

# Transformers Grants Programme – Application Guidance

Round 3 - Strict Deadline 5pm, Friday 28<sup>th</sup> October 2011

It is essential that you answer **ALL** the questions on the application form fully, making sure you avoid using phrases such as 'see enclosed'. Please contact us to discuss any specific communications needs you may have.

## CHECKLIST

Ensure that you enclose all the documentation required. This checklist is designed to help you with this. If any document that is required is not enclosed with your application form your application will be deemed ineligible.

### Information about your group/organisation

1. Give the full name of your organisation as it appears on your governing document. Provide us with your organisation's main address including full postcode and telephone number.
2. If the organisation has a web site, give us the address of the organisation's homepage.
3. This must be the lead contact for the application. They should be someone from your organisation who can talk about your project and that we can contact during office hours. They must be over 18 years old. For schools someone who is directly employed by the school must submit the application (for example a teacher or administrator).

At least one of the phone numbers must be a landline number.

You must provide an email address for the named contact person. Email addresses beginning info@, admin@ or enquiries@ may not be used. We will use this email address to acknowledge receipt of your application. Since we use email as the main form of communication throughout the assessment process, please ensure that this email address is checked regularly.

4. Tell us if you will be working with any other organisations to deliver this project, and provide the names of these organisations, their contact details and the nature of the relationship.
5. Provide us with a short title for your project that we can use for publicity purposes, try to make it unique to your project.
6. Give a brief summary of your project in not more than 150 words. This will be used on our website and in publicity material if you are successful so it should be descriptive and explain the project succinctly to someone who doesn't know anything about it.
7. Describe the project that you are requesting funding for. By project we mean the event or activities that you plan to carry out using the Transformers grant.

Please note that as part of the eligibility criteria assessment your organisation will have to demonstrate that your projects is innovative, relates directly to the Olympics, and promotes Olympic and Paralympic Values

Tell us about the needs that the people who use the project have. Explain how you know that they have these needs and what you have learnt from discussing your plans with them. Demonstrate how your project or activities will meet the needs you have identified. This will give us an idea of why the project needs to be delivered and can be demonstrated through any research that you might have undertaken.

Be specific about what you will do, how you will do it and what you would spend the grant on.

Please refer to the Transformers eligibility criteria for more detailed information about what we will and will not fund. Please read this carefully to check that we can fund what you want to do.

Your project may be in the area of:

- Sports
- Culture
- Increasing health and wellbeing
- Safer communities
- Raising spirits and aspirations

The Olympic and Paralympic Values include:

- Respect
- Excellence
- Friendship
- Courage
- Determination
- Inspiration
- Equality

**8.** Tell us when you expect your project to start. Please note that any costs incurred by the project prior to the Grants Panel meeting will be considered as retrospective and will not be paid.

**9.** Tell us approximately how many people are expected to benefit from the project.

By 'Directly' we mean tell us how many people will benefit first hand. How many people will participate in the project? For example if you are running a series of workshops tell us how many people you anticipate will attend those workshops.

By 'Indirectly' we mean people who will be able to experience or benefit from the project once it's completed. For example if you are creating art work or you are working on a web based project, how many people do you expect to see it?

Not all projects will have indirect beneficiaries and if this is the case please mark this field n/a.

**10.** As part of the eligibility criteria of the Transformers grants programme each project is required to meet the four outcomes mentioned.

- Raise the spirits and aspirations of local people to derive some real positive benefits for local communities
- Encourage community participation to make a difference in their local community
- Get local people involved in activities which celebrate the 2012 Olympic and Paralympic Games coming to East London and promote the Olympic and Paralympic spirit
- Leave a lasting legacy in the community

Please explain how your project meets these outcomes and give a Key Performance Indicator (KPI) to show how you will monitor progress. Please note there should be milestones set to measure how the KPIs for the outcomes are progressing during the lifetime of the project. This should form part of your project delivery programme, which you must submit as part of this application process.

**11.** Tell us about any other individual outcomes (unique to your project) that you may want to achieve through this project, and what activities you will undertake to achieve these outcomes.

- 12.** Outline the project schedule on a month by month basis giving an indication of what work will be undertaken and/or fulfilled. We will require a full project schedule from you if you are successful with your application.
- 13.** This risk assessment relates to the project you are applying for and a generic health and safety risk assessment for your organisation will not be acceptable. You should outline any foreseeable risks associated with the delivery of the project, the likelihood of the risk happening, the impact of the risk on the project and what steps you will take to prevent or mitigate the risk should it happen. This risk assessment should be as comprehensive as possible and demonstrate that you have considered the issues that might impact on the delivery of your proposed project.

- 14.** Please explain how you will monitor the project and evaluate the outcomes.

Monitoring – how you will collect data and information on a regular basis throughout the life of the project

Evaluation – how you will interpret the data and information to make judgements about the success, value and outcomes of the project.

It might be that while monitoring and evaluating the project you will discover better ways to deliver the project and thus use the monitoring to improve the project delivery.

- 15.** Specify the borough/s and the specific place/s within the borough (give the postcode if you can) where the people who will benefit from your project are based.

We are particularly interested in funding projects that are delivered in the following locations, as they are affected by their proximity to the Olympic venues:

- Hackney - Hackney Marsh, Hackney Wick, Homerton, Lower Clapton.
- Tower Hamlets - Bow, Bromley by Bow, Langdon Park, Poplar.
- Newham - Carpenters, Stratford, Forest Gate, Plaistow, West Ham, Canning Town.
- Waltham Forest - Leyton, Leytonstone, Cathall, Can Hall.
- Greenwich – Woolwich, Woolwich Dockyard, Plumstead, East Greenwich, Charlton.

- 16.** Explain what you will do to make sure that people from diverse backgrounds or marginalised communities know about your project and how to benefit from it.

If you have identified any groups that could benefit from, but are less likely to take part, please explain why this is the case and what you will do to tackle these issues.

If your project involves the wider community in the specific or all five boroughs tell us how.

If you plan to promote or publicise your project please explain how you will do this.

If you plan to restrict who can take part in your project then you should explain why. This is so that we can consider whether this is acceptable.

- 17.** Tell us how you will ensure that your project is environmentally friendly. Tell us what action you will take to ensure that any activities undertaken as part of this project are as environmentally friendly as possible. For example you may make use of IT and internet to minimise the amount of paper you use.

## Funding Required for the Project

Please note if you are successful any grant payments can only be made into a bank account that is in the name of the organisation applying for the grant and responsible for delivery of the project. We require at least two people to sign each cheque or make a withdrawal. If any signatories are related or live at the same address we will need written confirmation from your bank or building society that these people cannot authorise the same payment.

**18.** Tell us the total cost of the whole project.

**19.** Tell us how much money you are requesting from the Transformers Grant Scheme. Note that the minimum you can apply for in this round is £10,000 and the maximum you can apply for is £20,000

**20.** Explain what the funding from the Transformers grant will be spent on. The total amount requested should be the total amount of your bid.

Please note that we will only allow up to 15% of the overall grant awarded towards meeting the core cost of the organisation.

**21.** If Transformers is **NOT** the sole source of funding for your project (i.e. if your answers to questions 18 and 19 are different) you should provide a breakdown of the:

**Income** - If you need to raise funds from other sources in order to deliver this project you must be able to show that you will be able to do this and that raising these funds will not affect the project or cause delay.

Let us know if you have already raised some funds or plan to use reserves or savings to deliver this project.

If you have applied to other funders, but have yet to hear from them, tell us who they are and when you expect a decision.

**Expenditure** - How the overall project budget will be spent against the different costs.

If Transformers **IS** the sole source of funding please write “Not Applicable” in the first row under Income.

**22.** Will the project continue if you are only able to secure a percentage of the costs? If so, you should use this question as an opportunity to explain how the project will proceed should you be unable to secure the full project costs.

**23.** Explain all of the individual items or activities that you are asking us to fund. Tell us if you have used quotations, estimates, prices from suppliers or experience from other projects. If you have made any assumptions when working out costs, tell us what these are.

Explain all salaries with an hourly or daily rate and outline how long each person is expected to spend working on the project.

For example:

Project Manager @ £125 per day, working for a total of 35 days, total £4,375

You must not include any VAT that you can claim back from HM Revenue and Customs.

- 24.** Tell us if you intend to purchase any permanent assets to deliver this project. You need to explain why this asset is required and why you have chosen to purchase rather than hire the asset. You should also explain what you will do with the asset after the project is closed/complete.

Please note that we will not fund the purchase of assets that mainly benefit individuals (for example equipment that is not shared).

- 25.** The Transformers grants programme will fund projects that will undertake activities up to December 2012. No project cost will be covered beyond this date. If you decide to continue with the project beyond December 2012 you will need to have reasonable plans for alternative funding at the end of the Transformers Grants programme. Please explain here what those plans are.

If your project will not continue beyond the project end date then write 'Not Applicable'

- 26.** Any project engaging with people not employed by your organisation will need Public Liability Insurance. You will need to provide a copy of the Public Liability Insurance Certificate with your application. You may also need to provide a copy of your Employers Liability Insurance Certificate.

### **About Your Organisation**

- 27.** By registered charity we mean registered with the Charity Commission. If your organisation is an exempted charity, let us know.

Tell us if your organisation is incorporated as a company limited by guarantee.

If your organisation is neither a registered charity nor a company limited by guarantee please provide details of its legal status. For example if you are a school please state the type of school you are, and provide the DCSF reference number.

Give us the month and year (mm/yyyy) when your organisation started operating.

- 28.** Tick the relevant category that best describes your organisation. This information is for monitoring purposes and will not affect the outcome of your application.

- 29.** Give the total number of people currently working in each of these categories.

- 30.** Specify the borough in which your organisation is based. As the Transformers grants programme will only be funding projects that are delivered in the boroughs of Greenwich, Hackney, Newham, Tower Hamlets and Waltham Forest, you need to show a strong link to delivery of projects in these boroughs if your organisation is based outside the boroughs mentioned above (see question 32).

- 31.** Tell us what your organisation is set up to do. These are the aims as set out in your mission statement or constitution. Outline the main activities you deliver in order to meet your aims. Do not exceed the 300 word limit.

- 32.** Tell us about the people your organisation works with (your beneficiaries) and the geographical area, such as London Boroughs or Counties, your organisation serves.

Illustrate this by telling us about a successful project that your organisation has delivered recently. How long did the project last? Who were the beneficiaries and how many did you reach? What was the budget? What were the outcomes and how did you achieve them? Please tell us about a successful project that you have delivered within any of five of the Olympic boroughs, namely, Greenwich, Hackney, Newham, Tower Hamlets and Waltham Forest. Showing a strong link of delivering projects in these boroughs is part of the eligibility criteria.

**33.** Provide us with details of the organisation's income and expenditure for each of the years, and the surplus or deficit (the difference between income and expenditure).

If the account shows a deficit you must tell us the reason/s for it as well as what steps are being taken to reduce it.

If your organisation has been running for less than two years you must provide us with annual accounts for the period that you have been running. You must provide us with at least one year's financial accounts. Your financial year can be for any 12 consecutive months.

**NOTE** - If the most recent annual accounts are **more than 10 months old** at the time of applying, you must send in copies of three recent bank statements and an income/expenditure forecast for a minimum of one year.

**34.** If your project involves working with children, young people under the age of 18, or vulnerable adults, it is your responsibility to have the appropriate safeguarding policies and procedures in place.

**35.** Please be aware that we may seek further information from any bodies you are registered with, or inspected by.

### **Declaration on behalf of the applicant organisation**

Please ensure that you have read and understood this statement before signing it.

Please also note that your application must be countersigned by your Director/CEO or the chair of your board of trustees.

### **Project Monitoring Information**

The information gathered is for monitoring purpose only and will not be used to assess your application.

**Questions 1 – 5.** Tell us who the main beneficiaries of the project are.

If you tick NO this means that your project is open to all the categories listed and that you are not focusing it specifically on any of them.

If you tick YES this means that your project may be particularly relevant to some of the categories listed.

**Question 6.** Tell us how many members of your board or governing body fit into each category.