#ShiftthePower Scotland
Comic Relief Programme

Application Form Guidance Notes

Before completing your online application **please** read:

- Comic Relief Programme Criteria.
- Hints and tips for completing the online application.
- Questions and Answers document.

You will also find them on Corra Foundation's website in the #ShiftthePower Scotland section.

You will also need to attach a copy of a recent bank statement, your end of year financial accounts and, if you aren't a Scottish registered charity, a copy of your constitution or governing document.

The closing date for applications is **2pm on 30th September 2019**. We are unable to accept any applications received after this time so please make sure you have finalised your application and sent it before the closing date.

Please use this guide to help you understand what we are looking for in your application. Although some of the questions in the form are self-explanatory, we have included them in this guide for completeness.

General

- Make sure that all the contact details provided are for the organisation and that personal email addresses are not used if at all possible.

- Please note that you must complete the following information on the form before you can save a draft:
  Section 1: Organisation name and email address.
  Section 3: The name and email address of the person who will authorise the application.

Section 1: About your organisation

Organisation name.	Please tell us the name by which your organisation is formally known. (or registered with OSCR)
Scottish charity number.	If you are a charity, please tell us your OSCR registration number.
Date your organisation was established.	In order to understand a bit more about your organisation, please tell us when it was established. There is no maximum or minimum time we are looking for in order to be eligible to apply for this funding; we would just like to know how long your organisation has been operating.

If you can't easily find the exact date when your organisation was constituted, please complete the information using 1st January of the correct year. |
Website.	If you have a website address please let us know as this can let us find out additional information about your work if we need it.
Twitter account (if applicable)	Don't worry if you don't have a Facebook page or Twitter account, but if you do please let us know as it can help us to find out additional information about your work if we need it.
Facebook page (if applicable)	
Address	This should be the correspondence address for your organisation.
Tell us how many people are involved with your organisation?	To enable us to understand the size of your organisation, please complete the boxes detailing the number of staff as well as the number of active volunteers (including your board/management committee).
Which policies/checks are in place?	It is important that we know that you are taking appropriate steps to protect the people with whom you work. Some organisations are required to have more policies and checks in place than others. The most common of these are listed – please tick those that apply to your organisation. We may ask to see copies of certain policies.
Do you have a safeguarding policy?	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. This is why you need to have a safeguarding policy in place to receive a grant from us. We don't need you to send us the policy but we may ask to see it at a later date. Safeguarding guidance for charities is provided by OSCR which can be found here: https://www.oscr.org.uk/guidance-and-forms/safeguarding-guidance-keeping-vulnerable-beneficiaries-safe/ If you are in the process of adopting a safeguarding policy, it would need to be in place by 1st November 2019.
Tell us how you help staff and volunteers understand about their role in safeguarding.	Please describe what you do to ensure that staff and volunteers know how to react if a safeguarding issue arises, e.g. what training takes place and how often.

Section 2: Authorisation details

It is essential that the person completing this section is authorised to do so and typically will be a board or committee member. All correspondence will be addressed to this person and emailed using the address provided, including the link to access the online application form.

Section 3: Application contact details

Please make sure that the details provided in this section are those of a person who is easily contactable. It is important that this person is able to answer any of the questions which may arise in relation to this application form or any other aspect of your organisation. This may or may not be the same person that has authorised the application.

Section 4: Financial information

| Please provide a summary of your organisation's finances. | You will find this information on your Income and Expenditure statement and on the Balance Sheet that makes up your financial accounts at the end of each year. If you are uncertain about this, please do not leave it blank. We recommend that you speak to the person that prepares your accounts.

Your accounts should cover a 12 month period and be signed and dated by the Chair or Treasurer. Your most recent accounts should be no older than 18 months.

If you are a new organisation, please complete figures showing the projected income and expenditure for the current year. |
|---|---|

	Additional guidance notes for unincorporated, non-charity accounts appear at the end of this document.

Section 5: Bank Account Details

Successful applicants will have the grant paid directly into their bank account. The account must be in the name of the applicant organisation. Remember to attach the copy of a page from a recent bank statement (dated within the last six months) which clearly shows the account details, matching those you have provided on the application form.

Section 6: What do you want to do?

What would you like the funding for?	We want this funding to increase the reach, capacity or quality of your work or to support your organisation to try new ideas and approaches. Please provide a short, easy to understand description of the work you will deliver if your application is successful. Assume that we don't know what acronyms mean and try to make sure the information you put in is as clear and jargon-free as possible. A good test of how easy it is to understand is to read it to someone who doesn't know about your work and get them to tell you what they think you are going to be doing.
How have the people that you work with or the local community been involved in developing/running the project or service?	You need to be able to show us how the people you work with, or perhaps the wider local community, are key to making the project a success and will be involved in the project going forward. This could take any form that supports the project but examples might include the project being designed by people who might use the service, or active volunteers who are also using the service. We are particularly interested to hear aboutcommunities taking part in a leadership role, such as being a member of the management committee, or how you are working toward this being the case in the future.
Which of Comic Relief's funding themes will this work fit with?	Please select the theme that your work best fits with. Only one theme can be selected. More detail about the themes is contained within the criteria document.
How many people will be supported through this funding?	We are interested in understanding how many people you expect to benefit through the work you will deliver. We understand that numbers are only one measure of the impact of the work and we also understand that this isn't always simple because of the type of work some organisations deliver. However, it is important to have some sense of how many people are likely to benefit.
In which local authority area will the work take place?	Please tick the box for the one local authority area where the majority of the work relating to this application will be delivered.

In which type of area will the work take place?	It is interesting for us to know a bit more about where the work will take place. This information is for our own reporting purposes and will have no bearing on the assessment of your application.
What difference will this funding make to your work and/or the people you are working with?	In this section, we would like you to tell us about the difference this funding will make to people's lives. Before completing this part of the form you should be thinking about how you will change people's skills, knowledge, feelings or behaviour. Remember, making a difference doesn't always mean a 'new' service. You may be developing an existing project.

Section 7: Funding amount

Tell us the total amount of funding you are looking for.	This is the total amount of funds you are requesting from the programme and should be between £1,000 - £8,000. This funding can be used for a stand alone project or as part of a larger project.
Please provide a breakdown of the amount you are applying for.	Let us know how this figure has come about and exactly what the funding will be used for.
If successful, will you use this grant within 12 months of receiving the funding, or 18 months of receiving the funding?	We need to know this for internal reporting purposes only. It has no impact on the outcome of your application.
Tell us about any funding you already have in place for this work or other places you have applied to.	If this application is part of a larger project, please give us some more information on the total cost and how the other funding has been achieved.

Section 8: Additional support

Part of #ShiftthePower Scotland is about building the capacity of community led organisations. To help us develop a programme of support, we are interested to know which areas would be most useful for your organisation to receive help about. Please include up to four areas that you think would be beneficial.

Section 9: Enclosures

Remember to include the necessary documents with your application:

- Your most recent financial accounts
- Organisation's constitution or governing document (only if you are not registered as a charity)
- A recent bank statement in the name of your organisation

Additional guidance for unincorporated organisations which are not registered as a charity

Organisations with an annual income of up to £10,000:
We require all applicants to show that they produce annual financial accounts and the most recent copy must be attached to your application. Your accounts should cover a 12 month period and be signed and dated by the Chair or Treasurer. Your accounts should be no older than 18 months.

Organisations with an annual income of between £10,000 and £100,000:
If your organisation has an annual income of more than £10,000, we also require that your accounts have been checked/inspected by an independent person. Producing annual accounts and having someone independent look over accounts is good practice amongst small community groups.

By inspection, we mean that your accounts and financial records have been looked at by a suitably competent person. The purpose is to check that your accounts are consistent with the financial records (receipts, invoices etc.) of your organisation. The person carrying out the check should provide your organisation with a brief written statement confirming that this is the case.

The person carrying out the inspection should be impartial and should have no direct connection to the management committee of the organisation. This means the person **should not be**:
- a member of the management committee or anyone else closely involved in the administration of the organisation,
- a major donor or beneficiary of the organisation,
- a close relative, spouse, partner, business partner or employee of any of the above.

The person conducting the inspection should be familiar with financial record keeping of a similar level of complexity. For smaller organisations, this may be:
- the treasurer of another group,
- a bank manager or accountant, or someone retired from those professions,
- a community support worker,
- an individual with appropriate experience of financial record keeping.

Organisations with an annual income of more than £100,000:
Please note that for larger unincorporated organisations without charitable status and with an annual income of more than £100,000, we would expect a higher degree of external scrutiny to be applied to the accounts e.g. at least an independent examination by a suitably qualified professional person, such as an accountant.

Please remember that **all applications must be sent to us using the online application form** that you can download from Corra Foundation's website.

The closing date for applications is **2pm on 30th September 2019**. We are unable to accept any applications received after this time so please make sure you have finalised your application and sent it before the closing date.

The Corra Foundation
Riverside House, 502 Gorgie Road, Edinburgh, EH11 3AF