

Richmond Civic Trust

Guidance notes for completing the online application form

These are guidance notes to help you complete some of the key questions in the online application form for the Richmond Civic Trust Small Grants Programme at The London Community Foundation.

Tips:

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Each large text box has a maximum of 500 words.
- 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.
- As you enter your information on the online form, remember to save your progress periodically by clicking on the save button at the bottom of the page, to prevent you from losing your work in case of internet issues.

Section 1: About your organisation

Organisation Name and Address

Please provide details of your organisation.

Main Contact Person

Please provide details for the main person who we should contact in relation to this application. If you are shortlisted we will contact you to arrange a phonecall to discuss your application, so please ensure that we have correct contact details, preferably a mobile number and email. We will contact you within one month of the closing date.

Organisation start date

Please let us know the month and year that your organisation started.

What type of organisation are you

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.

Average yearly income

Please let us know your organisation's average income over the last three years. To calculate this add up the total income of your organisation in your last three complete years, and divide by three. If you have been in existence for less than three years please let us know the average income over the lifetime of your group to date. You may be asked to provide evidence of this.

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.

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

Rather than copy the objects from your constitution, please give us a short description of what your organisation aims to achieve and how it does it.

Bank account signatories

Please provide the names and addresses of all authorised signatories on your bank account, please indicate if any signatories are related. Bank accounts should have at least two unrelated signatories and preferably three.

Section 2: About Your Grant Application**Project name**

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

Project funding start / end

Please put the forecasted project start and end date. Successful applicants will have a maximum period of 12 months from to spend the grant.

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

Please tell us what area your organisation serves in London, this may be a borough, region of London, a targeted area or estate. Please be as specific as you can.

Which local authority will the activity mainly take place in?

For this fund the response to this question should be Richmond upon Thames . We will not normally consider applications taking place outside the borough, unless there is a good reason for it, which you should explain in the question below: 'Please tell us how you know that the people in your community want this project/activity and what evidence you have collected to demonstrate this'.

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

This needs to be a full postcode within the area of benefit. This will usually be the area where the participants live. Don't worry if it is not the specific venue that you will use.

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 would you like to do with the grant? Please describe your project or activity.

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 i.e. describe the activities including the number of sessions you intend to deliver.

Please tell us how you know that the people in your community want this project/activity and what evidence you have collected to demonstrate this.

Here we would like you to provide details of any consultation you have done with this target group, or any research you have done, formally or informally that tells you that this group of people want to participate in your project. You can also provide statistics and quotes if you wish.

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. Is there any research or do you have any data that demonstrates the issues that the beneficiaries you are working with face? We also ask for further information in Section 3 so make sure the two answers tie up.

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.

It's likely you'll have a number of benefits or changes that you're aiming for – a list is preferable to narrative text.

Please explain how you will collate, measure and report the benefits you describe in the question 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.

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. We are particularly interested in any experience you have of delivering projects within the Richmond upon Thames. 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. We need to see clear evidence of the outcomes and success that your previous work has had. For example: A gardening project with young people – in the last year 45/50 beneficiaries reported increased awareness of the environment and 95% of beneficiaries reported an increase in confidence.

How do you see this project / activity progressing after this funding comes to an end?

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.

Section 3: Impact

Following on from the question above 'Please outline the benefits and outcomes you expect to achieve as a result of the funding', 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.

How many people will benefit from this grant?

Please estimate how many people will benefit from any changes to your organisation which 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.

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. 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.

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?

How much money are you applying to us for?

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

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 including the amount, funder and decision due date.

Budget breakdown

Here you itemise the costs that will be incurred in running your project. The 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 so that we have enough information to understand how you have calculated your overall costs. For example: *Youth worker @ £10 p/h x 2 hrs/wk x 12 weeks = £240*

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.

Declaration

Please read each statement carefully and check the box if you agree with the statement. Please confirm your name and role.

How did you find the application form?

Please let us know how you found the application form to complete. Any feedback you have on how you found the form will help us to improve it for future applicants.

Supporting Documents

Please click on the 'attachments' button at the bottom of the form to upload your supporting documents. You will need to upload:

- A copy of your governing document (e.g. constitution, memorandum & articles or set of rules)
- A copy of your most recent annual accounts or a spending plan (if you are a new group please provide a recent bank statement)
- A copy of your safeguarding policies if you will be working with children or vulnerable adults (please contact us if you need help to develop one)
- A list of the names and home addresses of your management committee
- A copy of your equal opportunities policy

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. The Music House – Safeguarding Policy

If you have been awarded a grant from The London Community Foundation within the past year we will have your organisational documents on file. Please upload a document that explains this, and if possible, provide the grant reference number, which you will find at the top of the grant offer letter. Please note you will still need to upload your most recent accounts.

When you have completed your application

Once you have completed the form please ensure you click on the 'submit' button at the bottom of the page to send the application through to us. Once your form is submitted you will no longer be able to access and edit it.

If you have not completed all of the required fields 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.

If you're still not sure about anything when completing the form, please contact The London Community Foundation on 020 7582 5117 or email applications@londoncf.org.uk.