

Application Guidance Notes – Standard Grants

2020 Theme: Enabling families to cope with the impacts of poverty

1 Organisation details

Charity name, number/address/website:

These details should be those of the applicant charity, as registered with OSCR.

If you are operating as a branch of a charity and you do not have your own, separate charity number, please check our Additional Guidance for Branches section at the end of this document.

Please provide a charity email address rather than a personal email if possible.

How long has your charity been running?

This should be the approximate date when your organisation was granted charitable status.

What does your charity do?

This is an overview of your general activities – i.e. a summary of what your charity actually does, including its purpose. Tip- use your own words rather than copying and pasting from your constitution.

How many people do you support each year?

This figure is the approximate number of people you directly support each year.

Tell us a bit about your management committee/board

What is the structure of your committee/board; include information such as the number of people on the board/committee, what experience they have, if any are related to each other and how often meetings take place.

Staffing numbers:

Please complete the boxes detailing the number of staff as well as the number of active volunteers (including your management committee).

Do you have any paid members of staff on your board?

Select from drop-down menu. If you have any members of staff also holding positions on the board/committee, or you pay any trustees, we may want to discuss this during the assessment call/visit.

Which of these policies/checks are in place?

It is important for us to know that you are taking appropriate steps to protect the people you work with. Some charities are required to have more policies and checks in place than others; please select the policies that apply to your charity.

Do you have a safeguarding policy that protects children, young people and vulnerable adults that you work with?

Safeguarding is the action that an organisation takes to promote the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect.

Safeguarding includes child protection but goes further and extends to anyone who is considered to be vulnerable. Even if your work does not normally bring you into contact with children or vulnerable adults, your staff and volunteers need to know what to do if a safeguarding issue was ever to arise.

Tell us how you ensure that staff and volunteers understand their role in safeguarding children, young people and vulnerable adults.

This may include:

- Training- who is involved and the frequency of training and refresher sessions
- How often you update the policy

2 Financial information

Please summarise the last two years' financial accounts:

- Take information from accounts which have been independently examined/audited
- Information can be found within the Income & Expenditure statement and the Balance Sheet
- If you have yet to produce your first year's accounts, please provide your expected income and expenditure figures on the form and attach a copy of your planned budget
- If you are not sure of the figures, please speak to the person that prepares your accounts

Is there anything that you need to point out to us about these figures?

Examples:

- Reasons why there is a high (or low) level of unrestricted reserves showing in most recent accounts
- Why income in the last year is skewed, e.g. because of a large capital appeal or that an annual grant was received just before the end of the financial year
- Explanation of why accounts are showing a deficit

If your most recent independently examined/audited accounts show an income of more than £500,000 because of exceptional circumstances in that particular year, please explain the reasons in this section.

3 Funding request

Are you applying for funding towards:

General running costs - If you tick this box we would expect that the vast majority (at least 70%) of your day to day work fits clearly with the current theme of “Enabling families to cope with the impacts of poverty”. Otherwise, you should apply for specific costs.

Specific Costs- Tick this box if you want funding towards a project or activities which clearly fit with the current theme. The cost of delivery may include a portion of your general running costs (known as full cost recovery). If your project has a name, please let us know.

Tell us about the work that will take place

This should include details of:

- Planned work, activities or services that will take place
- Where work will take place and who will deliver it (own staff or external partners)
- How many people will take part and how often
- Who the work is aimed at
- What issues are faced by the people taking part.
- Whether this new or existing work.

Please select from the dropdown box which area best describes this work. Please choose one only.

Please tell us why this work is needed

What led to the start of the service? What are the issues in the area? Who identified the need? Did you carry out a local consultation/survey, arrange local discussion groups, distribute questionnaires? You may already be delivering a project and want to expand, so tell us how you came to this decision. Local and national statistics can be helpful, e.g. where the community is positioned within the Scottish Index of Multiple Deprivation.

Explain what practical difference this work will make to families affected by poverty

Tell us what difference this funding will make to people’s lives; often known as outcomes. This may include people improving:

- coping strategies
- skills
- family relationships
- quality of life
- financial resources

Tell us how people affected by poverty have been involved in developing or running the service/project

This may include:

- How people have identified the need for change, helped gather information and offered to share experience and knowledge around future delivery
- Information on how people who use the service, or have experienced poverty, are also involved as members of the committee/board
- Details of any discussion/focus groups run by local people to help implement change

How many people will directly benefit from this work/project (over 12 months)?

This figure will relate to the people you plan to work with on a regular basis during the first year, and we are assuming that this will be a similar figure in other funding years.

Have you recently attended a funding advice session in relation to this application?

The reason we ask this question is to help us identify how many people go on to apply for funding after attending a funding advice session. Coming to a funding advice session can help you strengthen your application. However, all applications are assessed in the same way whether you have attended or not.

Other data collection questions

This will allow us to gather and share vital sector information, as well as inform other people about the grants we have made and the difference these will make within local communities.

4 Funding Amount

The purpose of this section is to establish the total funding that you require and how much you are applying for. The amount you are applying for may differ each year but the maximum in any one year is £8,000. We need different information, depending on whether you are applying for general running costs or specific costs.

If you are applying for general running costs:

Please tell us what your total projected annual running costs are for year one.

This figure may be different from the annual running costs as shown in your latest accounts.

If you are applying for specific costs:

Tell us the total cost of the project or service and the breakdown of these costs.

The breakdown should be for the full cost of delivering the project or service, which may or may not be the same as the amount you are applying for. We would expect to see the costs split into main headings such as salaries, rent/room hire, materials, travel, volunteer expenses, etc.

Please tell us about any funding you already have in place for this work and anywhere else you have applied to.

We would like to know that you have a funding plan in place, particularly for year one of the project/service, but if you have information on income for years 2-5 please include this too. Income may include fees collected for specific activities, other trust funding or general fundraising events.

5 Additional Information

This is additional information which is not already included within the application. Information may include partners worked with, a short case study, future developments or any other information which you feel strengthens your application.

6 Application contact details

We like to talk to all applicants, by phone or during a visit, so it is important that the person named is comfortable with discussing the application. We are happy for you to invite a colleague to take part in the conversation, if you feel this would be helpful.

7. Authorisation and bank details

- A member of your charity's committee/board (not the Chief Executive or a member of staff) should authorise this application.
- All correspondence will be sent to this individual using the email address given in Section one.
- A copy of a recent bank statement (in the name of the charity and dated within the last six months) should be provided. This statement should correspond with the account details on the application to allow payment of any grant by electronic funds transfer.

8. Enclosures

Please ensure all documents have been attached/uploaded. Without these documents we may be unable to proceed with your application.

9. Additional guidance for branches

We can take applications from branches which do not have their own, separate charity number, only if they meet the following guidelines:

- You have your own management committee which is responsible for governance
- You maintain your own financial accounts (which are incorporated into those of the parent charity)
- You have your own bank account
- You are delivering the same type of services as the parent charity

If you are a branch and meet these guidelines:

- Complete the application with the branch details
- Attach/upload a copy of your branch accounts as well as those of the main charity

If you are still unclear whether or not you can apply under your branch name, please call us to chat about it.

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e: hello@corra.scot t: 0131 444 4020 www.corrascot (The) Corra Foundation is a charity registered in Scotland (No SC009481) and is also a company limited by guarantee (No SC096068). It is a member of the Scottish Grant Makers, the Association of Charitable Foundations and the Scotland Funders Forum.