

Notes on stage 2 main grant application form

Generally

- The Trust's main grant programme is for grant of over £7,500. It is normally a 2 stage process but groups applying for **capital only grants of more than £7,500 but less than £12,000** need not complete a stage 1 submission if they would prefer not to do so, but may apply for funding on a Stage Two application.
- If you are able to email a draft of your application no later than a week before the grant deadline we are happy to review this and request any additional information we think would strengthen the application or suggest ways you could improve it.
- Remember that the Trust's funding is limited to the Southern six wards of Hillingdon so if your project covers a wider area you should explain what proportion of beneficiaries will be from our area and how you intend to fund the project operating beyond the Trust area.
- We would prefer you to complete the form as a download from our website and to email us a copy of the application, sending the signed hard copy by post. We also encourage you to send supporting information (see final page of application) by email for environmental reasons and to keep copying and postage costs down.
- You might also want to look at http://www.hillingdoncommunitytrust.org.uk/_resources/hct-notes-on-applying-for-funding.pdf which gives additional advice on funding applications.

The application form

Please complete all the sections of the form. The following explanatory notes might be useful.

Section B – details about organisation

Q5 Protection of children and vulnerable people

If your organisation works with children or vulnerable people we will need you to let us have a copy of your policy and to let us know how you obtain enhanced CRB checks.

Q6 Finance

Accounts can be emailed. We would also like you to indicate here your organisation's total income for your last financial year and what your unrestricted reserves are.

Q8 Previous funding received

We need this so that we can see how your organisation has been funded and by which organisations. This helps us to understand more about your organisation and about your overall funding position.

Section C – details of grant request

This is the most important part of the form in enabling us to decide if we are able to fund your project. When you complete this section, remember that the Trust wishes to ensure

that its funding brings maximum the benefit to the community and will give priority to applications which –

- will have the greatest impact in the six wards
- will encourage social cohesion and integration
- have a strong community ownership, and will be delivered by organisations based in or with a proven track record of contributing to the communities in the six wards
- will bring in funds from other sources
- involve partnership and co-operation between organisations, where this is feasible
- address social need and deprivation
- help strengthen voluntary bodies and support community involvement
- are sustainable and provide a long-term legacy to the local communities

Q1 Please give a brief outline of the project (in more detail than the grant application)

Q2 It will strengthen your application if you are able to show clearly that there is a need for the project in the Trust area by providing data on demand and need

Q4 Tell us here about the groups you are hoping to work with or partner with and how you anticipate working with them – e.g., if it will be an informal arrangement on referrals or whether they will be partners in the delivery for the project. Also let us know if you have any written agreement about the arrangements.

Q5 Remember that the Trust is unlikely to be able to fund projects being delivered outside the Trust unless you are able to show that the beneficiaries from the Trust funding would be residents of our area

Q6a The Trust will want to examine impact on our area. We would expect the outcomes and targets you are proposing to be realistic and measurable. If the Trust funds your project we will ask you to let us know how these outcomes have been met when we monitor and evaluate the project so it is important that you think carefully about these.

Q6b Meeting social need and deprivation is a key objective for the Trust so your application should explain how your project will help to alleviate deprivation.

Q7a We would like you to demonstrate that you have considered the risks and potential problems relating to your project and identified ways of dealing with them.

Q7b Let us know here about anything that needs to be in place before the project can start. If the Trust funds your project we are likely to make it a condition of the grant that any requirements are completed before we can release funds.

Q7c The Trust prefers that projects it funds are sustainable so we would like you to explain how you intend the benefit from this project to continue once it any funding from the Trust has been used up. If you are applying for capital funding, you should also explain how maintenance and other similar costs for the project will be funded in the future.

Q9 Please set out here your budget, using the drop down boxes to tell us whether the Trust is being asked to fund the item fully or in part and the amount for each budget line (e.g., salary costs, rent, costs of materials, training, etc.)

If we approve your grant we will expect that the grant expenditure closely matches the budget you set out here so try to make this as accurate as possible. The Trust will provide

core costs (e.g., contribution to salary, rent and utilities) on a full cost recovery basis but these must be a reasonable proportion of the total budget.

The Trust's funding is limited to the Southern six wards of Hillingdon so if your project covers a wider area you should explain what proportion of beneficiaries will be from our area and how you intend to fund the project operating beyond the Trust area.

Q10 Tell us here about other funders for the project and whether their funding is confirmed.

Q11 Monitoring

The Trust monitors all grants (usually around 12 months after the first payment) and we will expect you to tell us how you achieved the objectives set out in the application and to give us receipts for expenditure to match the outline budget (unless we give written approval to vary this).

Section D – bank details

The Trust will pay any grant into this account by BACS. You will need to provide an original bank statement, cancelled cheque or paying in slip **the first time you apply** and every time you change your account details.

As part of our risk management policy, the Trust requires that there are **at least** two signatories/approvals for payments from this account. We will not normally approve a grant if co-signatories to this account are related/members of the same family/partners/living at the same address. If you have any queries about this please call the Trust office.

Section E– declaration by the Chair, Treasurer or Chief Executive

This section must be completed by an authorised representative so that we know that there is appropriate governance for the project.

Checklist

If you have already provided the information for a previous application (and it has not changed) you do not need to provide it again. **We encourage you to send this information by email for environmental reasons but we do need a signed hard copy of the form only.**