



Application Form - Help Notes

The following notes aim to help you to complete your grant application form to Quartet Community Foundation.

These notes provide a guide on what we need for the questions usually asked in our application forms. Whilst our application forms may slightly differ depending on the grant programme, there are some common questions and themes that they all include. So, this guide does not include all the questions we ask, but those that are common across most of our grant programmes.

We welcome any feedback you have on these help notes. Let us know if there is anything you do not understand or is missing, based on your experience applying to us. Please contact our Philanthropy Team at applications@quartetcf.org.uk or 0117 989 7700

Before you start

Please consider the following when writing your application:

- Many of the questions in our application forms have a word limit, but please don't think you have to use the entire word limit if you can answer with fewer words.
- Please keep answers clear and avoid jargon and abbreviations. Do use acronyms but explain what they mean first before using again within your application.
- Please avoid writing your entire answers in capital letters.
- Save as you go. Our online application process enables you to save your application form as you complete it. Try to remember to click on save as often as possible. Even better...save after completing each question!

1. About your organisation

What are the main services or activities provided by your organisation, and who is your work designed to support?

We want to understand the work your organisation delivers and who you support. Tell us what services and activities that your organisation provides and what you typically do daily. Avoid simply listing your services, as we want to understand what they involve. If you deliver lots of services and activities, choose the main ones and provide some detail.

Also, tell us about the people or community you serve or support. For instance, your work might support refugees and asylum seekers or you might help people experiencing unemployment. If so, what are their needs and/or aspirations, and how does your work support this?

It's helpful to also receive an example of what you have recently delivered.

2. About your grant application / funding request

What is the need you seek to support and how have you identified this?

We want to understand the needs of those that the funded work will support.

'Need' can include various things, such as the issues and challenges that people experience. It can also include more positive circumstances, such as people's aspirations.

We want you to describe the circumstances of the people or communities you are supporting and their needs (e.g unmet needs, challenges, issues, aspirations). We want to understand the circumstances and experiences that make the work you seek a grant towards necessary.

If your grant request is towards work addressing the needs of the organisation (e.g. towards new software to improve how you collect data, or a new post to provide extra capacity) then please also outline the circumstances of your organisation that has led to your request for funding. For instance, is there something that is preventing your organisation from operating daily or developing strategically?

Importantly, we also want to understand how you know the work you seek to deliver is needed. We want to know what information you have collected to determine there is a need for the work you seek a grant towards. This can be from your day to day experiences of delivering your work, seeking feedback from people you serve, collaborating with other groups and organisations, or undertaking specific research.

If you do refer to data and research findings, please state the source of that information. That helps us to find the information should we want to learn more.

What do you seek a grant towards? Describe the work you are asking us to fund.

We want to understand what you plan to deliver using our funding, and over what period. Be clear with how you describe the work you are seeking a grant towards. Avoid getting your description lost amongst lots of context and background information.

For requests towards specific activities or distinct projects, provide the practical details of the work you plan to undertake. For instance: what type of activities are to be provided (e.g. training, information advice etc)? Who is delivering the work and where? How are they being provided (e.g. one to one, in groups) and how often? For how long are you supporting individuals? Who will benefit?

If your request is towards the running costs of your organisation, it may be difficult to detail all your services. In this case you can provide an overview of the key services you plan to deliver during the lifetime of the grant, who you'll be serving/supporting and any key outcomes you hope to achieve.

Make clear which elements of the work will be funded through other sources. For example, a request towards a scheme that is supporting young people and involves a supervisor and youth worker. If funding has already been secured elsewhere towards the youth worker post, make that clear so we understand which elements require our funding.

What positive changes will this grant make?

We want to understand what you hope to achieve through the work you are asking us to fund. What you hope will be the main change either for your organisation and/or the people you work with.

This includes what you hope will be achieved for the people your work is planning to support or serve. For example, if your work is providing mentoring to young people the planned outcomes may include that 50 young people are supported by a mentor with at least 90% reporting a reduction in their sense of loneliness.

There may be outcomes for your overall service or work you are asking us to fund. Using the same example as above - mentoring young people - an outcome may include that you see an increase in the uptake of volunteer mentors or an increase in overall numbers supported.

There may also be outcomes that you expect for your organisation, depending on your request. For example, you may hope that a grant helps improve your reach into new communities or improve awareness of your work.

Please give details on how you will reach the people you seek to support.

Some of our applications ask you to explain how the work you are asking us to fund will reach the people you seek to support. We ask this question because we want to understand how people will know about your work or the services/support you are seeking to deliver, and how they are able to access it.

In your reply, explain how you will be raising awareness and promoting the work to those that it is designed to serve or support. If you are working with others to reach people through such activities as signposting and referrals, then please explain who these other organisations are and how you will be working with them.

How will you monitor the work you are asking us to fund?

Tell us how you will be tracking the progress of the work you are asking us to fund. The process you have for tracking progress may vary depending on the work you are planning to deliver. This can include undertaking questionnaires, focus groups, gathering case studies of individuals you've supported. In some cases, this may simply involve keeping records of who takes part in your activities or undertaking surveys of people who benefit.

At the end of the work you're asking us to fund, we will ask you to provide an End of Grant report (a report form will be sent to you). So, we encourage you to monitor progress and able to collect information that helps Quartet to learn about the work we've helped to fund.

How do you see this work progressing after this funding comes to an end?

We appreciate this can be a difficult question to answer as it's not possible to fully predict how your work will progress. But we want to at least understand any initial thoughts on possible longer-term progress and ambitions for the work you are asking us to fund, and how it may be funded after our grant ends.

It's okay if the work you are asking us to fund is a one-off project, and you can tell us that in the application. If it is a one-off project, do tell us about any longer-term benefits that may occur after the grant has ended.

3. Impact

About the work you are seeking a grant towards

We want to understand what issues or challenges are being addressed by the work you seek a grant towards, what type of activity you will be undertaking and what will be the main outcomes. We need to capture this information using specific categories as it helps us to present the impact of our grant making to a wider audience such as our donors, potential new funders and other stakeholders. Its important we can feedback to those people who make our grant making possible.

Many of our application forms now ask you to select a category from each of the following:

Issue/challenge

We want you to select a category that best describes the main issue or challenge being experienced by the people your work will be supporting. If you are seeking a grant to address an organisational challenge (e.g. development, collaborating with others), then there are some relevant categories that may apply.

Type of activity

Select a category that best describes the main type of activity that you are seeking a grant towards. For instance, if you are planning to deliver a mentoring scheme for young people, then the most suitable category may be '1:1 support'.

Select a category that best describe the main outcome you expect to achieve for the work you are seeking a grant towards. Many of our

Outcome forms ask you to select at least two outcomes. Your reply to our earlier question about what you hope to achieve may help you decide what category to select. Some of our forms may also provide a list of indicators that act as a guide for selecting the most appropriate outcome.

About the people you are seeking to serve or support

Our applications ask about the people who you are planning to benefit or serve. We ask for the following information to help us find out who you are trying to help so we can understand who our funding reaches. The information is only to find out if we're reaching all the people we're trying to reach. Your answer will not influence your priority for funding unless the specific grants programme is focused on people with particular characteristics. Check the grant guidelines if you are unsure.

Number of people who will benefit This is the overall number of people you think will benefit in some way from the work you are asking us to fund. We realise that you cannot give exact figures but please estimate as accurately as possible. This includes people who directly benefit, plus those who may benefit in some way but not directly involved, such as family members.

Number of people who will benefit directly This is the number of people who you will be directly serving or supporting through the work you are asking us to fund. This should be the number of unique individuals participating and benefitting from the work (for instance, one individual attending more than one session counts as one person).

If you are seeking a grant towards your organisation (e.g. towards your core costs, funding new software etc) please provide the number who you think will benefit from your organisation's work during the lifetime of the grant you are requesting.

Group of people being supported We want you to select a category that best describes the main group of people your work is looking to support or serve. You may work with multiple groups of people. If so, please select a group that you think represents the largest proportion of who you will support/serve compared to the other groups listed. This may be difficult to predict, so you could base on previous experience.

Age group Select an option that best represents the main age group of the people your work is looking to support or serve. You may work with all groups, but if possible, please select an age group category that you think represents the largest proportion of who you will support/serve compared to the other options listed. This may be difficult to predict, so you could base on previous experience.

Ethnicity Select an option that best represents the main ethnicity of the people your work seeks to serve or support. Your work may not be specifically targeted at particular ethnic groups and be open to everyone. So we appreciate this can be a difficult to answer. If so, please select a category that you think represents the largest proportion of who you will support/serve compared to the other categories listed. This could be based on previous experience.

Gender

Select a classification that you think represents the majority of the people you will support compared to the other options listed. This may be difficult to predict, so you could base on previous experience.

If you are seeking a grant towards your organisation please select options that are relevant to your organisation's core work and services.

4. Budget

Please provide details of other funding you are seeking or have secured for this work.

Tell us about the sources of funds that have already been secured towards the same work you are seeking a grant towards. Tell us what amount was awarded from each source.

If you are still awaiting a decision on another grant application, please state:

- the name of the organisation you have applied to;
- the amount you have applied for; and
- the date that you expect to receive a decision.

Costs

Within the budget section it asks you to provide the costs for different elements of the work you seek a grant towards, such as staff, volunteers, overheads etc. It also asks you to give a breakdown of the costs that you provide.

Please use the breakdown section so we can understand how you have determined the costs included in your application. Also, please do state the total cost for these different elements, and the amount you are requesting. The total cost and requested amount may be the same, which is fine, but we need to understand what proportion of the total cost our grants are going towards.

Staff Costs

If there are staff costs involved, please state in the breakdown the job title, number of hours per week, number of weeks and rate of pay for each job role.

e.g. General Manager, 7 hours per day, 2 days per week over 48 weeks at £15 per hour = £10,080

Please state the total cost for staff, and the amount you seek a grant towards. Depending on what you seek a grant towards, you can include details of other staff that you don't seek a grant towards. This helps us understand the true costs for delivering the work you seek to deliver with our grant.

Volunteer Costs

This can include any expenses associated with using volunteers in the work you seek a grant towards, such as travel expenses, DBS Checks, refreshments, training.

Try to be clear how you have determined the costs involved. For example, if the costs for refreshments are based on £10 per session for delivering a volunteer gardening scheme, then state this in the breakdown section.

Please state the total cost for volunteers, and the amount you seek a grant towards.

Operational/activity costs

This can include items and materials that are used for delivering the work you seek a grant towards, such as hiring equipment, venue hire, stationery etc. This can vary greatly depending on the work you seek a grant towards. It can also include fees for temporarily hiring external people that have relevant expertise such as consultants, Freelancers etc.

As with all costs, be clear in the breakdown how you have determined the costs involved. Please state the total cost, and the amount you seek a grant towards

Office, overhead, premises costs

This can be a contribution towards the indirect costs that will partly support the delivery of the work you seek to deliver. For example, this can include a contribution towards the overall costs of running your premises or overhead costs, such as rent and utility bills.

This is an important part of ensuring you are fully recovering the costs of the work you seek a grant towards - a term referred to as 'full cost recovery'.

Full cost recovery means securing funding for all the costs involved in running a project/activity, including a proportionate share of the organisation's overheads. Quartet Community Foundation supports the principle of full cost recovery in relation to projects/activities. Where appropriate, applicants can include such overhead costs in their application that are proportionate to the project/activity being undertaken.

Determining what proportion of your overhead costs to include can be difficult, and there is guidance online. Please be clear within your application how you have determined the costs. Further information can be found at:

<https://knowhow.ncvo.org.uk/organisation/financial-management/planning-and-budgeting/project-budgeting-and-full-cost-recovery>

Capital costs

This can include the costs of buying equipment, furnishings, premises or other items that cost significant amounts and will last for several years. For example, the cost of purchasing computers, new premises, substantial repairs, or refurbishment of existing premises can all be capital costs.

Publicity Costs

These can be the costs towards promoting the work that you are asking Quartet to fund. For example, this can include the costs of printing promotional materials such as posters or flyers. This can also include the costs of advertising your activities.

5. Supporting documents

Many of our applications request you to upload the following supporting documents.

- i. A copy of your constitution/governing document/set or rules
- ii. The contact details of at least 3 members of your management committee/board of trustees/board of directors
- iii. A copy of a bank statement in the name of your organisation. This can be a copy of a recent bank statement (no more than 3 months old). The bank account must have at least 2 signatories
- iv. A copy of your most recent annual accounts or financial records that show your organisation's balance of funds, income and expenditure. If you do not have financial records covering a full year then you will need to provide the records you currently have.
- v. A safeguarding policy that is up-to-date and relevant to your group's work. There is further information on our website about safeguarding – please visit <https://quartetcf.org.uk/apply-for-a-grant/before-applying/> .

Apart from the bank statement, please **do not** provide the above documents if you have sent them to Quartet within the past six months, unless they have been amended during that time.

Evidence of bank/building society account

We need you to confirm the bank account that a grant will be paid into, should your application be successful. At Quartet we need to ensure that a payment is made to the right account, and that the individual grant payment satisfies audit requirements and safeguards against any risk of fraud. Therefore, it's important we are clear on bank details for each payment we make, and that's why we ask for evidence of bank details for each application received.

The bank statements provided should:

- Be from within the last three months
- Include the banks name or logo
- Have your organisation's legal name on it and match the name of your application.
- Include the address where the statements are sent
- Have a clearly visible account number and sort code

Online statements

Please request a full statement from your bank if your online statement doesn't include all the information required above.

Thank you for taking the time to read through this document. Please let us know if you have any further questions. Also, let us know if there is anything you do not understand or is missing in this document. Please contact our Philanthropy Team at applications@quartetcf.org.uk or 0117 989 7700