



Heart of Bucks Community Fund - Application questions

Section 1: 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
*What is the name of your organisation? (Maximum 255 Characters)	This should be your legal name.
*What is your organisation's legal status?	Drop-down list. 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.
*Organisation Address: Street (Maximum 50 Characters)	You can enter up to three lines of address here if needed.
*Organisation Address: Town or City (Maximum 40 Characters)	Please enter the town/city for your organisation address.
*Organisation Address: County (Maximum 80 Characters)	Please enter the county for your organisation address.
*Organisation Address: Postcode (Maximum 20 Characters)	Please enter the postcode for your organisation address.
*What year was your organisation formed?	Drop-down list. The year you were set up.
*Are you part or a larger regional or national organisation?	Drop-down list. Only answer YES if you do not have your own independent board of trustees.
*What is 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.
*What is your general organisation phone number	As above – a general office number.
Your organisation's website address	For example, www.heartofbucks.org.
*What was your organisation's income during your last accounting year?	Also known as annual turnover.
*What is the purpose of your organisation? (Maximum 1,500 Characters)	This should be a description of your organisation's overall charitable purposes, activities or services, not specifically for the project you are applying for.

*Do you have at least three unrelated Trustees/Directors?	For our due diligence, we would expect a minimum of three unrelated trustees/directors.
*Please list the names of your trustees/directors and their relationships to each other. (Maximum 200 Characters)	As above – please list the names of your trustees/directors and their relationships to each other, if any.
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.

If you would like to update your log in email and/or contact details for this application, you can do so by clicking 'My Account' in the top right corner and selecting 'My Profile'. We will use these details to contact you about your grant application.

Your Account/Grant Application Contact Details	
*First name	
*Last Name	
*Account Email	Ideally one specific to the contact person rather than a general office one. This is the email you use to log in and the one we will contact about the grant application.
Account Phone	Ideally one specific to the contact person rather than a general office one. This is the number we will contact about the grant application, if needed.

Section 2: Your project

Question	Guidance notes
*Enter your project name or a brief one-line description (Maximum 100 Characters)	
*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? (Maximum 50 Characters)	This is a free text field for your description. Please input 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? (Maximum 200 Characters)	This is a free text field for your description.
*What would you like to do with the grant? (Maximum 2,500 Characters)	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? (Maximum 1,500 Characters)	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? (Maximum 1,000 Characters)	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? (Maximum 1,000 Characters)	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 this (beneficiary) number? (Maximum 200 Characters)	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. (Maximum 255 Characters)	For example, say who you have applied to and when you expect to be notified of the outcome.

Section 3: Financials

To complete this section you will need to have to hand:

- Your total budget for the project, broken down by category
- A breakdown, by category, of the funding you are seeking from us
- 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.

Please remember that we cannot give a grant for expenditure you have already incurred.

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 (Maximum 1,000 Characters)	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	This should represent the total operational/activity 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 operational/activity costs	Enter the amount of grant you are applying for, for operational/activity costs, in whole numbers.
Requested operational/activity cost breakdown (Maximum 1,000 Characters)	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	This should represent the total volunteer 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 volunteer costs	Enter the amount of grant you are applying for, for volunteer costs, in whole numbers.
Requested volunteer cost breakdown (Maximum 1,000 Characters)	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	This should represent the total capital 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 capital costs	Enter the amount of grant you are applying for, for capital costs, in whole numbers.
Requested capital cost breakdown (Maximum 1,000 Characters)	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	This should represent the total other 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 other costs	Enter the amount of grant you are applying for, for other

	costs, in whole numbers.
Requested other costs breakdown (Maximum 1,000 Characters)	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.
Upload bank statement	This should be no older than three months and be for the Organisation account you would want a grant paid to. Please redact entries if possible. We just need to see the Org name & address, Sort Code and Account Number and date.
*Which bank is your account with? (Maximum 255 Characters)	This should be for the Organisation account you would want a grant paid to. Please input the name of the bank you have your account with e.g. NatWest.
*What is the bank account name? (Maximum 255 Characters)	This should be for the Organisation account you would want a grant paid to. This should be the full name of your organisation's bank account. This may be your formal name rather than the name you are usually known by.
*Sort Code	This should be for the Organisation account you would want a grant paid to. This must be at least 6 digits long and can contain dashes, e.g. 12-34-56.
*Bank Account Number	This should be for the Organisation account you would want a grant paid to. This is usually 8 digits, e.g. 12345678
*Please tell us how your organisation's financial controls include a clear 'segregation of duties'. Please see the help text for more information. (Maximum 1,500 Characters)	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.
*Please list the names of your bank signatories and their relationships to each other. (Maximum 600 Characters)	Good practice requires at least two unrelated signatories.

Section 4: Feedback & Declaration

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 only used by the staff team to improve our processes and your experience; they are not shared with the independent grants panel.	
How would you rate this form?	<p>This is a star rating from 1 – 5.</p> <ul style="list-style-type: none"> • 1 (Poor): Significant issues or did not meet basic requirements • 3 (Average): Standard experience with no major issues or standouts • 5 (Excellent): Exceptional quality
Can you tell us where you heard about this funding programme?	Drop-down list. Please choose best fit. For example, newsletter, funding search.

If you picked 'other', please could you clarify? (Maximum 300 Characters)	Please clarify where you heard about the funding programme if you picked 'other' for the above question.
Any comments on the application form or process? (Maximum 1,000 Characters)	As we continue to develop and improve our application process, we would welcome any feedback you may wish to share. For example, how it worked for you, anything that we could change, give better guidance on, etc.
Please make sure you have read the terms and conditions for our grants before completing this section. You will find them here.	
*I confirm that I am authorised to act on behalf of my organisation	This is a checkbox for you to confirm.
*I confirm that the information I have given is true and complete, and that my organisation can comply with the Terms and Conditions above	This is a checkbox for you to confirm.
*Name of person making the declaration (Maximum 100 Characters)	The person named here must be authorised to act on behalf of your organisation.
*Role of person making the declaration (Maximum 100 Characters)	The role the named person has for your organisation- eg trustee, CEO, fundraising manager etc.
Submit your application	
<p>When you have finalised your application, please click 'Submit'. This may take a short while so please do wait for it to finish loading and the message 'Your Application Has Been Received!' to pop up before leaving the application.</p> <p>Once you click submit:</p> <ul style="list-style-type: none"> You will not be able to go back and make changes – for anything urgent please contact the grants team. You should receive confirmation and a copy of your application via email. 	