

APPLICATION QUESTIONS AND GUIDANCE NOTES

These guidance notes have been designed to assist you in completing your on-line application for a grant.

If you require any further clarification, or if you are unsure of your group's eligibility, please contact GrantScape on 01908 247630 or via info@grantscape.org.uk

The application form questions need to be completed for all grant applications regardless of the amount of grant requested. For groups applying for smaller amounts (£5,000 or less) please do not feel the suggested word counts given for each question need to be met, as we would expect less information for smaller, simpler projects.

Section A - Organisation details

A1 Which fund are you applying to?

GrantScape manages a number of different Funds. Please tell us here, which Fund your application relates to.

This question is mandatory, you will not be able to proceed through the form until you have completed it.

A2 Full legal name of organisation:

This is the name of the organisation that is making the application and that will be delivering the project.

This question is mandatory, you will not be able to proceed through the form until you have completed it.

A3 Address of organisation:

This is the address of the organisation named in question A2.

A4 Website address:

This is the website address of the organisation named in question A2, or the website address for the project if there is one.

A5 Name of person making this application:

This is the name of the main project contact with whom we will liaise during the assessment process. The contact should be able to answer any queries we may have relating to the project and the grant application.

Please enter in the format: title (e.g. Mr, Mrs, Prof.), first name, surname, post-nominal letters

A6 Position held within the organisation:

This is the position the person named in question A5 holds within the organisation named in question A2.

A7 Contact address:

This is the address for the main project contact given in question A5. We will use this for all written correspondence regarding the grant application.

A8 Email address:

This is the email address for the main project contact given in question A5. We will use this for all email correspondence regarding the grant application. We will also use it to send you a copy of the completed application form once it has been submitted.

This question is mandatory, you will not be able to proceed through the form until you have completed it.

A9 Daytime Telephone number:

This is the telephone number for the main project contact during office hours. We will use this should we need to contact you to ask any questions during the assessment process.

Section B - Background to your organisation

B1 Describe the purpose of your organisation and what it does:

Please provide a brief overview of your group's aims, objectives and activities. It is useful for us to know how the project you are planning to deliver fits with your organisation's goals.

You should not enter more than **100 words** in answer to this question.

B2 In what year was your organisation formed?

This should be the year when your organisation was first constituted, or the year your section was formed if you are part of a larger organisation.

The year should be in the format of a four-digit number (e.g. 2005).

B3 How would you best describe your organisation?

Please select one of the drop-down menu options. If more than one option applies to your organisation, select the most relevant as you will only be able to make one choice.

The options are:

- Church/faith-led group
- Community group/club/society
- Council (including parish, community, town and local authorities)
- Registered UK charity
- Social enterprise
- Other

Please note: If your organisation is a social enterprise, to be eligible for a grant, any profits must be reinvested to sustain its mission for positive change and cannot be distributed.

This question is mandatory, you will not be able to proceed through the form until you have completed it.

B4 What was your organisation's total income in its most recent financial year?
Please provide a figure for the total income received from all sources by your organisation in its most recent financial year. This should refer only to your section if you are part of a larger organisation.

Please do not worry if you are a new organisation and do not yet have any accounts or financial information.

The figure should be entered as a whole number **without** commas or a decimal point.

B5 What was your organisation's total expenditure in its most recent financial year?

Please provide a figure for the total of all amounts spent by your organisation in its most recent financial year. This should refer only to your section if you are part of a larger organisation.

Please do not worry if you are a new organisation and do not yet have any accounts or financial information.

The figure should be entered as a whole number **without** commas or a decimal point.

B6 How much money does your organisation presently have in free cash reserves?

Please provide a figure for the current free (unrestricted) cash reserves held by your organisation. Ensure that you exclude any monies that have been received from other funders for other projects. The figure should refer only to your section if you are part of a larger organisation. If your application is successful, we may ask you to confirm this figure.

The figure should be entered as a whole number **without** commas or a decimal point.

B7 If you have any additional comments on your answers to questions B4, B5 and B6 please provide them here?

If you feel your answers to questions B4, B5 and B6 do not provide a clear and accurate representation of your organisations current finances, please clarify any anomalies. For example your free cash reserves may be lower or higher than would be expected and you may wish to explain the circumstances. Or the income and expenditure figures may indicate an annual deficit which is not usual for your organisation but due to a specific reason.

You should not enter more than **100 words** in answer to this question.

B8 If you have free cash reserves above the amount you are applying for, tell us why you need the grant.

Competition for grants is always high with demand exceeding the monies available. If your organisation has free cash reserves which could cover the amount you are requesting in grant support, please explain why you will not be covering the cost

from your reserves. You may for example be 'saving' for a future project or require a minimum amount in your free reserves due to a stipulation in your constitution.

You should not enter more than **50 words** in answer to this question.

Section C - The project

C1 Provide the project title:

The project title should include both the nature and location of the project.

Example:

Central Park, Oxford – New Playground Provision

Please do not provide a 'quirky' or 'catchy' project title. The title provided should simply describe the project and where it will take place.

You should not enter more than **10 words** in answer to this question.

C2 Describe the project that you wish to use this grant for:

The project description should include an outline of the entire project, including the parts of the project that others will be funding. It should enable us to visualise what your group is trying to achieve.

Example:

The existing playground equipment in Central Park will be removed. Ground preparation works will be undertaken and new safety surfacing will be installed. Six pieces of new play equipment for 6-15 year olds will be purchased and installed at the site. The area will be fenced, 3 benches and 5 litter bins will be installed and 10 trees will be planted.

Example 2:

A part-time trainer will be employed for a period of 12 months to deliver basic computer skills training courses to the general public (from 11 years) in the Oxford area. Courses will be held at 10 primary schools. Each location will receive a 1 hour session each week. Each course can be attended by a maximum of 25 individuals and places will be allocated on a first come first served basis. Courses will last for approximately 8 weeks plus examination (a school term) and therefore each location can accommodate 3 courses over the 12 month period. Total people to receive training = 750. Project costs include the Youth worker salary, travel costs, advertisement costs, course materials and accreditation.

You should not enter more than **150 words** in answer to this question.

C3 What is the project's anticipated start date?

This should be the expected start date for your project if your grant application is successful.

You should allow at least 1 month from our final decision date to the project start date, to allow for the administrative requirements of the grant. The decision dates for each funding round can be found on GrantScape's website.

If you are awarded a grant, you should not start work on your project until a formal grant Contract is in place, or the grant will be withdrawn.

C4 What is the project's anticipated completion date?

This should be the expected completion date for your project if your grant application is successful and the start date given in question C3 is achieved.

You should check the funding criteria to ascertain if there are any limits on the length of projects that are eligible to be funded.

C5 Are any consents and/or permissions required for the project to proceed? If so, are these in place?

We need to know whether any consents and/or permissions are required in order for your project to proceed. Examples could include:

- Planning permission / building regulations approval
- Listed building consent if a listed building / structure is involved
- Faculty / relevant consent for the project if a church or other religious building is involved
- Environment Agency consent
- Consent from the owner of the project site if this is not your organisation

If any consents and/or permissions are required, please tell us whether they have been granted. If they haven't yet been granted, by when do you expect to hear?

You should not enter more than **50 words** in answer to this question.

C6 In which local authority area is your project located?

If your project covers more than one local authority area, please list all the areas to be covered.

C7 Provide the project location address (excluding the postcode - separate question below):

This is the address(es) of where the project will take place.

Please ensure you read the specific criteria for the Fund to ensure your project is located within the benefit area. For most Funds a map showing the specific area covered is also provided on GrantScape's website.

If the project is to provide a service, please specify which area/s the service will benefit.

C8 Provide the full project location postcode:

If the project site does not have its own postcode, please provide the nearest one.

C9 Who owns and operates the building or land where the project will take place?

If the building or land is owned and operated by different organisations, we need details of all parties. Please clearly state which organisation owns the building or land, and which operates it and any legal agreements that exist between the organisations. Include details of length of lease / agreements etc.

You should not enter more than **100 words** in answer to this question.

C10 For capital projects, who will be responsible for maintaining the project following its completion, and what will this involve?

A capital project is defined as a project to acquire or upgrade fixed and physical assets, such as buildings and equipment. Examples could be procuring new sports equipment for a club or installing a new kitchen in a village hall. It is not staff or running costs.

Firstly: please give the name of the organisation that has agreed to take on the responsibility for future maintenance. It is likely that this will be your organisation.

Secondly: ensuring that there will be satisfactory arrangements in place for the project's maintenance is an important factor in our grant assessment process. You therefore need to tell us here about how the project will continue to be maintained in the future.

You should not enter more than **100 words** in answer to this question.

C11 For revenue or service based projects, please tell us about what will happen at the end of the project once our grant comes to an end?

The legacy value of your project is important to us. This could include its role as a source of inspiration for others in the future.

If you intend to continue your project after the funding period has finished, describe:

- Who will be responsible and what will this involve?
- How you plan to fund this?

If your project will not continue after the funding period has finished, describe:

- Why not?
- How the results or outcomes of your project can be shared and serve as a future source of inspiration to others?

You should not enter more than **100 words** in answer to this question.

C12 How many volunteers in total are expected to help in the project's delivery?

Please provide a best estimate of the number of volunteers who will be directly involved in delivering this particular project only and not including other volunteers who may be involved in your organisation but who will not be directly involved.

C13 Tell us when and how people will be able to access the project site or use the service and how will you encourage this?

It is important that as many people as possible will benefit from the grant. If your project involves a public amenity please tell us when it is available and when it is currently in regular use. If your project involves a service, please tell us how often this will be available, for example the number of sessions / days each week or hours each day, whichever is most appropriate for your project.

You should not enter more than **50 words** in answer to this question.

C14 Tell us if there will be a charge to access the project site or use the service and how much this will be?

If the charging structure will vary for different types of use/visitor, please ensure that you provide full details here. Charges may, for example, be made for entrance to the amenity, or for people's use of it (hourly or session rates). There may be a charge to access the service you are providing which may be a fixed rate for a course or a pay as you go rate.

You may have an annual membership fee to join your group or use your service. Please provide details.

You should not enter more than **50 words** in answer to this question.

Section D - Project costs

D1 What is the total project cost?

This should be the total cost of the project, including parts of it that others will be funding. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT.

You should also include any in-kind contributions to the total project cost figure to give a full account of the whole scheme.

The figure should be entered as a whole number **without** commas or a decimal point.

D2 How much money are you applying to us for?

The figure should be between the amounts specified in the criteria for the Fund.

The figure should be entered as a whole number **without** commas or a decimal point.

D3 Complete the table to give us a breakdown of all costs relating to the project:

To help you complete the table, follow the more relevant of the two examples below. The numbers used are purely for illustration.

If your organisation can reclaim VAT or if the VAT is not payable for any reason, please show net costs. Otherwise, use the gross amounts.

Please include any in-kind contributions in the cost breakdown.

The 'total cost' column should total the figure provided in question D1.

The 'requested' column should total the figure provided in question D2.

The amounts should be entered as a whole number **without** commas or a decimal point.

Example 1: Development of a community hall

Item/activity	Requested (£)	Total cost (£)
Architects' drawings	250	250
Building works	3000	5000
Internal flooring	500	2000
New kitchen equipment	0	5000
Tables and chairs	0	2000
TOTAL	3750	14250

Example 2: Service-based project

Item/activity	Requested (£)	Total cost (£)
Staff costs	2000	2000
Promotional materials	500	500
Overheads	500	1000
Volunteer expenses	100	200
TOTAL	3100	3700

If your project will cover more than one year it is useful if you can show in which year the expenditure will occur. For example you could put Year 1 Staff costs on one line in the table and Year 2 staff costs as a separate line.

D4 How much funding will your organisation be providing towards the total project cost?

This should be the total amount that your organisation will be providing for the project in **CASH** and should not include any in-kind contributions your organisation may be making. In-kind contributions can be shown in question D8.

The figure should also not include any monies already secured from other sources which has already been received by you. Secured funding from other sources can be shown in question D5.

The figure should also not include any monies you may have requested from other sources where you are waiting to hear if these have been secured. Pending funding from other sources can be shown in question D7.

The figure should be entered as a whole number **without** commas or a decimal point.

D5 Complete the table to show any grants you have already secured from other funders for the project:

Please refer to the specific criteria for the Fund to see if match funding is required or may benefit your application.

Please list all the funders who have confirmed that they will provide grants for your project. Detail the amount(s) that they have approved and the date(s) on which the funding was awarded.

When entering amounts, enter as a whole number **without** commas or a decimal point.

When entering dates, please use the format DD/MM/YYYY.

D6 If there are any conditions relating to these grants, please tell us here:

We need to know about any conditions relating to grants already awarded by other funders for the project. In particular:

- Are there any deadlines by which the grants must be used?
- Are the grants only available for certain elements of the project?

You should not enter more than **50 words** in answer to this question.

D7 Complete the table to show any grants you have requested from other funders for the project, where you are still waiting to hear from them:

Please list all the funders to whom you have applied for grants for your project. Detail the amount(s) that you have applied for and the date(s) by when you expect to have a funding decision.

When entering amounts, enter as a whole number **without** commas or a decimal point.

When entering dates, please use the format DD/MM/YYYY.

D8 Please tell us about any in-kind contributions:

In-kind contributions are where materials, equipment or peoples time and skills are donated to the project at no actual “cash” cost to the project. These contributions can be made either by the applicant organisation or by other organisations, individuals or businesses.

In-kind contributions must offset items from the list of project costs given in question D3.

Example 1: Repainting of a village hall

Item/activity	Requested (£)	Total cost (£)
Paint	500	500
Decorator - labour	3000	3000
TOTAL	3500	3500

A local builders merchant will provide the paint for free. The in-kind contribution would be £500.

Include in your answer the name of the donor, the amount, what they will provide and the date the contribution was secured OR is expected to be secured.

Example 2: Creation of community garden

Item/activity	Requested (£)	Total cost (£)
Site clearance, building raised beds	1500	1500
Materials – timber, screws, soil and plants	2500	2500
TOTAL	4000	4000

Five volunteers will provide approximately 2 days free time each week for 3 weeks to clear the site and construct the raised flower beds. £50/day x 2 days x 3 weeks x 5 volunteers = £1,500. The in-kind contribution would be £1,500.

To help you allocate a cost value for volunteer time please refer to the following table:

Type	Example	Hourly rate	Day rate
Unskilled task or labour	Weeding, rubbish collection, general helping out	National living wage	£50.00
Skilled task or Labour	Operating machinery such as a JCB, or electricians or builders giving their time for free	£18.75	£150.00
Professional Services	Volunteer or pro-bono Accountancy or legal costs in helping with the project	£50.00	£350.00

D9 If there is a funding shortfall, how much is this and how will your organisation address it?

Your project will have a funding shortfall if the total project cost exceeds the funding that you have already secured (including the amount your organisation is providing and any in-kind contributions) and the funding that you have requested (including the amount you are applying to this Fund for).

If there is a funding shortfall, please tell us how much this is. Then tell us about any funding sources that you have identified but have not yet approached for funding, and any other planned activities to cover the shortfall.

You should not enter more than **100 words** in answer to this question.

Section E – Project need and overall benefits

E1 How many people do you expect your project will benefit directly?

It is good practice to set relevant targets for the number of people you expect will benefit from your project. Here are some examples of what you could target:

- If your project involves a **service**, you could set a target for how many people you expect to benefit from this during the project.
- If your project involves a **community project**, you could set a target for how many people you expect will use this, per year, once the project has been completed.
- If your project is going to provide **training**, you could set a target for the number of training opportunities that will be created.

Please note that 1 user is a person who visits the project site once or more during the year. For example, 1 person visiting the project site 10 times in a year counts as only 1 user.

Please provide as accurate a figure as possible, for example based on bookings taken over the past 12 months. Where records are not kept, please provide a best estimate.

You should not enter more than **50 words** in answer to this question.

E2 Tell us about the levels of community support you have for the project and what local consultation you have undertaken?

It is very important that you are able to tell us why the project is needed and how you have identified this need. What we are also looking for here is evidence of community support for (and involvement in) the project, because this will be key when we assess your organisation's grant application.

The need for the project may have been identified in a local plan, through a building inspection, or in the results of a community survey. It could also simply be the fact that there is a current lack of facilities in the area, or that current facilities are inadequate to meet demand.

Some examples of community/user consultation that your organisation could have undertaken include arranging community questionnaires and seeking letters of support for the project. Evidence of support may also be available from petitions, or the minutes of public meetings.

You should not enter more than **200 words** in answer to this question.

E3 Tell us how your project will benefit the local community. Include any social, economic and / or environmental benefits it will provide.

This question provides you with the opportunity to tell us how you think your project will benefit the local community in terms of how it will provide social, economic and / or environmental benefits.

We do not expect all projects to have all three types of benefits. Some may be more environmental than social, or some may be just social and economic, for example.

The level of community enjoyment and environmental benefit that will result from the project will be a key factor when we assess your application so it's important you consider this question very carefully.

Social benefits can include leisure, education and recreational activities. Consider the following:

- What new activities will the community be able to take part in?
- Will the project works encourage social cohesion?
- Will the project discourage anti-social behaviour?
- Will the project be accessible to as many different people as is possible?
- By undertaking your project are you ensuring a vital community amenity and / or service is not lost for current and future users?

Environmental benefits can include both the natural environment and the built environment (buildings and structures). Consider the following:

- Does your project involve bringing an underused area back into use?

- Will the project reduce carbon emissions for example by installing an energy-efficient boiler, cavity wall insulation and double-glazed windows in a community building?
- Are you supporting nature conservation and wildlife by undertaking habitat works?
- Do you plan to use recycled materials?

Consider the following possible **Economic benefits**:

- Will any new positions (full-time and part-time) be created and / or maintained?
- Does your project involve providing any training opportunities (both ad-hoc and formal)?
- Will your organisation become more sustainable?

You should not enter more than **200 words** in answer to this question.

E4 Are you working in partnership with any other organisation(s) to deliver this project? If you are, please provide details:

When providing details of any project partner organisation(s), consider the following points:

- Is the partnership new?
- Is the partnership specific to this project?
- How is the partner organisation involved? For example, will they be providing financial support or project management support, or will they be undertaking future maintenance of the project?

You should not enter more than **100 words** in answer to this question.

E5 How much additional income do you anticipate the project will generate for your organisation per year?

Please provide a best estimate of the amount of additional income, not the income you currently receive. You may wish to consider the following points:

- Estimated increase in user numbers following completion of the project
- The average amount each user will pay to visit/use the project site
- Any other sources of income the project will generate, e.g. donations

Please do not worry if your project is not expected to generate any additional income.

If you feel you need to explain your answer, please keep this to less than **50 words**.

Section F – Nature conservation questions
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F1 Does your project relate specifically to the conservation or protection of a particular habitat or species?

- Yes
- No

Please only answer 'yes' if your project specifically relates to the conservation or protection of a particular species or habitat. If your project involves environmental works on a park or public greenspace where nature conservation activities will be included but not the primary focus of the project you should answer 'no' and include

the environmental benefits in your answer to question E3.

Answering 'yes' will automatically take you to an additional section of the application form relating solely to nature conservation projects.

For example, if your project looks solely to conserve red squirrels answer 'yes'. If however your project looks to enhance a park and one of the elements of the project is to install a squirrel nesting box then answer 'no'.

If yes, please answer the following questions:

F2 Tell us about the key species and habitats the project aims to protect, and the importance of their protection at a local / regional and national level?

You should not enter more than **100 words** in answer to this question.

F3 Provide details of how you will deliver the project and the methodology you will use?

You should not enter more than **100 words** in answer to this question.

F4 Tell us about the implications to the above species and /or habitats if the project does not go ahead.

You should not enter more than **100 words** in answer to this question.

F5 Provide more details about the location of the site in terms of its' current biodiversity value. Please expand on the answer provided in Question C13 regarding access and maintenance, in particular if the site/s is/are not in your direct ownership.

You should not enter more than **100 words** in answer to this question.

F6 Tell us about the expected outputs and outcomes of the project? Will there be any educational or research benefits from the project?

You should not enter more than **100 words** in answer to this question.

Section G – Declaration

G1 Provide any additional relevant information that you consider is important we should be aware of:

This provides you with a final opportunity to add any further information that you feel is relevant to this application where there has not been an appropriate question to explain elsewhere.

You should not enter more than **100 words** in answer to this question.

G2 Declaration:

You should only tick the box if:

- You are duly authorised to submit this application on behalf of your organisation

- The organisation making the application has a bank or building society account which requires a minimum of two authorised people to sign when making all cash withdrawals / transfers / payments for amounts above £500
- You have a written constitution, a set of rules or a governing document
- You have read and believe you meet the eligibility criteria for the Fund to which you are applying
- To the best of your knowledge and belief, all answers to the questions are true and accurate.