



Managed by the Community Development Foundation
Funded by the Office of the Third Sector

Devon
Community
Foundation
Helping local people

APPLICATION FORM GUIDELINES

These are guidance notes to help you complete the universal application form.

When you send anything by post, please ensure you attach the correct value postage stamps on your application as insufficient postage may result in delays
SEND DOCUMENTATION TO:

Devon Community Foundation, The Factory, Leat Street, Tiverton. EX16 5LL

Remember to keep a copy of your application as you may need to refer to it at a later stage.

If you need further help to fill in the form, or with any aspects of your project, please contact us on 01884 235887.

SECTION 1: ABOUT YOUR ORGANISATION

1.1 – 1.3 We need to know who and how to contact the person in your organisation who will be able to answer questions about your application. Please give contact details including the full name of your organisation, the name of the person filling in the form and his/her position in the organisation and contact details, with the best times for us to call them. If your main contact number is a mobile telephone, please provide an alternative home or work telephone number. If you communications needs, please let us know and what your preferred contact method is.

1.4 We would like to know how long your organisation has been established. Please tell us the month and year your group started. Note: For Grassroots, your organisation must have been in operation for a minimum of 12 months. However, for Small Grants there are no restrictions.

1.5 You do not need to be a registered charity to apply. We do however need to know your registration number if you are registered. If you belong to an umbrella organisation such as Scouts or Guides please include the main registration number. Whether you are registered or not, you will need to have a constitution or a simple set of rules which outlines what the group aims to do and how it is managed. If you are part of a larger organisation please give us their name.

Universal Application – Guidelines

1.6 Please let us know how many people are on your management committee, how many paid staff you have and how many volunteers help your group. (Please do not count your committee as volunteers in your answer, although we recognise that they are volunteers). Please also tell us how many people are members or users of your group or organisation. On a separate sheet, please give the names and addresses of your management committee and any relationship to other management committee members or paid staff.

1.7 Please tell us about your group's aims and objectives and give a short description of what your organisation does at the moment. For example, *"We are a youth club for young people in a small village 20 miles from the nearest town. We meet every Tuesday night from 6pm – 9pm. We provide a number of free activities to local young people to meet and support their ideas and interests. There is no other facility in the locality."*

1.8 For the Grassroots Grants your organisation must have an annual income of less than £30,000 (taken as an average of the last 3 years). For the Small Grants your organisation must have an annual income of less than £50,000 (taken as an average of the last 3 years). You will need to provide evidence of your average income over the last 3 years -annual accounts or income and expenditure sheets.

1.9-1.11 Please give details of whether you have received a grant from another funder or ourselves in the past; whether you are applying to other funders as well as to us, and whether you are applying to another funder for a Grassroots Grant.

SECTION 2: YOUR GRANT APPLICATION

2.1 -2.2 When your project will start and finish or if it is something that is already happening and is ongoing.

2.3 - 2.4 Where do most of the people who will benefit from the project live. Please give the Local Authority Area, post code and state the area (estate, town, village etc).

2.5 - 2.6 Give brief details of the project you require funding for. Why do you need a grant, what will it be used for and how you identified the need. Where and when it will take place.

2.9 Tell us what you hope to achieve with the grant and what the outcomes will be. Who will benefit directly from the project to be funded by this grant and in what way they will benefit. Will there be any benefits to your group and the wider community.

2.10 What difference will the activity make to the lives of people in your local community. You need to think how you will measure this. We will also ask you for information on the types of people your activity has helped. Evidence will be required eg. photographs, comments and views of people involved in the activity.

SECTION 3: WHO WILL BENEFIT?

3.1 How many people will benefit from this grant? We realize that you cannot give exact figures but please estimate as accurately as possible. This information is important and will be used to evaluate the project at the end of the grant period.

3.2- 3.3 Chose one group as your 'Prime Beneficiaries', such as 'seniors(+65)' or 'ex-offenders', from the list and then tick all other groups from which you may have beneficiaries.

3.4 - 3.5 Chose one group as your 'Primary Ethnic Group' and then tick all other groups from which you may have beneficiaries.

3.6 - 3.7 Choose the most important issue which will be addressed by the grant and then tick all other groups which are covered.

SECTION 4: PROJECT COSTS

4.1- 4.4 Tell us how much you want from us. The maximum grant available from Grassroots £5,000. This can be for 1 year or spread over 2 years. The maximum grant from Small Grants is £500. Tell us the total cost of the project, which may be the same amount as you are asking us for. If your application to us does not cover the total cost of the activity, please tell us how much has been raised already. Please note: The years indicated are financial years and grants awarded for a specific year must be spent before the end of that financial year. If your project spans more than one financial year, please indicate in which years you anticipate spending the funding:

4.5 Itemise the costs that will be incurred in running your project and explain how you arrived at the figures. The headings are examples of types of costs and the amount – you do not have to put a cost in each heading if it does not apply but there may be others that you need to include.

EXAMPLE

Type of cost	Cost (£)	Cost Breakdown
<i>Staff costs</i>	630	<i>3 workers @ £7.50 an hour (14 weekly sessions of 2 hours)</i>
<i>Operational costs (Rent)</i>	280	<i>£10 per hour x 28 hours</i>
<i>Volunteer costs</i>	56	<i>4 travel passes for 2 volunteers at £2 per ticket</i>
<i>Capital costs (Equipment)</i>	1,950	<i>Outdoor play equipment (quotes enclosed)</i>
Total	2,916	

Only out-of-pocket expenses can be paid to volunteers, who should submit receipts and/or proof of payment such as bus/rail tickets for your records.

Part B

This part of the application includes an undertaking that your group will accept the conditions of the grant. If your application is successful we will be able to process the cheque quickly. If you do not return this part of the application the decision will be delayed.

Print and sign this section and send with accompanying documents to Devon Community Foundation. Don't forget to use the correct postage

SECTION 5: BANK DETAILS

Your bank account name can be found on your cheque book. If you do not have a bank account in your organisation's name please let us know in a covering letter which organisation will be holding the grant on your behalf. Please check that they are happy to do this and give the details for their bank account. They **must** also show the grant separately in their annual accounts.

SECTION 6: ACCOMPANYING DOCUMENTS

These are an essential part of your application double check to make sure they are in the envelope.

Child Protection Policy or Vulnerable Adults Policy – you are required to send us a copy of these policies if they are applicable to your group. If you are part of a national organisation (such as the Scouts) please include a brief note to say whether you follow the national policy or not. Any group working directly with children or vulnerable adults must have a policy.

Proof of accounts – you are required to include copies of your last 3 years' accounts which details the groups income and expenditure showing what money came in and from where, and what it was spent on. Balance sheets or bank statements are not sufficient on their own.

Constitution/Set of rules etc – you are required to include a copy of your groups constitution or set of rules which it follows. This should show how the group is formed and run. If you are part of a national organisation (such as the Scouts) please include a brief note to say whether you follow the national policy or not.

Declaration – see below.

Contact details of Committee Members – you are required to provide us with a list of all of your committee members, their home addresses, contact numbers and email if possible. This enables us to contact other members of the group should we be unable to contact the main contacts given. We also need you to identify your Treasurer, as well as all the cheque signatories within your group. Information about committee members is kept confidentially on our files and is not passed on to anyone else.

Referee Form – see below.

Quotations – you are required to include quotations for any purchases to be bought or works to be carried out on/for the project, as this will corroborate the cost indicated on the application is correct.

Failure to include any of the above information, where relevant, will delay the processing of your application and could mean it is held over into subsequent rounds until all relevant information has been received by Devon Community Foundation.

SECTION 7: DECLARATION AND SIGNATURES

Provide a short sentence that clearly describes the project for which you need the grant.

Signatures of people authorised to sign on behalf of your group

One of the signatories should be the person completing the application form and the other should be the chair or secretary. Read the declaration carefully and keep a copy of your application. If your application is successful this declaration will form part of your grant agreement. Please also give contact details for your treasurer as we may need to ask questions about your accounts.

SECTION 8: INDEPENDENT REFEREE

The referee must be a person in a professional or public position, whose status we can check and someone who knows about your group but is not directly involved in it. She/he must not be a member of your management committee, a volunteer or a user. Examples of suitable people might be a teacher, social worker, doctor, nurse, health visitor, police officer. We may contact your referee for more information.

Please note - Your application will not be complete without this section of the form signed by your referee.