



## Heart of Bucks Community Fund - Application questions

### Section 1: You and your organisation

If you have applied to us before, this information should be displayed to you from previous applications. You can update the information and complete any missing fields.

Questions marked \* are mandatory

| Question  | Guidance notes  |
|---|---|
| *Organisation name  | This should be your legal name  |
| *Organisation legal status                                      | This is the type of entity your organisation is, for example registered charity, Charitable Incorporated Organisation etc. depending on your answer here you may also be asked for your registration number |
| *What year was your organisation formed?                        | The year you were set up  |
| *Are you part or a larger regional or national organisation?    | Only answer YES if you do not have your own independent board of trustees   |
| *Your general organisation email                                | This is likely to be your general contact, for example info@heartofbucks.org, rather than one linked to a specific person   |
| *Your general organisation phone number                         | As above – a general office number  |
| Your organisation's website address                             | For example www.heartofbucks.org  |
| *Your organisation's annual income for the last accounting year | Also known as annual turnover   |
| *Your organisation's aims and objectives                        | This should be a description of your organisation's overall charitable purposes, activities or services, not specifically for the project you are applying for  |
| Upload governing document                                       | The legal document that creates your organisation and says how it should be run, for example your Articles of Association   |
| Upload your latest accounts                                     | The accounts for your last financial year. If you do not have accounts yet you should upload your latest management accounts/ profit and loss statement instead   |
| Upload your policies  | Policies required are, Health & Safety, Equality & Diversity (or equivalent) and Safeguarding – adult and/or child depending on who you work with. The policies should be formally approved and up to date  |

### Who should we contact about this application?

You will see information connected to the registered email here, but you can specify a different contact for this application if you wish

|                       |   |
|-----------------------|---|
| *First name           |   |
| *Last Name            |   |
| *Contact's email      | Ideally one specific to the contact person rather than a general office one |
| *Contact's work phone | As above  |
| Mobile Phone          |   |

## Section 2: Your project

| Question   | Guidance notes  |
|--|---|
| Enter your project name or a brief one-line description (100 char max)         |   |
| When do you hope to start your project?  | Please check that the project will start after the grant decisions are due to be made. If your project is already running, the date here should present the start of the period that the funding will cover |
| When will your project end?  | If your project does not have an end date, please say when you would expect this funding to support the project until.  |
| Which Local Authority will your project take place in?                         | Drop-down list. Please select the LA that most of the activity will take place or most of the beneficiaries are from  |
| Which area, town, village, estate etc will your beneficiaries come from?       | This is a free text field for your description  |
| What would you like to do with the grant? (1500 char max)                      | This is the place to give a full description of the project activity or service you are seeking funding for. Say what you want to do, who with, where, how often etc  |
| What needs or disadvantages will your project address? (500 char max)          | For example: How are the people who will use your service disadvantaged? Or how is the environment you want to restore damaged?   |
| What experience do you have of delivering this kind of project? (500 char max) | Let us know if your org has delivered this type of work before, or if this is not applicable, whether any partners or any of your staff team have relevant experience.                                      |

| The impact   |  |
|--|--|
| Which theme best describes the impact you hope to achieve?   | Drop-down list. Please choose best fit   |
| How do you plan to measure the impact of your project? (500 char max)  | For example, will you use an established third-party tool, like Outcome Star or WEMWBS, collect feedback from your service users?                                |
| How many people will benefit from this work?   | Please give your best estimate in whole numbers  |
| How did you calculate (beneficiary) numbers? (200 char max)  | For example, number of places on a course or event, number of clients you expect to work with in the period  |
| Which group best represents the people who will benefit from this work?                                      | We know this can be difficult if you have a diverse group of service users, but please try to pick the one that best represents the biggest group of your users. |
| Which ethnic group best represents your beneficiaries?   | As above   |
| Which age group best represents your beneficiaries?  | As above   |
| Overview of costs  |  |
| What is the total cost of this project?  |  |
| How much funding are you requesting?   |  |
| How much have you raised so far for this work?   |  |
| Tell us about any other funding you have applied for and when you expect to hear the outcome. (255 char max) | For example, say who you have applied to and when you expect to be notified of the outcome   |

### Section 3: The costs

|   |   |
|---|---|
| <p>To complete this section you will need to have to hand:</p> <ul style="list-style-type: none"> <li>• Your total budget for the project, broken down by category</li> <li>• A breakdown, by category, of the funding you are seeking from us</li> <li>• If your request includes any capital items of more than £1,000, either a link to the item or a quote to upload where indicated below.</li> </ul> <p><b>Please remember that we cannot give a grant for expenditure you have already incurred.</b></p> |   |
| Total project staff costs   | This should represent the total staff costs of your project or service for the same period as the grant you are applying for. Enter the amount in whole numbers |
| Amount requested for staff costs  | Enter the amount of grant you are applying for, for staff costs, in whole numbers   |
| Requested staff cost breakdown  | This is a free text field. Give details here to explain how you have calculated the requested amount. Eg £5,000 Project Manager salary for five months          |

|   |  |
|---|--|
| Total project operational/activity costs        | As above   |
| Amount requested for operational/activity costs | As above   |
| Requested operational/activity cost breakdown   | This is a free text field. Give details here to explain how you have calculated the requested amount. Eg £800 costs of transport, £450 craft materials, £1250 First Aid Course   |
| Total project volunteer costs                   | As above   |
| Amount requested for volunteer costs            | As above   |
| Requested volunteer cost breakdown              | This is a free text field. Give details here to explain how you have calculated the requested amount. Eg £50 for two months volunteer expenses   |
| Total project capital costs                     | As above   |
| Amount requested for capital costs              | As above   |
| Requested capital cost breakdown                | This is a free text field. Give details here to explain how you have calculated the requested amount. Eg £2,500 for replacement printer/copier, £2,000 for installation of racking. You will need to upload a copy of the quote or provide a link to the item you wish to buy. |
| Total project other costs                       | As above   |
| Amount requested for other costs                | As above   |
| Requested other costs breakdown                 | This is a free text field. Give details here for anything that doesn't fit in the other categories above, for example x% full cost recovery/ overhead  |
| Upload capital costs quotes                     | You can upload your capital cost quotes here.  |

## Section 4: Declaration

|  |   |
|--|---|
| Please make sure you have read the terms and conditions for our grants before completing this section. <a href="#">You will find them here.</a>  |   |
| Name of person making the declaration  | The person named here must be authorised to act on behalf of your organisation                |
| Role of person making the declaration  | The role the named person has for your organisation- eg trustee, CEO, fundraising manager etc |
| <b>Feedback</b>  |   |
| We would really appreciate your honest feedback on the application form and process. We are constantly reviewing our systems and processes to provide the best possible experience for our grantees, balanced with our obligations to carry out due diligence. These comments are not included in the application that goes forward to our independent grants panel who are the grant decision makers.   |   |
| <b>Submit your application</b>   |   |
| <p>Once you submit your application you will see a copy of all your answers displayed on the screen. This is your final chance to check your application. You can either click;</p> <ul style="list-style-type: none"> <li>Go Back, to change your entries. Please remember to submit your application after doing this, or</li> <li>Finish, to send your application to us.</li> </ul> <p>You will receive an email with a copy of your application form.</p> |   |