



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. 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 of 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. You can 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

Please tell us what activities or services your organisation provides. Also, please tell us who your work supports and how they are involved in the design and development of your activities or services.

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

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?

We also want to understand how the people you support are involved in your decision making. This could include participants providing feedback, people with lived experience designing your activities, or being a trustee etc. We generally prioritise applications where we're confident that your work involves people in your decision making who have lived experience of the issues/challenges that your work addresses

2. About your grant application / funding request

How will you spend this grant? Please tell us how the funding will be used, what activities will be provided and who they will support.

The aim of this question is to tell us who you will support, the types of activity to be delivered, where and when the work will take place, and how often.



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 is it 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 is the need for this work and how have you identified this? The aim of this question is to tell us why the work is needed.

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. Specifically, we want to see how the people you are working with are facing disadvantage and/or inequalities?

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 local people, collaborating with other groups and organisations, or undertaking specific research. Have you seen an increase in referrals or seen an increase in demand for your services?

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. However, we are more interested in your local knowledge and how you have identified the need.

What positive changes will this grant make to the lives of the people you seek to support?

We want to understand what you hope to achieve through the work you are asking us to fund. What do 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. 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 be that you see an increase in the uptake of volunteer mentors or an increase in overall numbers supported, or it may help you improve your reach into new communities.



If this application is not for direct service delivery, then you can explain how it will help your organisation and the people you ultimately support.

How will you reach the people you seek to support? The aim of this question is to find out more about how you tell people about your work, how people get involved, or how they are referred to you.

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 this and give details of them in the following question about other organisations you're working with.

Please provide details of any other organisations or groups you are working with to deliver this work.

The aim of this question is to understand whether the work you need funding towards will involve working with other groups and organisations. If you are working with others, please tell us who they are and explain how you will be working with them. This could be formal or informal partnerships. If there are organisations you are planning to make contact with, you can also tell us about this.

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 the main outcomes will be. 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. It's important we can feed back to those people who make our grant making possible. Most 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'.

Outcome 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 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 application forms ask about the people who you are planning to serve or support. 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 from specific groups. 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 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. However, please select a category that you think represents the largest proportion of who you will support compared to the other categories listed. This could be based on previous experience. Please don't use 'all ethnicities' unless there is no clear majority.

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 those costs.

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 from us. 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.

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://www.ncvo.org.uk/help-and-guidance/running-a-charity/financial-management/planning-and-budgeting/project-budgeting-full-cost-recovery/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.

Is there anything else you would like to tell us?

This question is to allow you to add anything else which either wasn't covered elsewhere, or to write more on any of the previous questions where you ran out of space. You might want to tell us more about your organisation, your activity, your finances, or governance.

5. Supporting documents

Most 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 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.



- iv. 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/grants-support/help-guidance/>

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.

Bank accounts

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. Please complete your bank details accurately, otherwise a payment may not be successful. We need the full name of your group's bank account (not the name of the bank) as it appears on your bank statements. We also need the sort code and account number.

If you do not currently have a bank account:

If your organisation does not have its own bank account, you can provide the bank details of another charitable organisation if they meet our eligibility criteria and there is an agreement in place.

If you cannot provide many of the above documents :

Another charitable organisation can apply on your behalf provided it is able to:

- Supply the above documents.
- Have their name as the main contact and be responsible for submitting the application.
- Be responsible for receiving, overseeing and reporting back on the use of any grant awarded.

This will not affect the applicant organisation's ability to apply for the maximum annual grant available for its own purposes.

Please contact us if you have any queries about supplying the above supporting documents.

Thank you for taking the time to read through this document.