

## Buckinghamshire Wellbeing Capacity Fund Application Questions

<b>Application questions</b>	<b>Mandatory question?</b>	<b>Word Count</b>
<b>PROJECT COSTS</b>		
<b>What is the total amount of funding required for your project?</b>	<b>Y</b>	<b>N/a</b>
<i>Please say how much *in total* the project will cost, even if this is more than the amount you are applying to us for. This figure may include any contribution the organisations are making to the overall cost of the project.</i>		
<b>How much funding do you require from the Capacity Fund?</b>	<b>Y</b>	<b>N/a</b>
<i>Please enter the amount you are requesting from us, specifically for this project. If you are applying as a partnership you may wish to separate out the costs of administering the partnership and address those in the project detail section below.</i>		
<b>Please give details of any other funding you have already raised for this project.</b>	<b>Y</b>	
<i>Please give details of any funding raised so far, including the name of the funder and any particular programme applied to. If none, write "none".</i>		
<b>Please give details of any other funding you have applied for, or will be applying for, to deliver this project.</b>	<b>Y</b>	
<i>Please give details of any other funding you have, or will be applying for, for this project including the name of the funder and any particular programme applied to. If you will not be applying for any other funding, please say so here.</i>		
<b>Please provide a breakdown of the project budget and specifically which elements a capacity grant would fund.</b>	<b>Y</b>	<b>500</b>
<b>PROJECT DETAIL</b>		
<b>Please provide a one-sentence summary of your project.</b>	<b>Y</b>	
<b>Project start and End dates</b>	<b>Y</b>	

<i>Does the project have start and finish dates? If the answer is yes add the start and finish dates. If your project is on-going, you should enter the start and finish dates of the funding period.</i>		
<b>Please outline how your capacity building project meets the criteria for the fund</b>	<b>Y</b>	<b>1000</b>
<i>In particular you should address how your project will build new capacity to support well-being in Buckinghamshire. Information you may wish to include; evidence of the need for your project, what issues you wish to tackle and what you aim to achieve, how you will mobilise the project and meet the expenditure deadline, how to work effectively within Buckinghamshire as a 'place', including more localised aspects. (NOTE: there are separate questions relating to your partnership model, inclusion and project impact).</i>		
<b>Please explain how your project will engage at least one of our priority groups or issues</b>	<b>Y</b>	<b>750</b>
<i>Please explain how your project will specifically engage one or more of the following groups:</i> <ul style="list-style-type: none"> <li>• BAME,</li> <li>• LGBTQ+,</li> <li>• Young people(u/25),</li> </ul> <i>and/or* one or more of the following issues:</i> <ul style="list-style-type: none"> <li>• 'Green' recovery/environmental sustainability,</li> <li>• Digital inclusion &amp; accessibility;</li> <li>• Increasing Physical activity</li> </ul>		
<b>Please tell us how you will work collaboratively and/or in partnership with local networks or partners on this project.</b>	<b>Y</b>	<b>1000</b>
<i>Please give the names of all voluntary/ community partners and explain what each partner will contribute to the project and how accountability will be managed across the project. You should also indicate if you will engage with organisations outside of the voluntary/community sector– for example the local authority, Buckinghamshire Business First, the healthcare trust, and other relevant agencies. If no partners are involved, please write "none".</i>		
<b>How will you utilise the additional funding pot designated to support collaboration between partners?</b>	<b>N</b>	<b>250</b>
<i>In addition to the project grant, there is the potential for an additional £5k funding to support the cost of partnership working. This will only be available to delivery partnerships or consortia, not sole organisational applications.(see guidance note for more information). Please say how you would utilise this fund to mobilise, support and coordinate your partnership.</i>		
<b>Please describe the specific outcomes and impact that are anticipated for your project.</b>	<b>Y</b>	<b>500</b>
<i>Information you may wish to include; who you expect to reach and how, what benefits you expect to deliver, in what quantity and with what outcomes (NOTE: there is a separate question relating to <b>how</b> you will measure these).</i>		

<b>Please explain how you will measure and report on the impact achieved?</b>	<b>Y</b>	<b>250</b>
<i>Please explain your methodology for measuring the success of your project across all partners and beneficiary groups.</i>		
<b>Safeguarding and safe working: Please tell us how your project will comply with both best practice safeguarding and with government guidelines on Covid-safe working practices.</b>	<b>Y</b>	<b>500</b>
<i>We are conscious that your project will be taking place in unusual circumstances. Please say here how you will ensure the safety of all staff, volunteers and beneficiaries. You may wish to refer to HSE guidance on safe work places, safeguarding guidance, risk assessments, use of PPE etc.</i>		
<b>How do you see this project/activity progressing after this funding comes to an end?</b>	<b>Y</b>	<b>500</b>
<i>This question is about the sustainability of your project in the long term.</i>		
<b>How many service users (and where appropriate their direct household) will benefit from this funding?</b>	<b>Y</b>	
<i>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.</i>		
<b>Primary Beneficiary - Select a single option to represent the primary beneficiary group for this grant</b>	<b>Y</b>	<b>Select from list</b>
<i>Please pick a description which best describes the largest group of people you expect to benefit from your project and then select any other groups who you expect to benefit from the project (as many as apply).</i>		
<b>How many volunteers will benefit from this project?</b>	<b>Y</b>	
<i>Please provide your best estimate</i>		
<b>Primary ethnic group - Please select one group that best reflects the majority of the users of this facility or service.</b>	<b>Y</b>	<b>Select from list</b>
<b>Primary issue - select a single option to represent the primary issue that will be addressed by this grant</b>	<b>Y</b>	<b>Select from list</b>
<i>We understand that your project is likely to address many different issues, but please select the primary aim of the project, without which you would not consider it a success.</i>		
<b>Please indicate the primary age group that will benefit from this grant</b>	<b>Y</b>	<b>Select from list</b>
<i>Please give the age group which most closely reflects the largest group of your service users. Then indicate any other age groups who will benefit.</i>		

<b>Which category best describes the impact your project will have?</b>	<b>Y</b>	Select from list
<i>We understand that your project may produce impact in many different areas, but please select the primary impact the project aims to achieve, without which you would not consider it a success.</i>		
<b>Select the primary outcome for your project or activity</b>	<b>N</b>	<b>Select from list</b>
<i>Note that the available choices here will be driven by the Impact option you selected previously.</i>		
<b>Select a second outcome for your project or activity</b>	<b>N</b>	<b>Select from list</b>
<i>Note that the available choices here will be driven by the Impact option you selected previously.</i>		
<b>BANKING</b>		
<b>Bank Account Name</b>	<b>Y</b>	
<b>Sort Code</b>	<b>Y</b>	
<b>Account Number</b>	<b>Y</b>	
<i>These should be for the lead organisation, and should be the account to which you would want any grant paid.</i>		
<b>Financial process check box: Please tick this box to confirm that your organisation's financial controls include a clear 'segregation of duties'. If you are not sure, please contact us after submitting your application.</b>	<b>N</b>	
<i>This is usually a system of dual-authorisation for online banking and dual-signatories for cheques. The Charity Commission defines segregation of duties as "A key feature of internal financial controls is to ensure that no single individual has sole responsibility for any single transaction from authorisation to completion and review."</i>		
<b>Names of signatories and their relationships to each other.</b>	<b>Y</b>	<b>150</b>
<i>Please tell us who the signatories are for the bank account provided, including whether they are related to one another by either birth or marriage or by any other personal relationship.</i>		
<b>Terms and Conditions and Privacy notice</b>	<b>Y</b>	
<i>It is important that you read all the terms and conditions and ensure that any partner involved in this bid is aware of them. The person who confirms acceptance of the T&amp;Cs must be authorised to do so, on behalf of their organisation and the partnership.</i>		
<b>Governing Document</b>	<b>Y</b>	
<i>This should be for the lead organisation and should be an appropriate GOVERNING DOCUMENT which confirms that you are operating not-for-profit and with a dissolution clause which</i>		

<i>outlines what happens to any assets should your organisation cease to operate.</i>		
<b>Accounts</b>	<b>Y</b>	
<i>A copy of the lead organisation's ACCOUNTS from the most recent financial year.</i>		
<b>Bank statement</b>	<b>Y</b>	
<i>A BANK STATEMENT from the lead organisation, dated no more than two months ago, which shows the organisation's name, address, sort code and account number. This should be the account you will want the grant to be paid to.</i>		
<b>Partnership agreement</b>	<b>N</b>	
<i>Any PARTNERSHIP or CONSORTIUM agreement or MEMORANDUM OF UNDERSTANDING that exists between the delivery partners.</i>		
<b>Policies</b>	<b>Y</b>	
<i>A copy of the lead organisations health and safety, equal opportunities and safeguarding POLICIES.</i>		
<b>Other document</b>		
<i>Any other relevant document that supports your application.</i>	<b>N</b>	
<b>Note: If you are unable to attach all the documents you wish to submit, these may be emailed separately to grants@heartofbucks.org.</b>		