

HiWCF – Application Form

To help you complete the application form, we have compiled a list of the questions that you will be asked. We hope this helps as you plan your application.

Applicants will only be able to progress through the application form once they have completed all the questions on each page (e.g. you will need to complete page three before you can access page four). You may find it useful to make a plan of your application using this template and then enter details into the online form. Please note that you can not submit your application on this form - you must use the online form.

Pg-1	<p>Programme Description – this page sets out key details for the programme. It describes what the grant programme will fund. This page tells you important information such as when you will need to submit your application and what level of funding you can apply for.</p>
Pg-2	<p>Programme Eligibility – this page tells you about what this grant programme will fund. You should read this and make a judgement about whether your community organisation and the work that needs funding meets this. If you have a strong match, please tick the box at the bottom of this page to confirm that you meet the criteria of the grant programme. Bids that are submitted but do NOT meet fund criteria will not be fully assessed and you will receive a decision email from us stating that your bid was not eligible.</p>
Pg-3	<p><u>Your Organisation</u> This page asks you to complete contact details for your community organisation.</p> <p>Q. What is the full name of your group or organisation?</p> <p>Q. What is the official address of your group or organisation?</p> <p>Q. What is your website address if you have one?</p> <p>Q. What is the general/office email of your organisation?</p> <p>Q. What is the phone number of your organisation?</p>
Pg-4	<p><u>Main Contact Person</u> This page asks for details of the contact person making the application; this is who we will contact if we need further information about the application.</p> <p>Q. First Name</p> <p>Q. Last Name</p> <p>Q. Email</p> <p>Q. Telephone</p> <p>Q. What role does this person have in the organisation?</p>

Pg-5	<p><u>Organisation Structure</u> This page asks for more information about the organisation that is applying for funding.</p> <p>Q. When did your organisation start?</p> <p>Q. What type of organisation are you? (You will be offered a pick list of options. If you have a charity or company number please have this to hand).</p> <p>Q. How many staff do you employ? (You will be asked this as a full-time-equivalent).</p> <p>Q. How many regular volunteers do you currently have?</p> <p>Q. How many people sit on your board/management committee as voting members?</p> <p>Q. Are you part of a larger regional or national organisation?</p>
Pg-6	<p><u>Organisation Structure (continued)</u></p> <p>Q. Please tell us what the aims of your organisation or group are (500 characters including spaces).</p> <p>Q. What activities and services does your organisation provide on a regular basis? (500 characters including spaces).</p>
Pg-7	<p><u>Community Links</u> This page asks about how you represent people from your community.</p> <p>Q. Please tell us how your organisation is informed or led by people with experience of the work you do (this is often called 'lived experience' or 'user-led'). (500 characters including spaces).</p> <p>Q. Please give us examples of any partner organisations you work alongside. (750 characters including spaces).</p>
Pg-8	<p><u>Organisation Finances</u> This page asks about your organisation's most recent financial year end.</p> <p>Q. What was the date of your last year end?</p> <p>Q. What was your total income at the end of your last financial year?</p> <p>Q. What was your total expenditure at the end of your last financial year?</p> <p>Q. At the end of your last financial year, how much did your organisation have as unrestricted reserves?</p> <p>Q. (optional) If you would like to flag to us any unusual items of income/ expenditure in your most recent accounts, please use the space below. (350 characters including spaces).</p>

Pg-9	<p>Header for ‘Project’ Section – this section asks about the project you are seeking funding for.</p>
Pg-10	<p><u>Project: When</u> This page asks for the name of and timelines for your project.</p> <p>Q. What is the name of your project? Q. Planned start date? Q. Planned end date?</p> <p><u>Project: Where</u> This page asks for the area that your project will be delivered within.</p> <p>Q. Please tick which local authority areas your grant will deliver work in. Q. Which full postcode/s most accurately show where the project will be delivered? (You will be able to give up to three postcodes).</p>
Pg-11	<p><u>Project Activities</u> This page asks you to tell us about what you need funding for. Please write simply and clearly because this will be read by the Panel making final decisions about your application.</p> <p>Q. In your own words, how would you describe the target group that your work is seeking to reach? (200 characters including spaces). For example, are you going to be working with a target group of people such as young carers, or people who are unhoused? If the work is a general community initiative, please tell us the area of support e.g. we will support all young people in the village of ‘X’</p> <p>Please tell us about the activities you will run with the funding (the ‘outputs’ of your project). To help guide you to the detail we’re after, we have broken down this big question into smaller questions all about your activities:</p> <p>Q. What is the activity? (500 characters including spaces). For example, a youth group/ counselling sessions/ a training programme.</p> <p>Q. Where will the activity take place? (300 characters including spaces). For example, all sessions will be run on the village playfield.</p> <p>Q. Who will deliver the activity? (300 characters including spaces). For example, we have a team of three volunteers who will deliver the eco-garden sessions.</p> <p>Q. How often will the activities take place? (500 characters including spaces). For example, will your group meet weekly, are you seeking funding for a large one-off event, will this fund a certain number of staff delivery hours each week?</p>

Pg-12	<p>Project Activities (continued) This section is about the NEED for your funded activities.</p> <p>Q. Please tell us how you know these activities are wanted and needed by the people you are targeting. (1000 characters including spaces). For example, “we ask for regular feedback informally and through an annual survey, and the sessions we are seeking funding for are always at the top of the list”.</p> <p>Q. How will you make sure that your project reaches the people who need it most? (1000 characters including spaces). We want to ensure that the most disadvantaged or deprived people get the services they want and need. Tell us how you have learned about the issues facing your target community and what could make it difficult for them to access your support. What are you putting in place to avoid these barriers? This could be a range of ideas from choosing an accessible venue, to thinking about how you promote your project.</p>
Pg-13	<p>Project Successes</p> <p>Please select one impact theme from the list below that most closely matches the changes that your grant will bring about: (Tackling Poverty/ Inequality, Employability, Flourishing Communities, Health and Wellbeing, Crime and Safety, The Environment). Please read the programme criteria for the grant programme you are applying to – some grant programmes specify the impact theme they would like funding to address.</p> <p>Q. Please tell us in your own words how your project activities will make a difference to the people who use the project. What changes do you think you will see? (1000 characters including spaces). For example, young people gain skills; housebound people feel less isolated. These changes are often called 'outcomes' and are written as positive statements – “as a result of this funding we think that young people will know more about online safety”.</p> <p>Q. Please tell us how you plan to measure these changes (1000 characters including spaces). This could be outcome tools, attendance records, feedback forms, case studies. We know that capturing the changes that your project makes can be tricky and HIWCF can provide resources to help with this.</p>
Pg-14	<p>Project Reach: who will take part in the project? This page asks you to describe the target communities your project aims to reach.</p> <p>Q. Please estimate how many people in total will directly take part in the project that you are seeking funding for. <i>This is the number of people who will join in the grant activities and <u>not</u> the wider community who may benefit. For example, you may run workshops for six unemployed parents; even if those parents learn skills that they share with their wider families and friends, the correct number for this answer would be six.</i></p> <p><i>We know that this will be an estimate, but please be guided by your experience and planning.</i></p>

	<p>The following questions require you to <u>tick/</u> select any target groups that your bid will <u>focus</u> on.</p> <p>Q. Is your project targeted at specific age groups?</p> <p>Q. Are minoritised ethnic groups a core project focus?</p> <p>Q. Are employability needs a core project focus?</p> <p>Q. Is disability a core project focus?</p> <p>Q. Is gender a core project focus?</p> <p>Q. Is sexuality a core project focus?</p> <p>(optional) Please use this space to tell us anything else that might help us understand the needs of the people your project aims to benefit (500 characters including spaces).</p>
Pg-15	<p>Project Budget You will be required to tell us what you would like funding for using the following headings:</p> <p>Staff costs This can include full and part-time staff connected to the grant delivery.</p> <p>Volunteer costs This can include out of pocket expenses, volunteer training, DBS checks.</p> <p>Activity costs This can include all the costs of making your project run such as: room hire, publicity materials, refreshments, transport costs, consumables such as craft materials.</p> <p>Core costs HIWCF will consider a contribution from the grant towards your overheads - the costs that would be in place whether you ran the project or not. This could be a contribution towards rent, or to core staff such as a CEO, administrator, or finance worker.</p> <p>Equipment Please include in this budget line individual items of equipment that are over £50 each e.g. a laptop, a phone, a printer. Items under £50 or consumables should be listed under 'activity costs' e.g. a football, printer paper.</p> <p>Q. Will you charge people to join project activities? (Yes/ no answer)</p>
Pg-16	<p>Project Documentation Each of the following documents is a core part of the application. You will not be able to submit your application without attaching these core documents.</p> <p>Governing Document Please provide us with a copy of your governing document. If you are not registered on Companies House or with the Charity Commission, please supply a signed and dated copy of your constitution.</p> <p>Accounts Please submit a set of accounts showing income, expenditure and unrestricted reserves for your most recent year end. If you have been established for less than a year, please attach a budget for your first year of operation.</p> <p>Safeguarding Policy Please attach a copy of your safeguarding policy.</p> <p>Bank Statement We can only make grants to community organisations that have a bank account in the name of their organisation. Please provide a scanned copy of a bank statement no more than 3-months old to verify that you are eligible to apply.</p>

Board/Management Committee Members Please attach a list giving the names of the people who are your Trustees/ Directors/Management Committee members.

Equity, Diversity and Inclusion Policy (your policy may have a slightly different name) Please attach a copy of your organisation's policy around equalities.

Pg-17

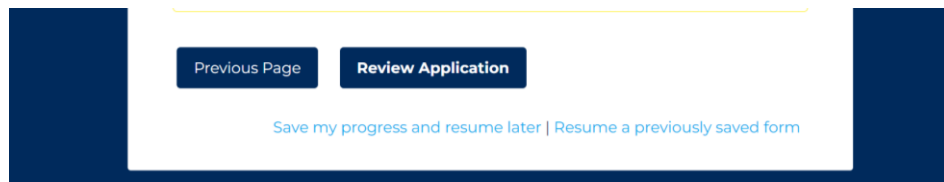
Declaration

Please read this page and confirm all permissions for this application. You will be asked to agree to the terms and conditions of HIWCF's grant making that are linked in the application form and can be found on our website.

Once you have completed the form you reach these two buttons:

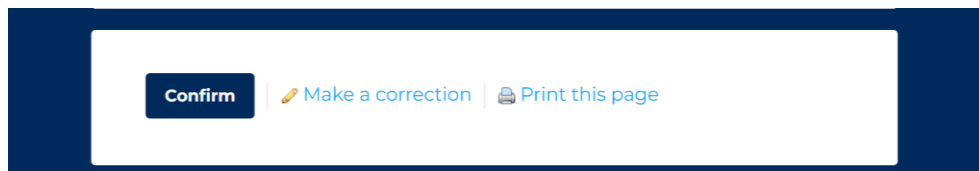
'Previous Page' allows you to scroll back through the form and make any edits.

'Review Application' allows you to view your full draft of the application.



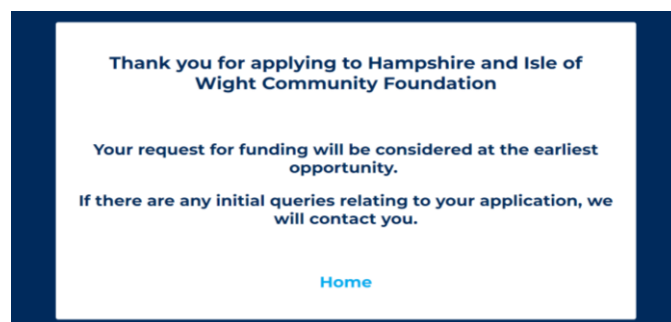
Once you have pressed 'Review Application' you will be taken to a full copy of your bid. At the bottom of this you have three options

- 1) To print a copy
- 2) To 'make a correction' that takes you back to the original form.
- 3) 'CONFIRM' – you will need to press this button to submit your form.



Once you have pressed confirm your bid is submitted to HIWCF and you can no longer edit it.

Please wait until you receive this message before you close the screen.



You will also be sent an email confirming your application. If you have NOT received this confirmation within an hour of making your bid, please contact HIWCF on grantsadmin@hiwcf.com