



ONLINE APPLICATION GUIDELINES

These are guidance notes to help you complete the online application. If you need further help, please contact us on 01884 235887.

The application process is:

- 1 Complete the online application form. This is known as Part A.
- 2 Once complete and submitted you will receive an email request for further information, this is known as Part B.

We do understand that we are asking for a lot of information from you and sometimes this may seem excessive. Most of our funds are created by Donors and we are trying to use their money as well as possible and have to account for the grants we recommend. In most cases the only information we have to go on is what you tell and show us in your application.

Your confidentiality is really important to us. We will never share the details of your application or your contact details with anybody other than those directly involved in assessing your application.

NB. Our online application gives you the option of funding for years 1 to 3. At the moment we are unable to change this but we cannot fund for multiple years and so please only complete the year 1 box. We'll be changing this as soon as we can.

Before you start

You may want to gather some key information so that you have it to hand. We will be asking you for:

- Organisation and main contact details
- When your organisation started
- Your registered charity number (if you have one) it doesn't matter if you are not a registered charity
- Your company number (if you have one)
- The number of staff and volunteers you have
- The aims of your organisation
- A description of the project and how it addresses disadvantage
- Your average yearly income over three years (total income for three years divided by three)
- Any other funding you have applied for
- Your total budget for the project broken down into
 - Staff costs
 - Volunteer costs
 - Operational/activity costs
 - Office/overhead and premises costs
 - Capital (equipment) costs
 - Publicity costs
 - Other costs

Once you have completed the online application you will receive an email requesting further information including your bank details and a reference that you will need to get signed by someone outside your group. There is a full list of what we ask you to send in number 3 of the PART B application.

These documents should be scanned and emailed to us. You can usually find a scanner in your local library if you do not have access to one elsewhere. This helps us to do our bit to save the trees and keep our overhead costs low, leaving more money available for grants.

Each fund has a deadline for completed applications and unfortunately we cannot assess applications received after these dates. Please note that your application is only complete when we have received your PART A, PART B and all supporting documents.

It would really help us if you didn't leave getting your application in to the last day or so before the deadline. You can apply at any time and this helps us spread our workload when assessing applications.

PART A

SECTION 1: ALL ABOUT YOU

Q1.1 – 1.2 We need to know who and how to contact the person in your organisation who will be able to answer questions about your application. If your main contact number is a mobile telephone, please provide an alternative home or work telephone number as it is expensive to ring mobiles and we try to keep our costs as low as possible.

If you have additional communications needs, please let us know and we will try and help.

Q1.3 We would like to know how long your organisation has been established. Please tell us the month and year your group started.

Q1.4 – 1.5 You do not need to be a registered charity to apply but if you are registered we need to know your registration number. If you belong to an umbrella organisation such as Scouts or Guides please include the main registration number.

Q1.6 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).

Please also tell us how many people are users (sometimes known as members) of your group.

Q1.7 Please tell us about your group's aims and objectives and give a short description of what your organisation does at the moment. Please remember that the field will only accept 1000 characters including spaces.

To give you an idea of what we are looking for, the example below has 282 characters.

"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."

SECTION 2: ABOUT YOUR GRANT APPLICATION

2.1 Please give your project a name

2.2 Your total income for three years divided by three to find the average.

We ask for this information because we generally prefer to fund smaller organisations with a turnover of less than £50,000 a year but we realise that larger organisations sometimes have projects within them which need funding and don't have resources to put to them.

If this is the case then please clarify **in question 2.9** how this project fits within your total turnover. You will need to provide evidence of your average income over the last 3 years, (or for as long as you have been going if less than 3 years) annual accounts or income and expenditure sheets in PART B.

2.3 – 2.4 Please give details of whether you have received a grant from us or other funders in the past and whether you are applying to other funders as well as to us.

We ask for this information because we like to know when we are funding organisations that have never had funding before from us or anyone else. This helps us to persuade donors that there is a continuing need for funding.

2.5 Please tell us if this is new work or continuation of existing funding.

We ask for this information because we have no objection to funding continuation work but many funders do. This information helps us to make the case for core cost funding and continuation work to donors.

2.6 Our grants must be spent within a year of the money being transferred to you unless otherwise specified, so please identify the start and finish dates of this project. Remember you will need to complete our online evaluation at the end of your project.

2.7 Please tell us which local authority area the project will deliver in.

We ask for this information because one of our responsibilities is to try and ensure that we spread the grant resources we have fairly across Devon, Plymouth and Torbay and we need to know where you are to be able to analyse this.

2.8 Please now tell us which area most of the people who will benefit come from.

We ask for this information because we are trying to address disadvantage in the community and we hold statistics about deprivation and disadvantage that we reference when assessing your application. We know this is not always applicable (rural areas particularly tend not to show up as deprived in statistics) but it gives us a good starting point.

2.9 This is probably the most important of all elements of the application form so please try and give us as much detail as the 1000 character limit will allow. Please be as specific as possible so we can really understand what you are trying to achieve. If necessary you can also include how a project fits into the turnover of your organisation as per **2.2** above.

2.10 Devon Community Foundation has been created by the people of Devon, for the people of Devon. We do not impose our views on what should happen in your community but want to support initiatives which are genuinely led by local people to address local issues. Please be as detailed as you can about how you know that local people want what you are offering and how you have reached your conclusion. Direct quotes

and stories go a long way to explaining why your project is needed and will help us get a real feel for your work.

2.11 When completing this box please remember that all our funds are here to help local groups, organisations and charities that work to address disadvantage and deprivation across the whole of Devon, Plymouth and Torbay. Deprivation can be defined in any way that you see it and, of course, it will be different in rural areas to towns or cities. This is what we will assess your application against first. If you are applying for a specific fund please think carefully about what that fund is trying to achieve and use this space to explain how you meet those aims.

2.12 What difference will the activity make to the lives of people in your local community? What do you expect to happen and why do you think your project will make a difference?

2.13 How will you record how many people you work with and the difference this makes to their lives? In your evaluation we will be asking you what difference your project made, whether anything unexpected happened, how many people you worked with and to tell us a story about what has changed for an individual or your community. We will also ask you for information on the types of people your activity has helped. Evidence will be required e.g. photographs, comments and views of people involved in the activity.

2.14 We are always interested to know what plans there are for the future of work we have supported because we want this kind of work to carry on where it is needed. We are unlikely to be able to fund you repeatedly and so it is a good idea to consider now what other options there are beyond the end of this grant.

SECTION 3: WHO WILL BENEFIT?

3.1 How many people will benefit from this grant? We realise 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. Then please chose one group as your 'Primary Beneficiaries', such as 'seniors(+65)' or 'ex-offenders', from the drop down list at the right of the box, then select any others from the list provided. **Please do not tick everything – it won't help!**

We ask for this information because we have to assess that we are fair in our allocation of grant funds across the board of potential beneficiaries and it also helps us to identify the best fund to support your project.

3.3 Chose one group as your 'Primary Ethnic Group', and then select any others from the list provided. Please note there is no preference for projects dealing with any particular ethnic group.

We ask for this information because it is important that we analyse our grant giving in the light of the population profile of the county and that our grants are awarded irrespective of the ethnicity of those who benefit.

3.4 Choose the most important issue which will be addressed by the grant and then select any others from the list provided.

We ask for this information because it helps us assess which issues we have supported over the year and adapt our grant making if necessary.

3.5 Please chose one group as your 'primary age group' this should be the age of most of the people benefitting from your project, and then select any others from the list provided. We use this information to assess our overall grant making to make sure we are meeting the needs of Devon.

SECTION 4: PROJECT BUDGET

4.1- 4.4 Please tell us the total cost of the project, and how much has been raised already. Remember that we will never fund 100% of the total cost of the project (please see What Don't We Fund on the website).

We ask for this information because we need to make an assessment of the value for money of your project and the value we can bring by choosing your application over another. We like to see that a group has made some effort to raise the funds themselves. If there is in-kind support you have attracted such as equipment or help at no charge be sure to tell us this somewhere in your application.

NB. Our online application gives you the option of funding for years 1 to 3. At the moment we are unable to change this but we cannot fund for multiple years and so please only complete the year 1 box. We'll be changing this as soon as we can.

Grants awarded must be spent before the end of a calendar year unless otherwise specified.

Please itemise the costs that will be incurred in running your project and explain how you arrived at the figures. You do not have to put a cost in each section if it does not apply, but there may be expenditure that you need to include in the 'other' section.

EXAMPLE

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

Part B

Your confidentiality is really important to us. We will never share the details of your application or your contact details with anybody other than those directly involved in assessing your application.

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.

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 payment quickly. If you do not return Part B your application is not complete and it will not be considered for funding.

Sign and scan Part B and email it with accompanying documents to grants@devoncf.com.

1: WHICH FUND

Please indicate which fund you are applying for and make sure that you have checked the criteria of that fund carefully and demonstrated how you meet those criteria in your application. If you think you may be eligible for more than one fund, then please say 'ANY' and we will try and match you to the most suitable fund.

2: 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 by email 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.

3: ACCOMPANYING DOCUMENTS

These are an essential part of your application so please double check you have emailed them. Information about committee members is kept confidentially on our files and is not passed to anyone else. 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.

4: DECLARATION AND SIGNATURES

Provide a short sentence that clearly describes the project for which you need the grant. This will show on our website as the description of your project so please give enough detail that visitors to the site will understand what you are doing.

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 is your grant agreement.

5: 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.