



## APPLICATION FORM GUIDELINES

These are guidance notes to help you complete the standard application form.

**When you send anything by post, please ensure you attach the correct value postage stamps on your application as insufficient postage may result in delays.**

**Remember to keep a copy of your application as you may need to refer to it at a later stage.**

If you need further help to fill in the form or with any aspects of your project please contact us on 020 8424 1167

### About your Organisation

**Q1.**

Provide the name of your organisation as it appears on any governing documents. If you are known by another name, please tell us about this as well. The contact person should be someone who has a good knowledge of the application as this is the person we will contact if we have any queries. The telephone number and email address should be one at which they are easily contacted, especially during office hours. The correspondence address should be one where post is collected regularly.

**Q2**

Give us the date that your group was set up or formally established. If this was after December 2006, we will need you to demonstrate that you have been active since at least that time.

**Q3**

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. 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 & regulations, an independent committee, a separate bank account, are responsible for generating your own income and have a local turnover of less than £20,000 averaged over 3 years. We will ask you to provide us with more details to demonstrate this.

**Q4 (4.1, 2, 3,)** We need to know more about how your group is managed i.e. the structure. Please tell us if you have any staff, full-time or part-time. How many people are on your management committee (we recommend this is a minimum of 4). We particularly want to support organisations that are primarily volunteer-led

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so let us know the total number of volunteers and helpers you have. We would also like to know how many of these are under 25.

- Q5** 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 to meet and support their ideas and interests. There is no other facility in the locality."*
- Q6** The Grassroots Grants scheme can only fund projects with an average turn-over of less than £20,000 a year for the past 3 years (or a shorter period if you have not operating for this long). You may have had more than this amount in any one year, but if the average over 3 years is less than £20,000, you can still apply. Simply add up the total income in your last three, complete years and divide by 3 to get the average income. We will expect you to be able to provide evidence of this.
- Q7** Just because you have applied before does not mean you cannot apply again. We want to know how many organisations we are supporting have never received funding before.
- Q8** The Grassroots Grants scheme has a specific allocation per local authority area. If your group operates in more than one area, you can apply to more than one local Grassroots Grants Funder for a grant. However, the total amount you can apply for under the Grassroots Grants scheme must be no more than £5,000 so we need to know if you are likely to be applying to anyone else as well.

### **About Your Grant Application**

- Q10** When your project will start and finish or if it is something that is already happening and is ongoing
- Q11** Please enter the local authority in which this activity will take place
- Q12** Which localised region do most of the people who will benefit from the project live. This can be typically described in terms of an estate, town, village even a representative post code...
- Q13** We can fund your existing work or activities, or let you try something new. Please indicate as appropriate

The following questions allow you to tell us more about your work and the people you are working with. If you are applying for a small grant between £250 and £900, we expect less information than if you are applying for a grant of between £901 and £5,000. 2-3 lines will be sufficient on each answer for small grants. Please read all the questions first as they ask for similar information – question 14 is about your activities, question 15 is about what the need is, question 16 is about the people you are supporting.

- Q14** 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  
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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 i.e. describe the activities and services?

- Q15** 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?
- Q16** 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.

Questions 17 to 19 tell us what kind of outcomes your project will have i.e. what will happen as a result of your work, will anything change, will you improve a situation? Again, for smaller grants we don't expect as much detail here, 2-3 lines will be enough.

- Q17** 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. Quite often you are asked to describe your outputs; these are the actual products / services / activities that you will be providing as in question 2.6
- Q18** How will you measure this? You might have informal discussions with users, do questionnaires, gather people together in one place. You need to tell us how you will monitor and report on this project through the life of the grant. We suggest, for instance, that you keep a log of users of your services, participants on your courses, enquiries you deal with etc. You should also use this section to tell us how you will know whether you are being successful or not in meeting your objectives.
- Q19** 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.

### **Who will benefit from your Grant?**

- Q20** How many people will benefit from this grant? 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.
- Q21** From the list, please select one group that best reflects **the majority** of your beneficiaries and enter it in the box / dropdown provided. Then, using the 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.
- Q22** From the list, please select one ethnic group that best reflects **the majority** of the users of this facility or service and enter it in the box / dropdown provided. Then,

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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.

**Q23** We are interested in the Issues that will be addressed by this grant. Enter in the text box or drop down list **the primary** issue that will be addressed by this grant. Then, using the remaining check boxes indicate any other issues that will be addressed

**Q24** 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 **the majority** of the beneficiaries will fall. Then, using the remaining check boxes indicate any other age groups that will benefit.

**Project Budget**

**Q25** What is the total project cost? If you are asking us to fund some of your running costs, for instance, what is the total you need for running costs each year? If you are asking us to contribute towards an event, project or activity, what are the total costs?

**Q26** If you are not asking us to fund the full costs, how much have you raised already?

**Q27** How much money are you asking us for? This must either be between £250 and £5,000.

**Q28** If your project spans more than one financial year, please indicate in which years you anticipate spending the funding.

**Q29** Budget breakdown summary. Here you itemise the costs that will be incurred in running your project and explain how you arrived at the figures. The headings 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 columns, one for the total project cost and one for the amounts you are applying to us for.

The cost breakdown 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 Grassroots

<b>Type of cost</b>	<b>Total Project Cost (£)</b>	<b>Requested Amount (£)</b>	<b>Details</b>
<i>Staff costs</i>	<i>1000</i>	<i>630</i>	<i>3 workers @ £7.50 an hour (14 weekly sessions of 2 hours)</i>
<i>Volunteer costs</i>	<i>500</i>	<i>280</i>	<i>£10 per hour x 28 hours</i>
<i>Operational Costs(Rent)</i>	<i>300</i>	<i>56</i>	<i>4 travel passes for 2 volunteers at £8 per ticket</i>

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<i>Capital costs (Equipment)</i>	<i>5,000</i>	<i>1,950</i>	<i>Outdoor play equipment (quotes enclosed)</i>
<i>Total</i>	<i>6,800</i>	<i>2916</i>	

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.

- Q30** Name of your organisation account is required to facilitate the speed of payment should your application be successful.
- Q31** Tells us about interaction/cohesion within your local community.
- Q32** Please check all supporting documentation, tick and enclose with your application.
- Q33** Two signatures are required for every application.
- Q34** Your referee must know your organisation and the project, be independent and not benefit in any way from it.