

## How to fill in your Application Form for Royal Docks Trust Funding for 2017/18

These notes will help you to answer our questions fully. Please read them as you fill in the form.

We will assess your application using the information you provide on the form and the information we ask you to send to us. We will contact you if we are not clear about something. **It is important that you answer all the questions and send us all the information we have requested.**

The form is divided into four sections:

**Section A** asks for details about your project

**Section B** is about your project finances

**Section C** is about the impact of your project

**Section D** is about your organisation

**If you are applying for more than one distinct project, each application should be submitted on a separate form.**

### Section A: About your project

#### Question 1:

This asks for the contact details of your organisation. The contact person you give must be someone who can answer questions about your application.

#### Question 2:

- (a) This asks you which of the four Royal Docks Trust priority areas of service you are proposing to address.
- (b) This is a statement of the amount of funding you think you will need from this Grant Programme to provide the service. You will need to provide further details in Question 4

#### Question 3:

- (a) This asks you to state clearly what the project's **objectives** are

*Example: training provision for.... or  
...to provide out of school childcare provision*

and to say what your understanding of the **need** for the project is based on, in terms of clear statistical evidence of need, or other measures or analysis.

- (b) **Priorities:** You should refer back to the Programme's published priorities and criteria, which have been included in your application pack

*Example: The programme has a priority for projects that benefit older people. A project could be meeting this priority by providing a programme of activities and advice to help older people to be fit and healthy.*

- (c) **Outputs:** asks for details of services/activities you will deliver in 2016/17. Please give full details so we can understand exactly what you will be providing, where it will take place and who will benefit

*Example: 3 activity sessions per week x 1 hour at 'xyz' centre for children aged 6 – 10 years, or  
2 training sessions for 2 hours per week at 'xyz' centre for unemployed adults, etc*

- (d) **Outcomes:** this asks for information about the expected impact of your project in 2016/17. How will the lives of your service users be improved after using this service? The outcomes should be measurable in some way so that you can demonstrate what has been achieved.

*Example: 30 people trained to 'x' standard or attaining 'y' qualification  
x number of people helped to acquire skills in .....  
x number of people who have increased access to health services or activities*

- (e) This question is asking about the total number of people who will benefit from your service.

*Please note: A training course may have ten students, who may attend several sessions. Do not double count them; total number of users is 10*

- (f) This question is asking how many people **who are residents of the Royal Docks Trust area** will benefit from the service.

## **Section B: Project Finances**

The financial section of the form should be completed on the basis of your estimate of the realistic level of funding needed for your service. It is important to present the costs for your service as accurately as possible. It is unwise to exaggerate your application in any area, as you will need to justify it, in some detail.

### **Question 4: Service Costs**

There are two columns to be completed:

- **Column A** - asks for a breakdown of the full costs for the service in 2015/16.
- **Column B** - asks for the parts of your overall service costs that you are asking us to fund. Please attach more detailed information to the form, if your budget is particularly complicated.

**Employee Related costs** – these should be the staffing costs to deliver this particular service. Please attach additional information detailing specific posts, number of hours per week (or session), payment rate or scale.

**Running Costs** - these should be the other costs to deliver this particular service – including premises, insurance, publicity, equipment costs, etc.

Insurance - the basic legal requirements are :

- Employer's Liability, which is required by law if you have paid staff
- Fire Insurance of premises
- Public Liability
- Motor Vehicle Insurance, where relevant.

Other running costs could include...

- Audit and Accountancy - the provision for this should not exceed 2% of annual turnover
- Building repairs and maintenance - this may depend upon the terms of the lease or licence of your premises

- Materials and equipment - please specify in broad terms according to your activities
- Transport/travel - may need to be separated out between staff, volunteers and users
- Management fees that relate to this specific service can be included
- Other - the nature of any other expenditure must be specified and not described as miscellaneous or contingency.

### **Total Expenditure**

Do not forget to complete this box and to double-check the addition and then carry the figure from Column B back to Question 2. Please also complete the sub-total boxes.

### **Question 5 – Income**

Income - this should include any charges to users, use of your existing reserves and all other sources of funding, including grants from other bodies, which will be used for this service. Please indicate which other funding you have secured or hope to secure towards this service. We need to know when you will hear the outcome of any such applications, to ensure that your service will have sufficient funding to begin operation in April 2016.

**If your income exceeds your proposed expenditure as detailed in Question 5 column A, please explain what the additional funding will be used for.**

## **Section C – Monitoring & Evaluation**

### **Question 6**

This asks for specific information about how you will monitor the outputs and outcomes you have indicated – record of numbers of service users or number of contacts

and other information about your users – which would need to include their gender, age, disability, ethnicity, etc.

What systems you will use to record your monitoring data, such as computer software systems, service user data, monitoring forms etc

You need to give us evidence of the quality systems or measures that you will use. Quality systems are procedures and / or practices that help you to be sure that your service is operating effectively and to the highest standard you can attain. These may be external systems like Quality Mark, Investors in People, PQASSO or others.

You may have specific internal systems in place, which include Equal Opportunities, volunteering, child or vulnerable adult protection, customer care or complaints systems, procedures etc

### **Question 7 – Resilience**

This asks for information about how your project and its operation and service Will contribute to the development and promotion of personal, community and economic resilience.

### **Question 8 - User Involvement**

This asks for specific information about how you involve users in planning or improving your services. Will it be through user feedback forms, user forums, focus groups, user representation, etc?

**Important note: you may be asked to produce documentary evidence of your methods.**

### Question 9 - Equal Opportunities, Diversity & Inclusion

- (a) As stated in the application form, the funders expect all organisations in receipt of grant aid to demonstrate a commitment to equal opportunities and inclusion. This means that you should have a published equal opportunities policy and should be able to show what you are doing to put it into practice, in terms of service delivery and the accessibility of those services.

How will you ensure that people from diverse ethnic groups and disabled people have access to your services. You will need to demonstrate how you are putting this into practice. You should show that your services are accessible to disabled people and that you are complying with the Disability Discrimination Act.

- (b) This question asks for specific details about your Executive Board or Management Committee. Please tell us how many people are members of your committee and how many of them are women, disabled people and lesbians or gay men. Say how many members are service users.

You are also asked to give a breakdown of what ethnic origin management committee members consider themselves according to the 2011 Census, within the following categories.

- **Asian/Asian British** *incorporating*  
Asian-Bangladesh (AB), Asian-Indian (AI), Asian-Pakistani (AP), Asian-Chinese (AC), and Asian Other (AO).
- **Black/ African/ Caribbean /Black British** *incorporating*  
African (AF), Caribbean (AfC) and Black Other (ABO)
- **White** *incorporating*  
British (BR), Irish (IR), Gypsy or Irish Traveller (GT) and White Other (WO).
- **Mixed/ multiple ethnic groups** *incorporating*  
White and Black Caribbean (WC), White and Black African (WA), White and Asian (WS) and any other mixed background (OM).
- **Other ethnic group** *incorporating*  
Arab (OA)  
Any Other Ethnic Group (OE)

### Section D – About your organisation

#### Question 10

This question is asking for information about your organisation.

If you are applying for funding as part of a consortium of organisations who are bidding collectively, please attach details of the groups involved in the consortium and the mechanisms you will use for monitoring the finances and outputs of the service.

#### Question 11

This question asks what your organisation is best described as. Remember to add any registration numbers that are being requested.

#### Question 12

This question is asking for details of any *current funding* you receive for the service for which you are seeking support in 2017/18.

**Declaration**

Please ensure that the form has been authorised by **the Chair of your Management/Executive Committee**, even if it is submitted by e-mail or is signed by another authorised person. If your application is successful we will require your Chair to sign a copy of the form as well as the Agreement to the Conditions of Grant Aid.

**Attachments Checklist**

Please enclose/attach all of the documents requested, with the application form. If a document is not available, you should still submit the form before the closing deadline. Explain why the document is unavailable and submit it as quickly as possible to reach us as close as possible to the published deadline. Late applications will not be accepted. We would prefer supporting documents to be submitted electronically where this is possible. If you believe we already have the most recent electronic version of any particular document it will not be necessary to re-submit it. Please check if in doubt.