

ON-LINE APPLICATION FORM GUIDANCE NOTES

These guidance notes have been designed to assist you with the completion of your on-line application to GrantScape. If you require any further clarification, or if you are unsure of your group's eligibility, please contact a member of the Grants Team on 01908 545780 or via helpdesk@grantscape.org.uk.

Section A - Organisation details

- A1 This is the name of the organisation that is making the application and the organisation that will be delivering the project.
- A2 This is the address of the organisation named in question A1.
- A3 This is the website address of the organisation named in question A1 or the website address for the project if there is one.

Section B - Contact details

- B1 This is the name of the main project contact with whom we will liaise during the assessment process. The contact should be the person who will be able to answer any queries we may have relating to the project and the application form.
- B2 This is the position the person named in question B1 holds within the organisation named in question A1.
- B3 This is the address for the main project contact and will be the address we will use for all written correspondence regarding the grant.
- B4 This is the email address that we will use to contact you. Please ensure that you provide the email address for the main project contact. We will use this address to send you a copy of the completed application form once it has been submitted.
- B5 This is the telephone number that we will use to contact you during the assessment process. Please ensure that you provide the number for the main project contact. The contact will need to be available to answer questions during office hours.

Section C - Background to your organisation

- C1 Please provide a brief overview of your group's aims, objectives and activities. It is useful for us to know how the project you are planning to deliver fits with your organisation's goals.

You should not enter more than 150 words (about 1,000 characters) in answer to this question. If you do, you will be directed back to change your answer when you attempt to move to another page.

- C2 This should be the date when your organisation was first constituted, or the date your section was formed if you are part of a larger organisation. The date should be in the format of a four-digit number (e.g. 2005). If you enter the date incorrectly, it will be rejected and you will be able to re-enter your answer.

C3 Please select one of the drop-down menu options. If more than one option applies to your organisation, please select the most relevant. You will only be able to make one choice. If your organisation does not fit into any of the categories listed, please tick 'Other' and further details will then be requested during the assessment process.

C4 When providing details of any project partner organisation(s), consider the following points:

- Is the partnership new?
- Is the partnership specific to this project?
- How is the partner organisation involved? For example, are they providing financial support, undertaking future maintenance of the project, or providing project management support?

You should not enter more than 150 words (about 1,000 characters) in answer to this question. If you do, you will be directed back to change your answer when you attempt to move to another page.

C5 You must select either 'yes' or 'no'. If you do not select an answer you will not be able to move to the next page.

C6 This should refer only to your section if you are part of a larger organisation.

The figure should be entered in full pounds without any pound signs, full stops or trailing zeros (i.e. 249 not 249.35, £249 or 249.00). If you enter the amount incorrectly, it will be rejected and you will be able to re-enter your answer.

C7 This should refer only to your section if you are part of a larger organisation.

The figure should be entered in full pounds without any pound signs, full stops or trailing zeros (i.e. 249 not 249.35, £249 or 249.00). If you enter the amount incorrectly, it will be rejected and you will be able to re-enter your answer.

C8 This should refer only to your section if you are part of a larger organisation. Please provide the current reserves figure for your group. Exclude any funds that the group has already received from other external funding organisations for this project.

The figure should be entered in full pounds without any pound signs, full stops or trailing zeros (i.e. 249 not 249.35, £249 or 249.00). If you enter the amount incorrectly, it will be rejected and you will be able to re-enter your answer.

Section D - The project

D1 The project title should include both the nature and location of the project.

Example

Providing a new Playground in Central Park, Broughton

You should not enter more than 10 words in answer to this question. If you do, you will be directed back to change your answer when you attempt to move to another page.

- D2 The project description should include an outline of the entire project including the parts of the project that others will be funding. It should enable us to visualise what your group is trying to achieve.

Example

The existing playground equipment in Central Park will be removed. Ground preparation works will be undertaken and new safety surfacing will be installed. 6 pieces of new play equipment for 6-15 year olds will be purchased and installed at the site. The area will be fenced, 3 benches and 5 litter bins will be installed and 10 trees will be planted.

You should not enter more than 150 words (about 1,000 characters) in answer to this question. If you do, you will be directed back to change your answer when you attempt to move to another page.

- D3 Start date: This should be the expected start date for your project if your funding application to GrantScape is successful. You should allow at least 2 months from our final decision date to the project start date, to allow for the administrative requirements of the grant. The expected decision dates for each Grant Programme can be found on the GrantScape website. You should not start work on your project until a formal Funding Offer is in place, or the grant will be withdrawn.

Completion date: This should be the expected completion date for your project if your funding application to GrantScape is successful.

- D4 Project location: This is the address of the project site.

Project postcode: If the project site does not have its own postcode, please provide the nearest one.

- D5 To help you complete the table, follow this example for a community hall:

Day	Available from	Available to
Monday	9am	6pm
Tuesday	9am	6pm
Wednesday	9am	1pm
Thursday	9am	6pm
Friday	9am	10pm
Saturday	9am	12pm
Sunday	11am	1pm

You should include all times the amenity is available to the general public, including times when it is currently used and times when it is available for use.

- D6 You must select either 'yes' or 'no'. If you do not select an answer you will not be able to move to the next page. Only state 'no' if the amenity will be completely free of charge for all users. If there is a charge, please provide the average hourly/session rate.

When providing additional charge details, you should not enter more than 20 words (about 150 characters). If you do, you will be directed back to change your answer when you attempt to move to another page.

- D7 If the amenity is owned and operated by different organisations you must provide details of both. Please clearly state which organisation owns the amenity, which operates the amenity and any legal agreements that exist between the organisations.

You should not enter more than 50 words (about 400 characters) in answer to this question. If you do, you will be directed back to change your answer when you attempt to move to another page.

- D8 This should be the name of the organisation that has agreed to take on the responsibility for future maintenance. It is likely that this will be the name of your organisation.

You should not enter more than 20 words (about 150 characters) in answer to this question. If you do, you will be directed back to change your answer when you attempt to move to another page.

Section E - Project costs

- E1 This should be the total cost of the project including parts of the project that others will be funding.

The figure should be entered in full pounds without any pound signs, full stops or trailing zeros (i.e. 249 not 249.35, £249 or 249.00). If you enter the amount incorrectly, it will be rejected and you will be able to re-enter your answer.

- E2 You should not state 'as much as possible' or 'any contribution would be welcome'. The figure should be between the minimum and maximum grant levels shown in the Criteria for the Grant Programme you are applying to.

The figure should be entered in full pounds without any pound signs, full stops or trailing zeros (i.e. 249 not 249.35, £249 or 249.00). If you enter the amount incorrectly, it will be rejected and you will be able to re-enter your answer.

- E3 This should be the total amount that your organisation will be providing for the project. This could include monies that have been accrued through fundraising activities, plus any cash reserves that will be used towards the project costs.

The figure should be entered in full pounds without any pound signs, full stops or trailing zeros (i.e. 249 not 249.35, £249 or 249.00). If you enter the amount incorrectly, it will be rejected and you will be able to re-enter your answer.

- E4 Please list all funders who have confirmed that they will provide funding towards your project. You must indicate the amount that they have approved and the date on which the funding was awarded.

The figures should be entered in full pounds without any pound signs, full stops or trailing zeros (i.e. 249 not 249.35, £249 or 249.00). If you enter the amounts incorrectly, they will be rejected and you will be able to re-enter your answers.

Total secured funding: This is the total of the figures entered in the "Amount confirmed" boxes above.

The figures should be entered in full pounds without any pound signs, full stops or trailing zeros (i.e. 249 not 249.35, £249 or 249.00). If you enter the amounts incorrectly, they will be rejected and you will be able to re-enter your answers.

- E5 Please list all funders to whom you have applied for funding towards your project. You must indicate the amount that you have applied for and the date when you expect to have a funding decision.

The figures should be entered in full pounds without any pound signs, full stops or trailing zeros (i.e. 249 not 249.35, £249 or 249.00). If you enter the amounts incorrectly, they will be rejected and you will be able to re-enter your answers.

Total requested funding: This is the total of the figures entered in the “Amount requested” boxes above.

The figures should be entered in full pounds without any pound signs, full stops or trailing zeros (i.e. 249 not 249.35, £249 or 249.00). If you enter the amounts incorrectly, they will be rejected and you will be able to re-enter your answers.

- E6 This should be the total project cost, minus any other funding which you have already secured or requested. Funding that you have already secured or requested should include the amount you are applying to GrantScape for, the amount your organisation is providing and the total amount of funding you have already secured or requested from other funding organisations:

Total Project Cost – (GrantScape + Own funds + Other secured funds + Other requested funds) = Shortfall

Or

$$E1 - (E2 + E3 + E4 + E5) = E6$$

The figure should be entered in full pounds without any pound signs, full stops or trailing zeros (i.e. 249 not 249.35, £249 or 249.00). If you enter the amount incorrectly, it will be rejected and you will be able to re-enter your answer.

- E7 Please provide the details of any funding sources that you have identified but have not yet approached for funding and any other planned activities to cover the shortfall if there is one.

You should not enter more than 50 words (about 400 characters) in answer to this question. If you do, you will be directed back to change your answer when you attempt to move to another page.

- E8 To help you complete the table, follow the more relevant of the two examples below.

Figures should be entered in full pounds without any pound signs, full stops or trailing zeros (i.e. 249 not 249.35, £249 or 249.00). If you enter the amounts incorrectly, they will be rejected and you will be able to re-enter your answers.

Example 1: Development of a community hall

Item/activity	GrantScape (£)	Total cost (£)
1 Architect drawings	0	2,000
2 Building works	0	65,000
3 Internal flooring	0	5,000
4 New kitchen	10,000	10,000
5 Tables and chairs	0	2,000
TOTAL	10,000	84,000

Example 2: Nature conservation project

Item/activity	GrantScape (£)	Total cost (£)
1 Habitat works	10,000	12,000
2 Direct staff costs (on-site)	3,000	5,750
3 Volunteer costs	750	750
4 Tools and equipment	1,150	1,500
5 Management & overheads	600	1,000
6 Interpretation	1,000	2,000
TOTAL	16,500	23,000

- E9 If your project requires a Contributing Third Party (CTP) donor, this will be clearly stated in the Funding Criteria for the Grant Programme you are applying to.

The donation will be a maximum of 10% of the total contribution made by the landfill operator to provide the grant amount and includes other associated fees. The individual or organisation must not benefit, for example, by winning a contract to carry out work.

If you require further information, please refer to the separate document “Contributing Third Party (CTP) Guidance”, or contact the Grant Support Team on 01908 545780.

Section F – Project need and social benefits

- F1 The extent to which there is a real need for the project will be critical in our assessment of your project. The need may have been identified in a local plan, by a building inspection, or within the results of community questionnaires. It could also simply be the fact that there is a current lack of facilities in the area or that current facilities are inadequate to meet demand.

You should not enter more than 150 words (about 1,000 characters) in answer to this question. If you do, you will be directed back to change your answer when you attempt to move to another page.

- F2 Examples of consultation may include community questionnaires, letters of support for the project, petitions, or minutes from public meetings.

You should not enter more than 150 words (about 1,000 characters) in answer to this question. If you do, you will be directed back to change your answer when you attempt to move to another page.

- F3 Please include all educational, recreational and social activities.

You should not enter more than 150 words (about 1,000 characters) in answer to this question. If you do, you will be directed back to change your answer when you attempt to move to another page.

- F4 Please provide as accurate a figure as possible based on bookings taken over the past 12 months.

- F5 Please provide an estimated figure. You may wish to consider the following points:

- Current user numbers
- Estimated increase in user numbers following completion of the project
- The number of people residing in your community

Section G - Economic and environmental benefits

G1 This should be the number of full and part-time permanent positions that will either be created or will not be lost as a direct result of the project. An example might be the recruitment of a gardener to maintain the new village community garden, or that a caretaker will maintain their position since a new roof for the village hall will ensure it will not be closed down.

G2 Please provide an estimated figure.

G3 Please provide an estimated amount for the increased income, not the income you currently receive. You may wish to consider the following points:

- Estimated increase in user numbers following completion of the project
- The average amount each user will pay to visit/use the project site
- Any other sources of income the project will generate, e.g. donations

The figure should be entered in full pounds without any pound signs, full stops or trailing zeros (i.e. 249 not 249.35, £249 or 249.00). If you enter the amount incorrectly, it will be rejected and you will be able to re-enter your answer.

G4 This could include an area of green open space being saved from development, a reduction in pollution, an improvement in the safety of the amenity and any planting that may be included in the project.

You should not enter more than 150 words (about 1,000 characters) in answer to this question. If you do, you will be directed back to change your answer when you attempt to move to another page.

G5 This could include the installation of an access ramp or toilet facilities for people with disabilities. Please note that projects that are solely aimed to meet the requirements of the Disability Discrimination Act (DDA) and which are of little benefit to your current or anticipated future users are unlikely to receive funding from GrantScape.

You should not enter more than 150 words (about 1,000 characters) in answer to this question. If you do, you will be directed back to change your answer when you attempt to move to another page.

G6 A hectare is equal to 10,000m² or 2.47acres.

Supporting documentation

Please indicate which of the documents listed are available.

If you require further information, please contact GrantScape.

Declaration

By ticking the box you are confirming on behalf of the organisation detailed in A1 of the form that you are duly authorised to submit the application and that, to the best of your knowledge and belief, all answers to the questions are true and accurate.

Tick the box to confirm.