

# Advice on Completing the Community Grants Application Form

**It is important to read these guidance notes prior to completing your online application form. The notes will take you through each section, giving examples and prompts for the type of information we require.**



## Before you Start...

1. Ensure your application has not been completed by a professional fundraising consultant
2. Ensure you have adequate insurance cover in place to run your charity and this project

## ORGANISATION

### Organisation Details

Outline the name of your charity in full. Any abbreviated formats should be placed in brackets after the full name for example, "Anytown Community Development Association (ACDA)", and provide your organisation contact information. Please detail when your charity was established.

### Main Contact Information

We will contact your charity to seek clarification on aspects of your project. The main contact should be the person who knows the work of your charity well and has a good understanding of the proposed project.

### Charity Details

In Northern Ireland, charity registration is gained through the Charity Commission for Northern Ireland (CCNI). Please record the Charity Number in the corresponding text box (numeric element only).

Should your charity be awaiting registration with CCNI, it must be included in the Combined List published on CCNI website to be considered for grant aid.

### Background to Charity

To give us an idea of the size of your organisation, please indicate in the boxes provided the number of full time staff, part time staff, committee members, and volunteers involved. Please do not include any freelance or sessional workers in this count.

### Target Area

Select the target area that best fits the work of your organisation. Select either Social / Community Welfare or Education / Training.

### Target Community

Select the target community that best fits the work of your organization. Select either Rural or Urban community.

### Present Activities

Tell us about the day-to-day activities in your organisation, detailing the services you provide to give us a feel for your organisation's work. Use this section to describe your organisation, why it was set up, and who benefits from it.

## DETAIL OF PROJECT

### Title of the Project

To sum up your project, give it a title which reflects the project for which you are applying. For example, "Activities for Anytown Older People".

### Project Start Date

Enter a realistic start date for your project, bearing in mind it will be approximately 10 weeks before you will hear an outcome of the application.

### Please describe your project

Tell us how you identified a need for your project. Outline the purpose for which funds are being sought. Have you consulted with your service users? Did you undertake a survey? Clearly state the overall aim of your project, for example, Aim: "To improve social facilities for disadvantaged older people in Anytown".

**The Foundation aims to support those who are disadvantaged and/or with additional needs in the community. How do you feel this project meets this priority? Describe WHO will benefit and HOW they will benefit.**

Describe the type of people your project will support and explain how they are disadvantaged, for example, young people at risk of offending, children with physical disabilities, or disadvantaged older people. Also explain HOW they will benefit from this project.

### **Objectives**

Keeping your overall aim in mind, list **up to 2** objectives to describe how you will fulfil this aim. Your objectives should be measurable by including targets to allow you, and us, to monitor the progress of your project and to evaluate its success. For example, using Anytown as set out on the previous example, your objectives might be;

- To increase the number of social evenings for disadvantaged older people from 1 per month to 1 per week
- To provide monthly talks for the older people

Tell us how you would achieve each objective.

### **People**

Explain how you calculated the number of people who will benefit directly from your project. For example, if your project is to provide IT training to 3 groups of 10 students, the direct beneficiaries will be 30.

### **Council Area**

Indicate the main council area in which the project will take place. Note, this may be in a different location to where your charity is based. There is the option to choose Northern Ireland wide.

### **Measuring Impact**

It is important that you measure the impact of your project. In this section you will need to illustrate how you will judge the success of your project in relation to the objectives you have set.

## **FINANCIAL INFORMATION**

### **Budget**

Please provide a budget breaking down the costs required for your project. You may not be requesting the full cost of an item from the Foundation. Give us the total cost of the item and how much you are requesting.

### **Digital Support**

Through a partnership arrangement with Computer Recyclers UK we may be in a position to offer you a refurbished PC, Laptop or tablet to support the administration of your charity. Tick this box if you wish to be considered and say why you need this piece of equipment.

### **Financial History**

Provide details from your most recent set of independently examined accounts that have been agreed with your Board. Accounts dated within 10 months after the financial year will be considered recent.

### **Trustee Remuneration**

Not including out of pocket expenses, please detail any payments trustees or relatives of trustee/staff members receive from charity funds. E.g. rent for premises, salary costs.

### **Date of Last Board Meeting**

Enter the date your board last met. Note – you may be asked to provide minutes of this meeting.

## **SUPPORTING DOCUMENTS**

In order for the application to be considered for funding, the following documentation **MUST** be submitted with the online application form.

### **Governing Document**

This may be a Memorandum & Articles of Association; Constitution or Trust Deed. It must be adopted by the Committee and have a handwritten signature by an office bearer.

Ensure the project fits within your objects outlined in your governing document.

### **Accounts**

Audited accounts must be signed or stamped by both the Auditor AND an office bearer of the organisation. Independently examined Accounts must be signed by both an individual with the requisite ability who is external to the organisation, AND an office bearer of the organisation.

### **Safeguarding Policy**

If you support children, young people or vulnerable adults, you must attach your Child Protection and/or Vulnerable Adults policy. This policy should also include a named Designated Safeguarding Officer and a contact mobile telephone number.

### **Job Description**

If you are applying for a grant towards salary costs, attach a recent job description(s) for the post(s) in which you are seeking support.

## **DECLARATION**

The Chairperson of your charity will have ultimate responsibility for the grant. They will be required to sign the Terms and Conditions of grant.

Complete full details for the Chairperson of your Charity. Ensure you have contacted your Chairperson and they are happy to be named in the application form and tick the box to confirm they are aware of the application and supportive of it.

***Please note: If the Chairperson has been named as the Main Contact, please provide details of another Committee Member or Trustee of your charity.***

### **Submission**

If you agree with the statement outlined in the Submission box, proceed to the e-signature section.