organisation as it appears on any governing documents. If you are known by another name, please tell us about this as well. (Please put in Name known as xxxx in the answer box). Please include details of your website and any social media accounts you use.

Main Contact Person

Please provide details for the main person who we should contact in relation to this application.

Organisation start date

Please let us know the month and year that your group was set up or formally established.

What type of organisation are you?

You do not need to be a registered charity or company limited by guarantee to apply, but we do need to know more about the "status" of your organisation.

Please select all types of organisation which apply. If you are a registered charity please supply your charity number, if you are a registered company please provide your company number. If you check 'other' please specify what type of organisation you are.

Are you part of a larger regional or national organisation?

Please tell us if you are part of a larger regional or national organisation. If you are not please leave this blank.

If you are a sub-group or committee of a larger group, or a local branch of a national charity, we can only fund you if you can demonstrate that you operate independently. This usually means you have separate rules and regulations, an independent committee, a separate bank account and are responsible for generating your own income. Please explain this in the question on aims and objectives of your organisation.

Income over the last account year.

Please let us know your organisation's income over the last financial year. If you are a new organisation please provide your forecast figures. You may also be asked to give your current unrestricted reserves.

Expenditure over the last account year.

Please let us know your organisation's expenditure over the last financial year. If you are a new organisation please provide your forecast figures.

Staffing and volunteers

Please let us know how many full and part time staff your organisation employs. If applicable let us know how many members and volunteers your organisation has. Your Management Committee may be known as your Trustee Board. (We will not accept applications with fewer than 3 members, and they must be unrelated)

Please describe briefly the overall aims and objectives of your organisations and the activities or services your organisation provides.

Please tell us about your group's aims and objectives and give a short description of what your organisation does at the moment (usually found in your governing documents). For example, *"We are a youth club for young people in a small village 20 miles from the nearest town. We meet every Tuesday night from 6pm –9pm. We provide a number of free activities to local young people, including DJing, dance, drama and monthly cooking sessions, to meet and support their ideas and interests. There is no other facility in the locality."*

If you are part of a larger regional or national organisation please explain your relationship here.

Please explain how you know that people in the community need your work and what evidence you have to demonstrate this.

We are interested in understanding more about the need for the project or activity. Have you undertaken any surveys, had feedback from current users, identified a gap in provision etc.? Is it because there is nothing else in the area? Has it been set up in response to local demand?

Section 2: Project and Bank Details

Project name

If your project has a name please put it here, if it has no name please leave this box blank.

What is the total cost of the project?

If you are asking us to fund part of a staff salary, for instance, what is the total salary each year? If you are asking us to contribute towards a project or activity, what are the total costs?

How much has been raised so far?

If you are not asking us to fund the full costs, how much have you raised already though other fund raising, secured grants and income generation?

Are you seeking other funding towards this project?

Tell us here if you are applying to other funders for funding towards the work, if yes please provide details.

Project funding start / end

Please allow at least a 13 week turnaround for most applications, as we the foundation will not cover retrospective funding. (If you are unsure if your grant application will be valid due to timescales, please call the grants team to check).

Please put the forecasted project start and end date. The end date supplied may be used to trigger your End of Grant Monitoring Report.

Which area (estate / region / borough) do most of the people who benefit come from?

Please tell us what area your organisation serves.

Which local authority will the activity mainly take place in?

Please enter details of the local authority area where the activity will mainly take place. If the activity takes place across multiple boroughs please select the central one or the borough where your organisation is based.

Please provide a postcode which represents the geographical area you will benefit.

Please provide the postcode where most of your beneficiaries reside, if there are multiple places please just pick one. If it is too difficult to distinguish please provide the postcode of your organisation.

How will you spend this grant to address the need in your area?

This is where we ask you to tell us about what you need the money for. If you are applying for capital equipment, tell us what you want to buy and what benefit it will have i.e. what you will use it for. If you are applying for ongoing activities or new work, what is it that you would like to do? For example:

"We are requesting funding to train 10 new volunteers to deliver support to people who have experienced domestic violence. Each volunteer will complete an OCN accredited 6 day training course 'volunteering with survivors of domestic violence' which will equip them with increased knowledge

and understanding of DV and increased skills provide practical and emotional support to survivors. Each volunteer will use their training to provide regular tailored support for an individual DV survivor, helping them to live a safe and healthy lives. Each volunteer will work with up to three individuals."

Remember the Fund Criteria:

All funds have different criteria. Please ensure you have read, and understood the fund criteria and any additional fund factsheets prior to application.

Please explain how the people or community accessing your services are disadvantaged and tell us about the issues they face.

Who is it that will benefit? This might be a particular age group, residents in a certain area, certain types of people such as single parents etc. We also ask for further information in Section 3 so make sure the two answers tie up.

Is this new work?

Please check this box if the work proposed is new for your organisation. If you are applying to continue existing work please leave this blank.

What positive changes would this grant make to the lives of people who use your project/service?

Please outline the benefits and outcomes you expect to achieve as a result of the funding.

What are the benefits or outcomes of your project? An outcome describes the benefits or changes that will happen as a result of your work i.e. the impact your work is having. Please provide outcomes for beneficiaries, and also consider outcomes for your organisation, partner organisations, and the area. Outcomes begin with 'change' words such as *'improve'*, or *'reduce'*. Words like *'provide'* and *'deliver'* are for objectives, not outcomes, because they refer to the activity that you will be undertaking rather than the change that you want to make.

Examples of outcomes for beneficiaries include:

- improved mental and health wellbeing

- increased confidence and independence

- improved skills and knowledge

- decrease in risky behaviour

Examples of outcomes for your organisation might include:

- improved governance

- improving the quality of service delivery

- expansion of service provision

- increased skills amongst staff and volunteers

It's likely you'll have a number of benefits or changes that you're aiming for –you can list them if you prefer.

Please explain how you will collate, measure and report the benefits and changes that you describe above

Please explain how you plan to track and measure the change that you hope to achieve through your project. You might plan to have informal discussions with staff or participants, ask staff to complete questionnaires, or gather people together in one place to feedback on the project. Using a variety of methods will enable you to gather detailed and rich information that will help you to know how well your project is doing. All the information you collate should therefore enable you to report on your progress towards achieving your outcomes, so make sure that for everything you want to measure you have a method of gathering information as evidence. Monitoring and evaluation should be an ongoing process that you undertake regularly throughout the lifetime of the project, not just at the end. If you are successful in securing a grant you will be required to provide an end-of-grant monitoring report. We will give you a copy of this report at the beginning of the grant so that you know what information you need to collate.

Please tell us about your organisation's experience of helping people and the impact of your previous work; you may also want to tell us about the people involved in your project and why you are confident in their ability to make the project succeed.

This is about your organisation's track record in delivering the proposed project or similar work you have delivered in the past. If you are new to delivering this type of work, please tell us about the skills you have in your organisation, that will help to ensure the project will achieve the intended impact. You can also tell us about any partners.

A strong answer will include clear evidence of the outcomes and success that your previous work has had. For example: for a project working with NEET young people (those Not in Education, Employment or Training) –"In the last year 30 out of 50 beneficiaries have gone back into full time education, 95% of beneficiaries reported an increase in confidence, etc..."

How do you see this project/activity progressing after this funding comes to an end or do you see this as a one off project/activity?

Some activities we fund will be one-off projects that don't ever take place again. You might be looking at running a pilot project that, if successful, you will organise again at a later date. You may also be asking for funding to support work you have been doing for several years. All of these activities are eligible, just tell us more here. Evidence may be required e.g. photographs, comments and views of people involved in the activity.

Please tell us about local networks or partnerships your group is involved in, and in particular if you are working in partnership with local organisations to deliver this particular project (formally or informally)

Tell us about any partnerships that you are involved in -especially if they are part of the delivery of your project

Bank Account Details

Please provide the bank account details that you will want any grant award to be paid into. This will be checked against the supporting documentation you are asked to supply.

Section 3: Impact

In this section we want you to think about the long term impact that this funding will have on your organisation's beneficiaries rather than the immediate internal impact for your organisation.

Which category best describes the impact your project will have?

Select a category from the drop down list which best describes the impact that your project will have.

Select the primary (and second/third if applicable) outcome for your project or activity.

Select a category from the drop down list which best describes the outcome(s) that your project will have.

How many people will directly benefit from this grant?

Please estimate how many people will directly benefit from your organisation as a result of this funding, throughout the funding period. We realise that you cannot give exact figures but please estimate as accurately as possible. This information is important and will be used to evaluate the project at the end of the grant period.

Please note this is the total number of beneficiaries supported by your organisation and its activities, and should not include staff or volunteers unless volunteers are also beneficiaries.

Other people benefiting

Tell us about other people who will benefit from your project or service. For example family members who are not taking part in the project

Beneficiaries

From the drop down list, please click on the one group that best reflects the majority of the beneficiaries of your organisation, this will then be entered in the selection box. On doing this you will then be presented with a series of check boxes, tick any other relevant groups that will be affected. Please don't tick them all if they don't apply, just think about who the primary beneficiaries will be. This doesn't have to be 100% accurate, you're just giving an indication.

Ethnicity

From the drop down list, please select one ethnic group that best reflects the majority of the users of your organisation and enter it in the box provided. Then, using the check boxes, tick any other ethnic groups that will be affected. Please don't tick them all if they don't apply, just think about who the primary groups will be. Again, this doesn't have to be 100% accurate, you're just giving an indication.

Issues addressed

We are interested in the Issues that will be addressed by this grant. From the drop down list the primary issue that will be addressed by this grant. Then, using the check boxes indicate any other issues that will be addressed.

Age group

Finally we would be interested in knowing which Age groups would benefit from this grant. Please enter in the text box / dropdown the age group that represents the majority of the beneficiaries of your organisation. Then, using the remaining check boxes indicate any other age groups that will benefit.

Section 4: Project budget and additional information

Project Budget

This section asks you to provide details regarding the amount of money you are applying for and what type of items you will be spending it on.

How much money are you applying to us for?

Please enter the amount of funding you are requesting from us.

Budget breakdown

Some applications asked for a budget breakdown summary and we would expect to see an itemised list of times to be purchased with the funding.

Other applications ask you to itemise the costs that will be incurred in running your project under headings (staff cost, volunteer costs etc.) are examples of types of costs and the amount –you do not have to put a cost in each heading if it does not apply but there may be others that you need to include.

There are two cost boxes, one for the total project cost for that type of cost and one for the amounts you are applying to us under that cost heading.

The cost breakdown also allows you to enter the details behind the cost summary. These details should only refer to the elements of the project that are covered by your grant from us. Please give us a full breakdown of the costs as shown in the example below.

Example Staff Costs

| Requested amount | 630 |
| Total amount | 1000 |

Breakdown

| 3 workers@ £7.50 an hour (14 weekly sessions of 2 hours |

Volunteer Costs

| Requested amount | 280 |
| Total amount | 500 |

Breakdown

| £10 per hour x 28 hours |

Operations/Activity Costs

| Requested amount | 56 |
| Total amount | 300 |

Breakdown

| 4 travel passes for 2 volunteers at £7 each |

Capital Costs (Equipment)		Breakdown
Requested amount	1,950	Outdoor play equipment (quotes attached)
Total amount	5,000	

**Note for volunteer expenses -Only out-of-pocket expenses can be paid to volunteers, who should submit receipts and/or proof of payment such as bus/rail tickets for your records. Volunteers should not be paid a flat rate as they will be classed as employees of your organisation.

**Note for capital items –If you are requesting funds towards a capital item with a value of £300 or more please provide three competitive quotes. This should be attached as supporting documents to your application.

Please give details of previous funding

List any funding you have received either in relation to this particular application or other projects. This gives the funder an idea of the level of experience you have with funded projects and streams.

Supporting Documents

Please click on the 'attachments' button at the bottom of the form to upload your supporting documents. These will vary depending on the fund you are applying to and generally include:.

- A copy of your governing document (e.g. constitution, memorandum & articles or set of rules) – this should include a dissolution clause.

- A copy of your annual accounts or management accounts for the last two years or predicted income for this financial year.

- A photocopy of a bank statement no more than 3 months old. The bank account must be in the name of the organisation applying. We would expect two unrelated cheque signatories.

- Copies of your safeguarding (Child Protection and/or Vulnerable Adults) and equal opportunities policies where appropriate.

- A list of the names and addresses of your Trustees or management committee. You will need a minimum of three unrelated Trustees / management committee members.

- Quotes in support of your costs for items of expenditure more than £100

If for any reason you are not able to provide one of the required document please upload a document explaining why you do not have it.

Please clearly label each document with a name and a short description of what it is:

e.g. Name -*The Ridge Community Centre –Safeguarding Policies*, Description –*Vulnerable Adult and Child Protection Policies for The Ridge Community Centre*

Declaration -For all applicants

This often includes the terms, conditions and reporting requirements for a grant approved by Nottinghamshire Community Foundation, although for some funds these are included in the offer letter. Where included in the application please read each statement carefully a check the box if you agree with the statement. Please confirm your name and role.

Allow publicity

Please check the box if you are happy for us to use your project for publicity or share with the funder.

How did you find the application form? / How did you find the application comment

Please let us know how challenging you found the application form to complete and any comments that you have on the application process.

When you have completed your application

Once you have completed the form please ensure that you click on the save as draft button and then click on the 'submit' button at the bottom of the page to send the application through to us. Once you have clicked submit do not navigate away from the page until you receive a confirmation of submission message. You should also receive an email with a pdf version of your form after submitting your application. If this email does not arrive within 2 hours please contact us.

If you have not completed all of the required fields (shown by a red line) you will not be able to submit your form. If you attempt to submit an incomplete form the incomplete fields will be highlighted in red, once these are filled you should be able to submit the form.

Once your form is submitted you will no longer be able to access and edit it.

If you're still not sure about anything when completing the form, please Nottinghamshire Community Foundation on 01623 620202 or email enquiries@nottscf.org.uk