

Standard Grant Application Form

Notes for filling in the Application Form

1 Contact details

The first contact person should be someone from your organisation who can discuss the application. He/she will normally be the person responsible for how any grant would be used. Please give an alternative person who knows about the planned project in case the first contact person is unavailable.

2 Where do you work?

We give grants to organisations in Norfolk. However some of our funds are set up to help specific areas within the county so it would help us if you tell us the name of your village or neighbourhood.

3 Do you have a constitution?

You must have a constitution or set of rules to apply for our funding. This document will typically show what the aims of the group are, the group's powers, who can be a member, how the management committee and officers are elected, the roles of the different officers of the group (e.g. Treasurer, Chair, Secretary), how frequently the management committee meets, the arrangements for an Annual General Meeting, how finances are managed and what happens to the group's assets if it stops operating (a dissolution clause).

4 When did your group start?

To be eligible for Grassroots Grants you must have been active in your local community for at least a year. Other funds have no restriction on the length of time you need to have been operating.

5 What type of organisation are you?

You do not have to be a registered charity to get a grant, but we can only give grants for activities or projects that are charitable.

6 What are the main activities of your organisation?

This should be a brief summary of the work of your whole organisation rather than the project you want a grant for.

7 How many people are involved in running your group?

By 'staff' we mean people who are paid by your organisation. Full time means 35 hours per week, if they are paid for less than this they are part time. Do not include the management committee under 'volunteers'.

8 Finances of your organisation

The figures should be taken from your annual accounts. You must include all income and expenditure. The reserves should not include any money you have been given for a specific purpose (restricted funds), for example other grants. If you are not sure about the reserves figure please ask your Treasurer or accountant.

To be eligible for Grassroots Grants you must have evidenced income of less than £30,000 per annum. This is calculated on average income for the last three financial years (or over the life of the group if it is less than three years old). You can exclude any money from Grassroots paid in year 1 and 2 of the three year programme. There are no income limits for our other funds.

9 About your project

Tell us exactly how you plan to spend the grant, whether this is new or existing work and when it will start and finish.

10 Why is the project needed?

Tell us how you know the project is needed and why you think it is the right thing to do. If you are applying for a grant to repair or improve a building please tell us about the activities that will be able to take place as a result of the improvements.

11 What benefits and changes will you achieve with the grant? How will you know?

If you get a grant you will have to provide us with information on how it was spent and what difference it made to your group or community. This question sets out what you hope to achieve and how you will measure success.

12 Who will benefit from your project?

You should try to describe the majority of people who **regularly** use your organisation, rather than the people who could use it.

13 Please tell us which ethnic groups your project benefits?

This information is necessary for us to report to central government on how we have spent our Grassroots funding and to monitor locally who our grants are reaching. We are interested in people who will actually benefit from your work. Do not tick all of the boxes just because your project is open to all people.

14 Please provide a breakdown of the total cost of the project.

This should be the whole cost and not just the amount you are asking us for. Please show:

- **Revenue** costs (funds which support the general operation of your project/organisation)
- **Capital** costs (funds to obtain equipment to support delivery of your project)

15 How much money are you asking for?

This should relate to the project costs listed in point **14**. Figures should be in whole pounds. When we talk to you about your application, we will ask how you arrived at the figures; for example are they based on quotes, estimates or existing costs.

All of our funds have an upper limit (see website for details). The maximum grant for most of our funds is £5,000. A small number of funds can award more and you may be able to get a grant from more than one fund. Please talk to the Grants Team if you need a grant of more than £5,000.

Also note that Grassroots operates on a tax year basis. Therefore if you are applying for Grassroots you should only apply for funds that you can use by 31 March 2011.

16 What funds have you raised so far for this project?

Please tell us if your group is putting any money towards the project and which other funders you have applied to for a grant, along with relevant outcomes. If your project requires a large amount of funding we may defer your application until you are nearer your fundraising target.

17 Your bank account

Any grant will be paid by cheque. Cheques will only be made payable to the account of the organisation applying for the grant, not personal accounts. We will want to know how many people sign cheques. We expect this to be a minimum of two people who are not related to each other by blood, marriage or civil partnership.

18 Media contact

We will only do this if you are awarded a grant.

19 Signatures

Please ensure that whoever signs the form has read and agrees to the terms stated on the declaration.

20 Data Protection Act

Please let us know where members of the public can find out about your organisation

21 Equal Opportunities Policy

We expect our grants to benefit all of the people in your community who might want to use the services or activities you provide. For this reason we require applicants to provide us with a copy of your equal opportunities policy. The policy will show us that you treat all members and potential members fairly. It will set out how people get to be members of your group and gain access to the opportunities and services you offer and will contain a clear anti-discriminatory statement. If you employ staff or volunteers, equal opportunities will also cover the recruitment, selection, employment and training of these. We understand that certain projects are only relevant to specific types of people; for example a luncheon club may only be aimed at older people.

22 Independent Referee

This should be someone from the local community who knows your organisation and the work you do. They should not be associated with your organisation as an employee, volunteer, management committee member or a relation of any of the aforementioned by blood, marriage or civil partnership. A suitable person might be a local councillor or a member of your local Council for Voluntary Service.

23 Child Protection Policy

A policy that is essential for any group working directly with children outlining what steps the group will take to safeguard children while in their care.

24 Vulnerable Persons Policy

A vulnerable person is anyone who, for whatever reason, is unable to protect themselves without support. This could include people who have mental health problems, the elderly, and people who have learning or physical disabilities. The policy will set out what specific steps the group will take to safeguard vulnerable people including training for volunteers, risk assessments, what procedures are to be followed in the event of suspicions of abuse of the vulnerable person.

Standard Grant Application Form

Please ensure that the application is posted with sufficient postage. A charge of £5.00 will be deducted from any grant awarded in the event that NCF has to pay additional postage charges to receive your application.

Contact details

Name of Organisation / Group	
Mailing Address	
Postcode	

Note
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First contact person Miss/Mr/Mrs/Ms	Second contact person Miss/Mr/Mrs/Ms
Position	Position
Daytime phone no	Daytime phone no
Email address	Email address
Web Address : www. (where relevant)	

About your organisation

Note
2

Geographical area you work in	

Note
3

Do you have a constitution or a set of rules?			
Yes		No	

Note
4

When did your group start?			
Month		Year	

Note
5

Are you one of the following? (Please ✓ if applicable). You do not have to be any of these to qualify for a grant.			
A registered charity		<i>Charity number</i> →	
Applying for charitable status			
A company limited by guarantee		<i>Company number</i> →	
Other (please state)			

Are you	
a) A locally managed organisation?	
b) Part of a larger regional or national organisation?	
<i>Please provide details below:</i>	
▪ Do you have a local management committee?	
▪ Do you have your own bank account?	

Note
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What are the main activities of your organisation?

Is this project : New work Existing work

Does the project you are applying for have a clear start and end date? If so please provide this

Start	
Finish	

Is there a particular fund that you want your application to be presented to? If so please specify below. If not leave blank.

List any partners directly involved in this project:

If your project involves repairing or improving land or buildings, who is the owner of the land/building?

Why is this project needed? How do you know this?

*Note
10*

Note
11

What benefits and changes will you achieve with the grant? How do you plan to monitor them?

Please answer ONE of the following three questions about who will benefit from this project

How many people will benefit each week?	
Or, how many people will benefit each month?	
Or, how many people will benefit each year?	

WHO WILL BENEFIT?

What is the age range of the people who will benefit from this project?
(Tick all appropriate) ✓

0-4 yrs	5-11 yrs	12-18 yrs	19-30 yrs	31-49 yrs	50-65 yrs	65+ yrs

Note
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Who will benefit from your project? (Please tick those appropriate) ✓

<input type="checkbox"/>	Long term unemployed	<input type="checkbox"/>	Families
<input type="checkbox"/>	Disadvantaged/low income	<input type="checkbox"/>	Carers
<input type="checkbox"/>	Lone parents	<input type="checkbox"/>	Local residents
<input type="checkbox"/>	People with general health issues	<input type="checkbox"/>	People in rural areas
<input type="checkbox"/>	People with learning difficulties	<input type="checkbox"/>	People in urban areas
<input type="checkbox"/>	People with physical disabilities	<input type="checkbox"/>	Refugees/asylum seekers
<input type="checkbox"/>	People with mental health difficulties	<input type="checkbox"/>	Migrant workers
<input type="checkbox"/>	Alcohol/drug addiction	<input type="checkbox"/>	Men only
<input type="checkbox"/>	Homeless people	<input type="checkbox"/>	Women only
<input type="checkbox"/>	Ex-offenders and prisoners	<input type="checkbox"/>	Other
<input type="checkbox"/>	Minority Groups		

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Please tell us which ethnic groups your project benefits by ticking the appropriate boxes below ✓

NB we are interested in people who will actually benefit from your work. Do not tick all of the boxes just because your project is open to all people

<input type="checkbox"/>	White - British	<input type="checkbox"/>	Asian/Asian British - Indian
<input type="checkbox"/>	White - Irish	<input type="checkbox"/>	Asian/Asian British - Pakistani
<input type="checkbox"/>	White - Eastern European	<input type="checkbox"/>	Asian/Asian British - Bangladeshi
<input type="checkbox"/>	White - Gypsies and Travellers	<input type="checkbox"/>	Asian/Asian British - Other Asian
<input type="checkbox"/>	White - Other	<input type="checkbox"/>	Black or Black British - Caribbean
<input type="checkbox"/>	Mixed - Black Caribbean and White	<input type="checkbox"/>	Black or Black British - African
<input type="checkbox"/>	Mixed - Black African and White	<input type="checkbox"/>	Black or Black British - Other Black
<input type="checkbox"/>	Mixed - Asian and White	<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Mixed - Other mixed ethnicity	<input type="checkbox"/>	Other ethnic group

The costs of your project

Note
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Please provide a breakdown of the total cost of this project including VAT if applicable. (Continue on separate sheet if necessary.)

- *The maximum grant that can be awarded is £5,000 for most of our funds. Do not request more than this without checking your eligibility for the specific funds that can award more. Some funds are only able to award £1,000 or £2,000. Please check the website for details.*
- *Money is only available over one year.*
- *Please note that you cannot receive more than £5,000 from Grassroots grants either as a one off payment or spread over the period to March 2011. However you can apply separately for additional money from the Norfolk Community Foundation Funds.*
- *Also note that Grassroots Grants operates on a tax year basis. Therefore if you are applying for Grassroots you should break your costs down into the amount required per tax year.*

ITEM

A.) Revenue Costs	£ Costs
B.) Capital Costs (Equipment Computers, etc.) <i>*please provide written estimates</i>	£ Costs
Total cost of the items listed above	£

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How much money are you asking us for?	Revenue	£
	Capital	£

Checklist – please send this with your application

We will only process your application when we have received all the required documents. If you have applied to us before we may already hold current copies of some of these documents. Please check with us. Please read notes 21 to 24 when completing this section.

ESSENTIAL documents - complete one of the following sections - Tick to confirm enclosed ✓

Applicant type	Requirement	Provided
Parish/Town Councils	• Application form signed by two people	
	• Equal opportunities policy	
	• Annual accounts (less than 18 months old)	
	• Recent bank statement (copy)	
	• A letter of support from an independent local referee	
Schools	• Application form signed by two people	
	• Equal opportunities policy	
	• A letter of support from an independent local referee	
Scouts and similar uniform groups	• Application form signed by two people	
	• Annual accounts (less than 18 months old)	
	• Recent bank statement (copy)	
	• A letter of support from an independent local referee	
	• Written confirmation that you adhere to national constitutional, equal opportunities and safeguarding policies	
Charities and all other groups	• A copy of your organisations rules, constitution or other governing document	
	• Application form signed by two people	
	• Equal opportunities policy	
	• Annual accounts (less than 18 months old)	
	• Recent bank statement (copy)	
	• A letter of support from an independent local referee	

Enclose where RELEVANT. If unsure speak to the Grants Team - Tick to confirm enclosed ✓

Applicant type	Requirement	Provided
All applicants where relevant	• Child protection policy	
	• Vulnerable persons policy	
	• CRB Checks ✓ <i>to confirm all people who have access to children undergo these CRB checks</i>	
	• Copies of written estimates or catalogue pages if asking us to fund equipment, other capital costs or costs associated with trips e.g. transport or accommodation	

Declaration

1. I am authorised to make the application on behalf of the above organisation.
2. I certify that the information in this application is correct.
3. If the information in the application changes in any way I will inform Norfolk Community Foundation immediately.
4. I give permission for Norfolk Community Foundation to record the information in this form electronically and to contact my organisation by phone, mail or email with information about its activities and about funding opportunities.
5. I agree to abide by the terms and conditions of the grant awarded as set out in the accompanying guidance and understand that any offer of a grant will be subject to your proposed work remaining within grant criteria.
6. I agree to participate in monitoring, auditing and evaluation related to these funds

Our signatures confirm acceptance of these conditions.

Signatures of applicants (Two signatures required)

Organisation Chair or Secretary

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Signature (Please sign)		
Name (Please print)		Date

Committee Member

Signature (Please sign)		
Name (Please print)		Date

Send your application with enclosures to:

<p>Norfolk Community Foundation, St James Mill, Whitefriars, Norwich, NR3 1SH</p> <p>Tel: 01603 623958 Fax: 01603 230036</p> <p>Email: info@norfolkfoundation.com Website: www.norfolkfoundation.com</p> <p>Registered Charity No: 1110817 Norfolk Community Foundation is a company limited by guarantee, registered in England. Registered number: 05234236</p>
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If you require confirmation of receipt of application, please enclose a stamped, self addressed envelope. Please keep a copy of this application for yourself

INDEPENDENT REFERENCE DOCUMENT

Please give this document to your independent referee to complete and return to you, for submission with the grant application.

Your details

Name	
Occupation	
Address	
Phone	
Email	

The organisation

Name of Organisation (for which you are providing a reference)

What is your association with the organisation?

How long have you known the organisation?

How will the proposed project benefit its target community?

Signature		Date	
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FEEDBACK FORM

We are keen to know what you think of the way we work. Would you please help us by completing and returning this brief feedback form? We do not ask for either your name or the name of your organisation, but are very interested in hearing your views. Please answer as many questions as you can. Thank you. (Please ✓ your answer)

1. How did hear about the Foundation's grants scheme?

Local paper	
Word of mouth	
From another organisation (please state below)	
Website	
Other (please state below)	

2. Did you receive all the information you needed to make an application?

Yes	
No	

Please tell us what extra information you would have liked

3. If you looked at the Foundation's website, how helpful was it?

Very helpful	
Fairly helpful	
Not very helpful	
Unhelpful	
Did not look at website	

4. If you telephoned the Foundation, how do you rate the staff you spoke to?

Very helpful	
Fairly helpful	
Not very helpful	
Unhelpful	
Did not phone	

5. How easy did you find it to complete the application form?

Very easy	
Quite easy	
About average	
Rather difficult	
Very difficult	

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6. If you received a form but did not go on to apply for a grant, please tell us your reason(s):

Form too complicated	
Grants too small	
Not enough time	
Organisation or project not eligible	
Other (Please state)	

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Are there any ways in which you feel we might be able to improve our service?

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Are there any general comments you would like to make about our work, aims or objectives?

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**Thank you for taking the time to complete this form.
Your views are important to us and will help us improve the service we offer.**

Norfolk Community Foundation St James Mill Whitefriars Norwich NR3 1SH	Tel: 01603 623958 Fax: 01603 230036 Email: info@norfolkfoundation.com www.norfolkfoundation.com
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