

EAST END AND CITY



Managed by the Community Development Foundation
Funded by the Office of the Third Sector

programme 2008 – 2011

ADVICE ON FILLING IN THE FORM

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Completing the Grassroots Application Form

Your request for a grant award must be made on the Grassroots Grants application form, which is available from your local funder. It is important to write clearly using black ink.

If your organisation is based in Hackney, you can type on the form using the version available as a Microsoft Word file. Contact the HCVS Grants team by email: elizabeth@hcv.org.uk or call on 020 7923 1962 if you would like us to email you a copy, or you can download the form from HCVS website www.hcv.org.uk. This option is only available if you are applying to Grassroots Grants – Hackney. When completing the application form on your computer, please keep to the original format and do not alter the size or layout of the text boxes.

It is very important that you answer every question, and attach all the additional documents requested. A full list of those

documents is given on the final page of the application form.

Answer all questions in full and avoid phrases such as “see enclosed”; “see above”; “see below” etc.

Avoid abbreviations. For example use “Tenants’ Association” rather than “TA”.

You must answer all questions. If any of the required items are missing we may return everything to you with a letter explaining what you need to do before resubmitting your application.

Remember that you are writing for an audience that is unlikely to know about your organisation and its activities and will base their decision entirely on what you write. If possible, have the application read by a person who is outside of your organisation to check how easy it is for them to understand your argument.

Application Overview

The application is divided into eight sections.

SECTION 1: Tell us what you want to do

Question 1: Give a brief description of the activity you want us to fund.

In this section, please describe what you want to do. You will need to tell us who the project is for. All projects need to have a specific client group. Please note that we cannot allocate funding to any fundraising events.

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Question 1a: If your activity is for work with children and young people or vulnerable Adults you must have a *Child Protection Policy / Vulnerable Adult Policy* and provide CRB disclosure numbers.

All groups working with, or intending to work with, Children or Vulnerable Adults must have appropriate Child Protection Policy or Vulnerable Adult Policy. You will also need to submit evidence that all staff and volunteers are CRB checked by providing names and CRB disclosure numbers of these staff members or volunteers.

Question 2a: When will the activity start?

You need to plan ahead. The grants panels meet every three months. Please tell us the date you wish to start your activity or project. If you are applying for the funds to be spread over two or three years, please tell us your intended start date for each year.

Question 2b: When will the activity finish?

Please tell us the date your activity or project will be completed. If you are applying for the funds to be spread over two or three years, please tell us the end date of your project for each year. If you have an ongoing project, this will be the date the amount awarded will be used.

Question 3: How do you know there is a need for your activity?

Use this section to tell us how you know there is a need for your project.

How did you establish the need? Did you talk to potential beneficiaries? If so, how was this done (e.g. questionnaire, meetings, focus groups) and have you documented this and analysed the information? If you did not talk directly with the beneficiaries, how do you know of their needs what other research you are using?

The panel will expect to see clear evidence that the potential users need the project. As much as possible try and use up-to-date figures or provide evidence that demonstrates need.

Question 4: Why is this activity important to your community?

Please tell us why you think this project or activity is important to your community and how you know this.

Question 5: Are there any groups doing a similar or the same sort of activity in the area?

Please tell us if you know of any other groups running a similar project to yours. If there are other groups with similar projects, have you contacted them? What are the differences between your activity and theirs? Could you work with them? Please tell us why you are best placed to deliver this project.

Question 6: How will you know if your activity has been successful?

a: Achievements:

Please give us details of how you intend to measure the success of your project. How would you measure your achievements and what would these achievements be?

b: Outcomes:

What are your intended outcomes (outcomes are the long terms difference your project will make) and during the life of the project how you would know that you are travelling in the right direction. How would you know you achieved your overall outcomes and how would you measure this. The outcomes need to be achievable within the timeframe of the project, the resources requested or available and the activities and outputs to be undertaken and delivered.

Question 7: Is this a new activity, or an existing activity?

Are you applying for funding to do something for the first time? Or are you applying for funding to develop or to continue something you are already doing?

Question 8: Where will the activity take place?

Please give the full address, including postcode, of where you intend to deliver the project.

Question 9: How much Grassroots Grants money are you applying for?

We need to know how much money you want from us. Your project or activity may cost more; we just want to know how much you want from Grassroots Grants.

You are able to apply for the full £5,000 – but that means you cannot apply again.

You could plan to spread the £5,000 over 3 years – but you need to tell us how you will do this.

You can apply for less than £5,000 and then apply again next year for more.

Whatever you decide to do you can only have a maximum of £5,000 over the 3 years of the programme.

Question 10: When do you need the money?

You must tell us when you need to receive the payment. Please note we will not pay your organisation for costs paid or liabilities incurred before the funding agreement letter has been signed.

Question 11: When will it be spent?

Your grant will need to be spent within the financial year you receive your payment – if you get the money in September 08 it will need to have been spent by March 09.

Question 12: Will the proposed Grassroots Grants money cover the total cost of your activity?

If the total budget for your project is greater than the amount you are applying for, please explain where the rest of the money will come from. The panel will take this in to account when considering your application. If you have written evidence of support or confirmation of funding then please attach copies.

SECTION 2: Budget Breakdown

This whole section asks you to explain how you will spend the money – please don't just guess and do remember to make sure it all adds up. We want you to get good value for your grant.

Volunteer costs - Only out of pocket expenses can be paid to volunteers who should give you receipts and/or proof of payment such as bus/rail tickets to keep for your records.

Equipment - You will need to submit 2 estimates or quotes if you are applying for equipment, i.e. if you want a printer you must get 2 quotes for the printer.

Consultants – if you wish to engage a consultant, you will need to give us a full breakdown of charges, examples of their work and include names of referees

Question 16: Budget breakdown

Example of a budget breakdown:

Type of cost	Full Description of cost	Total cost £ (incl. VAT)
Staff and Volunteer costs	1. Salaries (1 worker @ £20 p/hr x 28 hours; 14 weeks of 2hrs)	£560
	2. Volunteer travel expenses (14 travel passes for 2 vols at £3.50 per ticket)	£98
	3. Volunteer lunch expenses (£3.50 x 2 vols x 14 sessions)	£98
	4. Direct support costs of project (2 hours a week of Manager)	£750
Office, overhead and premises costs	1. Rent (hire of community centre @ £50 x 28hrs)	£1400
	2. Proportion of office costs	£660
Equipment costs	Outdoor play equipment (quotes provided)	£1200
Total		£4766

- Avoid using large costs under vague heading. For example, 'Refreshments' will need to be broken down further
- Ensure that quotes/estimates are attached where appropriate e.g. for equipment or consultancy
- All salaries must be broken down into the relevant hourly/daily/yearly rate
- Remember to separate your capital costs from your operational – capital costs are defined as being any single asset that costs more than £100 and has a life of more than one year

SECTION 3 – Who Is the Activity For

We need to know who the main beneficiaries of your activity will be.

SECTION 4 – Tell Us About Your Group

You need to give us as much information about your group as you can.

Question 21: Full contact address of group (including postcode)

Your organisation must be based in and working in the borough where you are making the application

Question 22: Main contact person and second contact person

These must be members of your organisation who can answer questions about the application.

Question 24: Are you:

If your organisation is not a registered charity then it must have a clause within its constitution demonstrating that it is a not-for-profit organisation; whether a registered company (having no share capital); a community group or any other type of not-profit making organisation.

Question 25: Does your group have a set of rules/terms of reference or constitution?

Your group must have at least a simple, written constitution. Answering 'No' to this question will lead to your application not being considered by the Panel.

If your governing document has been amended or updated and does not have the original signatures, please have the Chair of the Management Committee sign and date the last page as a true record and attach a signed copy of the minutes of the Annual General Meeting that made the amendments.

If you cannot find the minutes of the meeting or are not sure what document to use and the organisation is a registered charity or a company, then the Charity Commission (for

charities) or Companies House (for companies) should be able to provide you with a copy.

Question 26: How many people are involved in your group?

Management Committee – You need to enclose a list of **all** management committee members including addresses. We also need to know if any of the management committee members, staff or volunteers are related to each other.

Question 27: When did your group start?

This could be the date you first met. You should be able to provide minutes of the meeting as evidence; or it could be the date on which your group was constituted.

Question 28: Describe briefly the aims of your group

This will be the same as the aims in your governing document.

Question 29: What was your income per year over the last 3 years (or since the group started)?

Grassroots Grants is aimed at small organisations. The income you list must be that given in the Annual Accounts or the statement of income and expenditure you submitted with the application. Income cannot be more than £20,000 on average over the 3-year period prior to making the application. Organisations with an income higher than this are not eligible.

Question 30: Has your group produced annual accounts or a statement of income and expenditure?

You need to submit this with your application.

Question 31: Have you ever received grant funding before from us or any other funder?

Failure to submit the end of grants report for previous awards received in any of the boroughs that are partner in the East End and City Grassroots Grants will make your application ineligible.

Question 32: Have you applied, or are you applying to more than one Local Funder for a Grassroots Grant?

You can only make an application in the borough where your organisation is based. If your organisation is not based in the borough where you are applying, you will be advised to contact your local funder.

SECTION 5 – Bank Details

Your organisation must have its own bank account. If you are successful, the payment will be made by BACs straight to the account.

The account must be set up in such a way that two people have to sign all cheques who are not related to each other. We expect all payments from the account, other than petty cash, to be made by cheque.

SECTION 6 – Declaration

This section needs to be signed by 2 members of your Committee. Ideally one of them should be the Chair. This form should not be signed by a paid employee.

SECTION 7 - The Freedom of Information Act 2000

As this grant is made using public money – we may be asked for information about your group or the specific project. By signing this form you are giving us permission to give out this information when requested. We will not share your details for marketing purposes. However we may use information from the form to highlight successful projects in our newsletter; website; or other publicity.

SECTION 8 – Checklist

Please make sure that you have answered all the questions and attached all the documents we have asked for. Simply ticking the checklist is not enough; you have to provide all ticked document.

Failure to submit all of the required additional information with your application will mean the grants panel will not be able to consider your application even if you have answered 'Yes' to all the questions.