

APPLICATION QUESTIONS AND GUIDANCE NOTES

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

Any questions marked with an * (asterisk) are mandatory. You will need to answer every one of these questions, to be able to Submit the form at the end.

The non-mandatory questions should be LEFT BLANK if they are not relevant.

The application form questions need to be completed for all grant applications regardless of the amount of grant requested.

For Funds where groups are able to apply for less than £5,000, please do not feel that the suggested word counts given for each question need to be met, as we would expect less information for smaller, simpler projects. You can refer to the Fund Criteria relating to the Fund you are applying for, on our website, to check the minimum and maximum amounts you are able to apply for.

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

Instructions:

1. Click "Save Draft" to start the application.
2. We advise clicking 'Save Draft' when you reach the end of each tab, to prevent the possibility of losing completed information. You will then be taken to the top of the page so that you can move on to the next tab.
3. Finally, the Submit button will only appear when you have ticked the Declaration and GDPR statement at the end of the form and clicked 'Save Draft' again.

N.B. If you do not complete and submit your application, the Draft application(s) will be automatically deleted after 18 months of inactivity.

Contact/Organisation

Contact Details

The Organisation details and Primary Contact details will auto-populate (as per your registration) once you have pressed 'Save Draft'. If any information is incorrect you will need to edit your Contact Profile or your Organisation's Profile.

- * **Position held within the organisation**
Tell us the Primary Contact's role within the organisation making the application e.g. Treasurer.
- * **Please provide the name of a secondary contact in your organisation who we can contact in relation to this application**

You must provide the title, first name, last name, contact e-mail and daytime telephone number for an alternative contact, within the organisation submitting the application, who can be contacted regarding the application. Where possible, please use a different email and telephone number to those provided for the Primary Contact as these will be used in the event that we have been unable to contact the Primary Contact.

Organisation Information

Website Address

Please leave this completely blank if it is not applicable.

This is the website address of the organisation making the application, or the website address for the project if there is one.

*** 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 entered in the format of a four-digit number (e.g. 2005).

*** How many people do you have in your organisation?**

This is the total number of trustees, committee members or employees. Please do not include the number of members or volunteers connected to your organisation. We ask this question to better understand the governance within your organisation.

*** Please 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.

*** Tell us about the environmental sustainability of your organisation and any measures you are taking to reduce carbon emissions**

Your answer should relate to your organisation's general operations. There is a specific question relating to the environmental impact of the project you are applying for, later in the application form.

You should not enter more than 75 words in answer to this question.

*** 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, just leave it as £0.

*** 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, just leave it as £0.

*** 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.

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

Please leave this completely blank if it is not applicable.

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.

*** Is your organisation able to recover VAT?**

Let us know if your organisation is VAT registered or will otherwise be able to recover the VAT element of any project costs. If your organisation can recover VAT you should not include any VAT in your project costings.

If you have any additional comments on your financial information answers please provide them here

Please leave this completely blank if it is not applicable.

If you feel your answers do not provide a clear and accurate representation of your organisation's 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.

Project Details

*** Provide the project title**

The project title should include both the nature and location of the project. Please do not use acronyms or project titles which, out of context, do not clearly reflect your application.

Example: Central Park, Oxford – New Playground Provision

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

*** 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.

* **What is the project's anticipated completion date?**

This should be the expected completion date for your project if your grant application is successful. You should check the funding criteria to ascertain if there are any limits on the length of projects that are eligible to be funded.

* **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 1:

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.

* **Are any consents and/or permissions required for the project to proceed?**

If yes –

What consents and/or permissions are required? Are these in place? If they haven't yet been received, by when do you expect to hear?

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

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

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

* **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.

* **Provide the project location address (excluding the postcode)**

Please enter on a single line, using commas, as follows:

Address Line 1, Address Line 2, Address Line 3, Address Line 4,

This is the address(es) of where the project will take place. If the project is to provide a service, please specify which area/s the service will benefit. 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.

* **Provide the full project location postcode**

If the project site does not have its own postcode, please provide the nearest one. If the project is to provide a service, please specify which postcode area/s the service will benefit.

* **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 50 words in answer to this question.

If the operator of the amenity is different to the owner of the site is there currently or will there be a lease or management agreement in place?

If yes –

Please confirm the date the agreement was signed and the length of the agreement here.

If the current agreement has expired, please confirm when a new agreement will be in place and how long the agreement will cover.

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

If no –

Please explain why there is no formal agreement in place.

This may be that your agreement has recently expired and you are currently negotiating a new agreement. In that scenario please confirm when a new agreement will be in place and how long the agreement will cover.

If there is no agreement and use of the amenity by your group has been historically allowed on a verbal agreement basis only, please provide extra details such as how long your group has had use of the amenity, why a formal agreement has never been deemed necessary.

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

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

Please leave this completely blank if it is not applicable.

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.

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?

Please leave this completely blank if it is not applicable.

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.

*** 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.

*** 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.

- * **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.

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

Financial Information

- * **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.

- * **How much money are you applying to GrantScape for?**

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

- * **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 later in the application.

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 later in the application.

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 later in the application.

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

Once you have selected 'Save Draft' you will be able to select the 'Add Costs' button. A new window will open where you can add all project costs. Remember to 'Save' before closing.

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 "What is the total project cost?". The 'requested' column should total the figure provided in question "How much money are you applying to GrantScape for?".

Note – If your application is successful we will require you to provide 3 comparable quotes for any items of capital expenditure / contractor works above £5,000 (2 comparable quotes for expenditure above £1,000). The only exception will be if the works are of a genuinely specialist nature. These are not required with your application and will be requested if a grant award is made.

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

Example 1: Development of a community hall

Item/activity	Requested Amount	Total Amount
Architects' drawings	250	250
Building works	3,000	5,000
Internal flooring	500	2,000
New kitchen equipment	0	5,000
Tables and chairs	0	2,000
TOTAL	3,750	14,250

Example 2: Service-based project

Item/activity	Requested Amount	Total Amount
Staff costs	2,000	2,000
Promotional materials	500	500
Overheads	500	1000
Volunteer expenses	100	200
TOTAL	3,100	3,700

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.

Example 3: Nature conservation project

Item/activity	Requested Amount	Total Amount
Habitat works – contractor costs	10,000	12,000
Direct staff costs (on-site)	3,000	5,750
Volunteer costs – travel and training	750	750
Tools and equipment	1,150	1,500
Project management and overheads	600	1000
4 Interpretation boards	1,000	2,000
TOTAL	16,500	23,000

Complete the three tables to show any grants you have already secured from other funders for the project, any grants you have requested from other funders for the project where you are still waiting to hear from them, and finally any in-kind contributions. Please only include details relating to the costs you have listed in the 'Project Costs' table above. Providing information relating to grants /

in-kind contributions for other projects / costs could make your project look over-funded.

Once you have selected 'Save Draft' you will be able to select the 'Add Funding Information' button. A new window will open where you can add all project costs. Remember to 'Save' before closing.

Previously Secured Grants:

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.

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?

Please only include details relating to the costs you have listed in the 'Project Costs' table. Providing information relating to previously secured grants for other projects / costs could make your project look over-funded.

Requested Grants:

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.

We need to know about any conditions relating to grants requested from 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?

Please only include details relating to the costs you have listed in the 'Project Costs' table. Providing information relating to requested grants for other projects / costs could make your project look over-funded.

In-kind Contribution(s)

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.

Please read carefully the specific criteria for the fund you are applying to. Not all Funds will allow in-kind contributions as a way of meeting the match funding criteria.

In-kind contributions must offset items from the list of project costs.

Include in your answer the name of the donor, what they will provide and the value. If the donation has not yet been secured you should note it as an expected contribution within the text and add when you expect this to be confirmed.

Please only include details relating to the costs you have listed in the 'Project Costs' table. Providing information relating to In-kind contributions for other projects / costs could make your project look over-funded.

Example 1: Repainting of a village hall - a local builders merchant will provide the paint for free. The in-kind contribution would be £500.

Item/activity	Value
Paint donated by GS Building Supplies (local builders merchant)	500
TOTAL	500

Example 2: Creation of community garden – volunteers will provide labour to the value of £1,500.

Item/activity	Value
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.	1,500
TOTAL	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

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

Please leave this completely blank if it is not applicable.

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.

Benefits

* **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.

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

* **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 example 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.

* **Tell us how your project will benefit the local community. Include any social and economic benefits it will provide**

The level of community enjoyment and benefit the project provides will be a key factor in assessing your application, so it's important you consider this question very carefully. Note: There is a separate question regarding environmental impact

Social benefits can include leisure, education and recreational activities:

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

Economic benefits, for example:

- Will any new positions (full-time and part-time) be created and / or maintained?
- Does your project involve the provision of training opportunities?
- Will your organisation become more sustainable?

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

- * **Tell us about the environmental impact and benefits of your project, including any measures you are taking to make the project environmentally sustainable**
 The level of environmental impact and benefit the project provides will be a key factor in assessing your application, so it's important you consider this question very carefully. Note: If your project relates specifically to the direct conservation or protection of a particular habitat or species, there are additional questions relating to this later in the application form.

Consider the following:

- Does your project involve bringing an unused area back into use?
- Will the project reduce carbon emissions for example by installing cavity wall insulation and double-glazed windows in a community building?
- Are any trees being planted as part of the project?
- Will the project be paperless?
- Can the project be delivered with reduced travel by staff?
- Are you sourcing materials/supplies locally?

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

- * **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.

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

Please leave this completely blank if it is not applicable.

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 do but your total answer must be no more than 50 words.

Protection of Species / Habitats

* **Does your project relate specifically to the conservation or protection of a particular habitat or species?**

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.

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 you answer 'yes', there are additional questions you will need to answer:

* **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.

* **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.

* **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.

* **Provide more details about the location of the site in terms of its current biodiversity value**

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

* **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.

Additional Information

Please upload a signed copy of your current constitution, set of rules or governing document

Local Authorities, Town or Parish Councils and Schools are not required to provide this. However, if you are a PTA or 'Friends of' group, you are required to provide this. Churches can provide a Mission Statement.

Please **DO NOT** upload anything other than your Constitution - it will not be viewed. If we require anything further from you as part of the assessment process, we will request it.

Additional Comments

Please leave this completely blank if it is not applicable.

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.

If you have any feedback or comments regarding the application form/process please provide this here

Please leave this completely blank if it is not applicable.

*** Declaration**

- 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 held in the name of the organisation
- 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

You should only tick the box if you are sure all of the above points are true

*** GDPR**

- Please check the following, before you confirm your agreement:
- When you apply for a grant for your organisation from us, we will collect personal data so that we can contact you about your organisation's application, assess the application, contact you about any grant we can or cannot make and about any monitoring of the grant.
- We also seek consent to hold personal data to contact you occasionally with news, invitations and for your views on our funding programmes.
- In addition to the above, we would like to share your contact information with the organisation providing the funding and their external PR provider (if applicable). They may wish to contact you in relation to featuring your project in their business marketing materials, for example, newsletters, website, annual report.

I consent to my submitted data being collected and stored for the purposes outlined above

The Submit button will only appear when you have ticked the Declaration and GDPR statement at the end of the form and clicked 'Save Draft' again.