



APPLICATION OUTLINE

INTRODUCTION

Many funders have their own application form, but some ask you to write to them. The following outline can help you to include the information required in an easy-to-read format. If you are applying to a number of funders, you will need to change section C, numbers 2-4, for each different funder. You will then only need to add a brief covering letter.

ANY GROUP ANY INITIATIVE

ANY PROJECT

1 - OUR ORGANISATION

A - Constitution

The history of the group; when the constitution was adopted; charity registration number, if appropriate.

B - Management Committee

The number and background of members; how often they meet; any sub-committees.

C - Staffing Structure (if appropriate)

Number of staff and their hours; their responsibilities and how they are managed.

D - The funding of our organisation

Where the "core" funding of the organisation comes from, if appropriate; this could be funds raised from within the local community or any grant you have received previously.

E - The aims and activities of our organisation

The aims should be taken from your constitution; the activities should give an idea of what your group is about.

2 - OUR PROPOSAL

A - The purpose for which we are seeking a grant

What you will do with the money.

B - The time scale of our proposal

When will the project start and finish; NB: you must not start the work until you have received offer letters from the funders – no funder will fund work which has already been carried out.

C - Who will benefit from our proposal

The ages and numbers of those for whom the work is being done; include any surveys or other consultation you have undertaken to determine need.

D - How we will judge the success of our proposal

How will you know the work has been successful? Increase numbers using the facility (outputs)? People having increased levels of knowledge, skills and abilities (outcomes)? Funders are interested in the difference their money has made.

3 - COSTS AND FUNDING

A - The budget for our project

Estimates of equipment and staffing costs or of services and facilities; in each case the estimate must be backed up by evidence showing how the figure was calculated.

B - Funds raised so far

Any funds already committed, e.g.: local fundraising; don't forget that "in kind" contributions can be acceptable, e.g.: local people clearing the site before work commences or an architect drawing plans without charging.

C - Funds applied for

A list of funders applied to and amounts requested.

D - The amount requested from funder X.

How much you are asking from the funder to whom this application is addressed.

E - How our project will be funded when the grant ends

If you are providing a facility, will you be responsible for maintenance and repair in future? If you are providing a service, what will happen to the beneficiaries when the current funding comes to an end?

4 - EQUAL OPPORTUNITIES

A statement demonstrating that the service and facility is available to all members of the community; include your EO policy if you have one.

5 - VULNERABLE PERSONS PROTECTION POLICY (if appropriate)

A statement demonstrating that you have considered the safety of children and vulnerable adults who are taking part in your activities. You should include a copy of your policy and information on how it is implemented and updated.

6 - REFEREE

This is a person, local if possible, who knows and supports the work of your group, but is independent of it. Please note that some funders ask for a childcare professional, currently in work, for projects about children.

For more information visit our website: www.ca-north.org.uk